



## Lambertville Municipal Utilities Authority

Tuesday, December 1, 2020, 6:00 PM

### Virtual Zoom Regular Meeting Minutes

Link: <https://us02web.zoom.us/j/81756032327>

The meeting was called to order at 6:02 p.m. by Chairwoman MacGregor who read the statement of compliance with the Open Public Meetings Act, by adoption of *Resolution 009-2020* setting forth meeting dates for 2020-2021. Notification was additionally published on Friday, September 11, 2020 to The Times of Trenton and also noticed in the Hunterdon County Democrat. A copy of the agenda was posted on the web sites of the LMUA and the City of Lambertville.

### Roll Call.

Mrs. Ege called the roll as follows:

LMUA Board:

Present: Janine MacGregor-Chairwoman, Vincent Uhl-Vice Chairman, Paul Rotondi-Treasurer, Russell Lambert-Secretary, Helen Pettit-Member, Jacqueline Middleton-Alternate I

Also Present: Thomas F. Horn, P.E.-Executive Director, C. Gregory Watts-Watts, Tice & Skowroneck, Kathy Leary-CFO

### Public Participation Instructions for Zoom.

**Virtually by Computer:** If you are currently utilizing a computer to participate, you would click the “**Raise Hand**” button on the bottom of the screen. This will place you in a queue that I can see for when it’s time to take public comments. People are sorted in the order they raised their hands. When I call on you, a message will pop-up asking if you want to unmute yourself. If you choose to move forward and place a public comment or question, choose to unmute, if you have changed your mind then choose deny.

**Telephonically by Phone:** If you are dialing in tonight on your phone, to “**raise your hand**” dial \*9 to be placed in the queue. When called on, the system will ask you to confirm being un-muted to proceed.

Once called, I will ask you to please state your full name and address into the record, then please feel free to make your comment or ask a question. You will remain unmuted while the governing body responds. Please make sure there is no background noise such as the T.V. on, music or loud chatter.

When public comments are finished, participants will be placed back on mute for the duration of the meeting.

### Public Comment.

At this time there was no public in attendance and participation instructions were held until members of the public were in attendance.

### Minutes.

The minutes from the November 3, 2020 virtual regular meeting were approved in a motion made by Mr. Rotondi and seconded by Mr. Lambert.

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Governing Body Member	Recorded Vote:		Abstain	Not Voting	Not Present
	Aye	Nay			
Janine MacGregor	X				
Vincent Uhl	X				
Paul Rotondi	X				
Russell Lambert	X				
Helen Pettit			X		
Jacqueline Middleton				X	

**Correspondence.**

- A. Capacity Confirmation for the proposed project located at Block 1048, Lots 56, 60 & 61 and known as South Main Street Apartments was confirmed in a letter dated November 18, 2020. The letter confirmed sufficient capacity for the proposed addition of 12 apartment units as well as confirming the connection permit fee and the location of sewer near the property. The Board reviewed the included sewer map showing the location of the project and discussed some concerns regarding the steep slope the lots are located on.

**Chairpersons Report-Janine MacGregor.**

Mrs. MacGregor deferred the end of the year employee bonuses for discussion in the closed session portion of the meeting.

**Executive Directors Report-Thomas Horn.**

OPERATIONS REPORT FOR NOVEMBER 2020: Mr. Horn reported that plant & collections system operations are running normally.

ODOR CONTROL: No calls for November.

UNION/ PERSONNEL: As a result of Covid-19, the operations staff is using up the remainder of their time off before the end of the year. Since there is limited staffing on certain days throughout the month they are mainly focused on normal operations and maintenance with limited time for Capital Projects and extra maintenance. Ms. Pettit asked if the Authority had a deferred compensation program. Mr. Horn explained that vacation time is “use it or lose it.” Employees can only accrue sick time so a deferred compensation program would not be necessary.

Updates to personnel manual continues as time allows.

REGULATORY: Biofilter and carbon unit continue to be monitored.

ADMINISTRATIVE ISSUES: The City has informed the Authority that they will be removing their fuel facilities at the DPW yard and participating in a shared services agreement with Hunterdon County DOT. The Board would like Mr. Horn to look into a similar agreement with the County as well as any other alternatives.

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Executive Order 190: Mr. Horn informed the Board that the AEA had reached out to the Governor’s office to get clarification on the order. They were informed that sewer is not included in the order and that we can charge and collect interest on all delinquent sewer fees.

Perry Road Sewer Service Survey: Mr. Horn reported that a number of residents located on this street have expressed interest in connecting to the sewer system. Mr. Horn is currently working on a survey letter to go out to all of the residents on that street currently on septic within the next few weeks.

**Memo-Status of Capital Improvements.**

Collection system work: No change.

Plant & road paving & roof replacement: No change.

Clarifier parts: Staff has been working on the preparatory work as time allows.

Drain Lines: The contractor has completed the installation of the new drain lines in the control building basement and began work on the belt filter press building drains.

Chemical Building: The existing building was removed and the replacement was installed this past month. The contractor will need to come out to connect electrical and piping to the building.

**Public Agency Compliance Officer.**

**Resolution 047-2020**

**Appointing Thomas F. Horn as the Public Agency Compliance Officer  
for Lambertville Municipal Utilities Authority**

**WHEREAS**, section 17:27-3.5 of the New Jersey Administrative EEO Code requires that each public agency shall annually appoint a Public Agency Compliance Officer to ensure that municipal contracts comply with the policy of the State of New Jersey to promote equal employment opportunity and affirmative action with regard to public contracts.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Thomas F. Horn as the Public Agency Compliance Officer for a term of one (1) year.

The Resolution shall be effective immediately upon adoption.

**Motion: Mrs. MacGregor**

**Second: Ms. Pettit**

<b>Governing Body</b>	<b><u>Recorded Vote:</u></b>					
	<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Not Voting</b>	<b>Not Present</b>
Janine MacGregor	X					

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Vincent Uhl	X	
Paul Rotondi	X	
Russell Lambert	X	
Helen Pettit	X	
Jacqueline Middleton		X

**Chief Financial Officer’s Report.**

Mr. Rotondi made a motion to approve the bill list for November. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED Mrs. Leary confirmed that there was nothing out of the ordinary for bills this month. Mr. Horn confirmed that the payment for DeMaio Electrical is on the agenda for payment approval but this will be held until funds are received from the State.

Governing Body Member	<u>Recorded Vote:</u>				
	Aye	Nay	Abstain	Not Voting	Not Present
Janine MacGregor	X				
Vincent Uhl	X				
Paul Rotondi	X				
Russell Lambert	X				
Helen Pettit	X				
Jacqueline Middleton					X

**Attorney’s Report.**

No report.

**Closed Session.**

**Resolution 048-2020** *Approving a Closed Session to Discuss Personnel Matters  
Pertaining to End of the Year Employee Bonuses*

**WHEREAS**, the Board of the Lambertville Municipal Utilities Authority is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq; and

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that a closed session, not open to the public, may be held for certain specified purposes when authorized by N.J.S.A. 10:4-12(b).

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**NOW, THEREFORE, BE IT RESOLVED** that the Board of the Lambertville Municipal Utilities Authority hereby moves to go into closed session on Tuesday, December 1, 2020 at The LMUA Treatment Facility located at 3 Bridge Street, Lambertville for the purpose of discussing end of the year employee bonuses.

**BE IT FURTHER RESOLVED** that the matters discussed in and minutes of the closed session shall be disclosed to the public when the reason for confidentiality no longer exists.

The Resolution was adopted by a call of ayes and nays as follows:

**Moved: Mrs. MacGregor**

**Seconded: Mr. Rotondi**

<b>Governing Body Member</b>	<b><u>Recorded Vote:</u></b>				
	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Not Voting</b>	<b>Not Present</b>
Janine MacGregor	X				
Vincent Uhl	X				
Paul Rotondi	X				
Russell Lambert	X				
Helen Pettit	X				
Jacqueline Middleton				X	

**The LMUA Board convened into closed session at 6:25 p.m.**

**The LMUA Board re-convened into regular session at 6:39 p.m.**

**Public Comment.**

Kathy Dermer, a resident from 28 Perry Road was in attendance to discuss her interest in installing sewer at her property. She stated that she had expressed interest in the past but that nothing has developed from it. She was a bit frustrated when she learned about 22 Perry Road connecting this past month. Mr. Horn explained that before anyone had expressed interest, he had received a permit application for sewer service at 22 Perry Rd. This has been going on for about two years after the house had sold and the septic had failed. The homeowner had received a right of way easement from the owner of 8 Perry Rd. to run an extended lateral through their backyard connecting 22 Perry with the sewer main on Alexander Ave. All of the installation work was done at the expense of 22 Perry Road after receiving all of the necessary approvals.

Since 22 Perry Road had connected, Mr. Horn had received interest from a few of the residents on the road. He has spoken to the Mayor to discuss a possible special assessment to help spread out the costs for the homeowners. Mrs. MacGregor asked if there was any interest expressed after 15 Perry Rd. had run a similar long lateral to connect through a neighbor's yard. Mr. Horn explained the last time the properties on the road

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were surveyed was over 10 years ago and there was not enough interest at that time. Mrs. Dermer stated that back in 2016 she had reached out to the Authority to ask about the connection permit. She discussed the possibility of getting all the residents together “which would be more cost effective and less disruptive to the neighborhood.” Mrs. Dermer felt like there was a missed opportunity back in 2016 and wanted to go on record to make sure that it did not happen again and that there is definitely interest.

As discussed earlier this meeting, Mr. Horn is drafting a survey letter to all of the unconnected residents on the road to assess interest as they would be responsible for the installation costs as well as the permit to connect. Mrs. MacGregor would like the survey to be clear. It should include the homeowner’s costs for installation of the main in the street, individual laterals, permitting and their responsibility of abandoning their septic system. Mrs. MacGregor assured Mrs. Dermer that the Authority will be getting the survey out within the next couple of weeks to get things started. Mrs. MacGregor would like to review the survey before it is sent out to make sure it includes everything the homeowners would be responsible for so they can make an informed decision. Mrs. Dermer thanked the Board for their time and said she will be looking for that survey, then exited the meeting. Mr. Horn reviewed which properties have sewer service and which do not on Perry Rd. He explained that mostly the middle of the road has not been connected. Mr. Horn has received some rough numbers from CDM Smith the Authority Engineer, that he would use for the cost estimate. He will include the connection fee costs as well.

**Resolution 049-2020**

**A Resolution to Approve Year End Bonuses for Employees**

**WHEREAS**, Mrs. MacGregor recommended year-end bonuses for the staff based on overall performance and in acknowledgment of their dedication to the Authority.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby approves the following year-end bonuses:

- Plant Operators: \$1,000.00
- Plant Supervisor: \$1,200.00
- Office Personnel: \$1,450.00
- Executive Director: \$1,700.00

The Resolution shall be effective immediately upon adoption.

**Moved: Mrs. MacGregor**

**Seconded: Ms. Pettit**

**Governing Body  
Member**

**Recorded Vote:  
Aye      Nay**

**Abstain**

**Not  
Voting**

**Not  
Present**

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Janine MacGregor	X	
Vincent Uhl	X	
Paul Rotondi	X	
Russell Lambert	X	
Helen Pettit	X	
Jacqueline Middleton		X

**Shared Service Agreement with Delaware Twp.**

Mr. Horn advised the Board that Delaware Twp. is interested in a shared services agreement for the purchase of sodium hypochlorite from the LMUA. He is currently working on the agreement with Mr. Watts and will update the Board once completed.

**Virtual Board Meetings for 2021.**

After a discussion the Board decided that the next Board meeting scheduled for January 5, 2021 would be held virtually. Mrs. Ege will post notice of this action.

**Professional Contracts for 2021-22.**

With the RFP's due back on December 21<sup>st</sup> Mrs. MacGregor would like to appoint a subcommittee to review them before our January meeting. Ms. Pettit and Mr. Uhl had reviewed the 2020 professional proposals and would like to review the 2021 contracts as well. Mrs. Ege will reach out to them via email to arrange a time for them to review the proposals in the office.

**Adjournment.**

The meeting adjourned at 7:09 p.m. with a motion made by Mrs. MacGregor seconded by Mr. Rotondi and followed by a unanimous voice vote taken in favor of the motion by all members present. MOTION CARRIED.

Respectfully submitted,

*Melissa S. Ege*

Melissa S. Ege, Administrative Assistant

*Approved at the regularly scheduled Lambertville MUA Board meeting held on January 5, 2021.*