



Lambertville Municipal Utilities Authority

Tuesday, January 5, 2021, 6:00 PM

Virtual Zoom Regular Meeting Minutes

Link: <https://us02web.zoom.us/j/82466620151>

Passcode: 718005

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 Thursday, December 17, 2020 to the Hunterdon County Democrat and also noticed in the Times of Trenton. 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, Helen Pettit-Member, Jacqueline Middleton-Alternate I

Absent: Russell Lambert-Secretary

Also Present: Thomas F. Horn, P.E.-Executive Director, C. Gregory Watts-Watts, Tice & Skowronek, Kathy Leary-CFO, Holly Havens-New Appointment for Alternate Board Member

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.

Minutes.

The minutes from the December 1, 2020 virtual regular session and closed session meeting were approved in a motion made by Ms. Pettit and seconded by Mr. Rotondi and followed by a unanimous roll call vote by all members present. MOTION CARRIED

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

January 5, 2021 6:00 pm

Held Virtually Via Zoom

Link: <https://us02web.zoom.us/j/82466620151>

Minutes, Page 2

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 58 Church Street was sent via email on December 18, 2020. Mr. Horn explained that the confirmation was more of a formality for the City as the sewer billing would remain the same.

Chairpersons Report-Janine MacGregor.

No report.

Executive Directors Report-Thomas Horn.

OPERATIONS REPORT FOR DECEMBER 2020: Mr. Horn reported no issues at the plant and collection system this past month.

ODOR CONTROL: No calls for December.

UNION/ PERSONNEL: No issues other than vacation time. Due to Covid-19 the staff did not take their vacation time as they normally would and needed to take the remainder of their time in December. Mr. Horn assured the Board that this was a onetime issue due to Covid-19 and he plans to keep track of time off requests to make sure they are used in a timely manner.

Updates to personnel manual continue as time allows.

REGULATORY: Biofilter and carbon unit continue to be monitored.

ADMINISTRATIVE ISSUES: The Authority will be able to get their diesel fuel and regular fuel from the County yard in West Amwell as part of the City Shared Services Agreement. A meeting with Edmunds was held virtually last month to discuss an overview of the process from the old to the new billing/ accounting software purchased.

NJ MEL: 2021 Elected Officials online training was sent out via email on December 9, 2020. This is due by May 1st to receive the credit towards our insurance premium.

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

January 5, 2021 6:00 pm

Held Virtually Via Zoom

Link: <https://us02web.zoom.us/j/82466620151>

Minutes, Page 3

NJ I-Bank Loan- Mr. Horn advised the Board that the I-Bank had contacted the Authority to get a status on the Capital Projects. The projects should be completed in time to convert our short term loan into a long term financing by the next bond sale in the spring.

Perry Road Sewer Survey.

Mr. Horn has put together a survey letter to send out to the residents on Perry Road in order to gauge interest in the possible project. This survey was held until after a discussion with the gas and water utilities with the City to determine if all three could be installed at the same time. The City is looking to put together a public hearing to determine interest in all three. Mr. Horn asked if the Board would like to wait until the public hearing or just send out our survey now. Ms. Pettit feels that we should get the survey out now as communicated to 28 Perry Road at our December 1st meeting. Mrs. MacGregor suggested a quick call or notification to the City prior to sending the survey to alert them that the Authority would like to move forward. Mr. Horn will advise them and get the survey out this week.

Memo-Status of Capital Improvements.

Collection system work: No change.

Plant & road paving & roof replacement: No change.

Clarifier parts: Staff continues to work on preparatory work as time allows.

Drain Lines: The repairs to the drain lines have been completed.

Chemical Building: Mr. Horn expects this project to be completed by the end of January. Additional work has been identified which will result in a change order.

Professional Contracts for 2021-22.

Ms. Pettit and Mr. Uhl had reviewed the 2021 professional proposals after the bid opening on December 21, 2020. Mr. Horn reviewed the prepared Bid Tabulation Sheet showing an overview of the professional proposals received with the Board. He asked if the Committee had any recommendations or requests to meet with any of the professionals. Ms. Pettit noted that for the Financial Advisor position, Phoenix Advisor's rate schedule is lower than Acacia's. Mrs. MacGregor asked Ms. Pettit and Mr. Uhl for their recommendations. Ms. Pettit felt that it would be a good idea to compare their current advisor, Acacia with Phoenix through an informal Zoom meeting with the Sub-Committee. Mr. Uhl would like to know what was spent in last year's budget for Financial Advisor. Mrs. MacGregor noted that Acacia was helpful with putting together our 10 year plan. After a discussion, the Sub-Committee will interview both companies before bringing their recommendation before the Board at the reorganization meeting on February 2nd.

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

January 5, 2021 6:00 pm

Held Virtually Via Zoom

Link: <https://us02web.zoom.us/j/82466620151>

Minutes, Page 4

Ms. Pettit expressed some concerns with the current RFP submissions as they include a lot of unnecessary information and can make it hard to find the specific criteria needed to review each professional. Ms. Pettit would like to help prepare an updated request for proposals for 2022 professional contracts. This would include a limit on the number of pages that may be submitted and possibly limiting their responses to the forms we provide that would clearly state the key persons for the Authority with corresponding salary and cost information in a uniform manner.

Memo-Suburban Contract Amendment #4.

Mr. Horn reviewed his memo dated January 5, 2021 with the Board detailing the status of the disinfection building project. The fabrication and delivery of the replacement disinfection building was delayed due to the impact of Covid-19. In accordance with DEP, the contractor was advised that a no cost time extension would be permitted given the circumstances. There were some unexpected issues with drainage repair work including cutting through the sump pump pit to connect the new drains for the control building. The replacement transformer is too large for the original intended space and had to be moved to the control building. The tepid water heater for the safety showers/ eyewashes was also too large for the original space intended and had to be moved as well to a different location. Finally, the building inspector is requiring steps to be installed to enter the building.

Due to these issues Suburban’s inspector has been on site more than anticipated and is negotiating a change order to cover their increase in time.

Ms. Pettit expressed her concerns regarding Suburban’s approval of the shop drawings that would have shown that the dimensions for the proposed transformer and water heater were not the appropriate sizing. Ms. Pettit said that the rate payers should not be responsible for any errors made by Suburban. After a discussion, the Board decided that the issues of the conduits and sump pump pit are considered hidden defects and find the additional costs fair. However, they do not find the extra proposed costs for the transformer and water heater appropriate. Mr. Horn will go back to Suburban and negotiate this proposed change order before the February meeting.

Resolution 001-2021 was tabled and not voted on as the Board is still under negotiations with Suburban for Change Order #4.

Chief Financial Officer’s Report.

Mr. Rotondi made a motion to approve the bill list for December. Mrs. MacGregor seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED

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

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

January 5, 2021 6:00 pm

Held Virtually Via Zoom

Link: <https://us02web.zoom.us/j/82466620151>

Minutes, Page 5

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

Attorney's Report.

Mr. Watts has consulted on some of the updates to the personnel manual and is waiting for Mr. Horn to finish his revisions before he reviews the whole document.

Public Comment.

Mrs. MacGregor congratulated Ms. Havens on her upcoming appointment to Authority as Alternate Board member and asked if she had anything to add or questions about tonight or the position. Ms. Havens thanked the Board and said that she looked forward to working with everyone at the LMUA.

At this time Mrs. Ege confirmed that there were no other members of the public in attendance.

Adjournment.

The meeting adjourned at 6:55 p.m. with a motion made by Mrs. MacGregor seconded by Ms. Pettit 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 February 2, 2021.