

# Lambertville Municipal Utilities Authority Tuesday, June 1, 2021, 6:00 PM Virtual Zoom Rate Hearing & Meeting Minutes

Link: https://us02web.zoom.us/j/86065243696

The meeting was called to order at 6:01 p.m. by Chairwoman MacGregor who read the statement of compliance with the Open Public Meetings Act, by adoption of *Resolution 005-2021* setting forth meeting dates for 2021-2022. Notification was additionally published on Thursday, April 22, 2021 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.

## Pledge of Allegiance.

**Roll Call.** Mrs. Ege called the roll as follows:

LMUA Board:

Present: Janine MacGregor-Chairwoman, Paul Rotondi-Treasurer, Russell Lambert-Secretary, Helen Pettit-Member, Holly Havens-Alternate II entered at the conclusion of the minutes at 6:09 p.m.

Absent: Vincent Uhl-Vice Chairman, Jacqueline Middleton-Alternate I

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

# **Public Participation Instructions for Zoom.**

Mrs. Ege confirmed that there was no public in attendance at this time.

**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 Hearing.**

**FY 2022 User Rates:** Mrs. MacGregor asked if the Board had sufficiently reviewed Resolutions 025 & 026-2021 which reflect the proposed rates as discussed by the Board at the both the April 6<sup>th</sup> and May 4<sup>th</sup> meetings.

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Mr. Watts opened the public hearing portion of the meeting. Mrs. Ege shared the proposed Rate Schedule with the Board. At this time, Mr. Watts asked if there were any public in attendance who would like to ask questions or make a comment. Mrs. Ege confirmed there were none. Mr. Horn asked that the word "qualifying" be added to the senior citizen rate on the rate schedule to match Resolution 026-2021. Seeing no further comments or corrections the Board moved the below resolution.

# Resolution 026-2021 Approving a 3.91% Increase in the User Charge Amounts Effective July 1, 2021

**WHEREAS,** after a public hearing held by the Lambertville Municipal Utilities Authority ("Authority") on June 1, 2021, pursuant to the provisions of N.J.S.A. 40:14A-8, user charge amounts were determined by the Authority; and

**WHERAS,** notice of the public hearing was published in the Hunterdon County Democrat on Thursday, April 22, 2021, posted on their website for 30 days: <a href="https://www.njpublicnotices.com/">https://www.njpublicnotices.com/</a>, posted on the Authority's website: <a href="https://www.lambertvillemua.com">www.lambertvillemua.com</a> and sent through the City of Lambertville email list serve; and

**WHEREAS,** the user charge system is reviewed by the Authority every year to ensure proper charges for users so that the Authority may operate, manage and maintain the sewerage facilities in an efficient manner; and

**WHEREAS,** after review of our Financial Position the Board of Commissioners agree to an increase of 3.91% to the user charge amounts.

**NOW, THERFORE BE IT RESOLVED,** by the Commissioners of the Lambertville Municipal Utilities Authority that commencing on July 1, 2021 sewer use charge amounts will increase by 3.91% proportionally and are hereby established at \$532.00 per equivalent dwelling unit (EDU) per year for residential use, \$399.00 per EDU, per year for qualified senior citizens; \$661.80 per EDU per year for commercial use and increased proportionally for all other rates as per the Rate Schedule dated July 1, 2021.

**BE IT FURTHER RESOLVED** that a schedule of the aforesaid user charge amounts shall at all times be kept on file at the offices of the Lambertville Municipal Utilities Authority, 3 Bridge Street, Lambertville, New Jersey, and posted on the Authority's website: <a href="www.lambertvillemua.com">www.lambertvillemua.com</a> and shall at all reasonable times be open to public inspection.

Effective: July 1, 2021

Moved: Mrs. Pettit Seconded: Mr. Rotondi

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

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Jacqueline Middleton X
Holly Havens X

#### **FY 2022 Connection Fee:**

Mrs. Ege shared the *Connection Fee Calculation, as of June 30*, 2020 that was prepared by the LMUA's Special Projects Auditor, Bowman and Company, LLP. The Board had reviewed this report at the May 4<sup>th</sup> meeting. The report showed that the maximum statutory rate increase for the connection fee is \$6,855.00. This is \$433.00 more than the current fee of \$6,422.00. This fee was calculated in accordance with the provision of N.J.S.A. 40:14A-8(b). Seeing no questions and no public in attendance Mrs. MacGregor requested a motion to approve Resolution 025-2021.

# Resolution 025-2021 Approving the Connection Fee for FY 2022 Effective July 1, 2021

**WHERAS,** after a public hearing held by the Lambertville Municipal Utilities Authority ("Authority") on June 1, 2021, pursuant to the provisions of N.J.S.A. 40:14A-8, sewer connection fees were determined by the Authority; and

**WHERAS,** notice of the public hearing was published in the Hunterdon County Democrat on Thursday, April 22, 2021, posted on their website for 30 days: <a href="https://www.njpublicnotices.com/">https://www.njpublicnotices.com/</a>, posted on the Authority's website: <a href="https://www.lambertvillemua.com">www.lambertvillemua.com</a> and sent through the City of Lambertville email list serve; and

**WHERAS,** the connection fee for the fiscal year from July 1, 2021 through June 30, 2022 was prepared by Bowman & Company, LLP, Special Projects Auditor to the Authority using the parameters contained in P.L. 1986, c. 526 shows that the LMUA is in accordance with legislation limits to increase the connection fee to \$6,855.00.

**NOW, THERFORE BE IT RESOLVED,** by the Commissioners of the Lambertville Municipal Utilities Authority that commencing on July 1, 2021 sewer connection fees are hereby established at \$6,855.00 per equivalent dwelling unit (EDU); and

**BE IT FURTHER RESOLVED** that a schedule of the aforesaid connection fees shall at all times be kept on file at the offices of the Lambertville Municipal Utilities Authority, 3 Bridge Street, Lambertville, New Jersey, and also posted on the Authority's website: <a href="www.lambertvillemua.com">www.lambertvillemua.com</a> and shall at all reasonable times be open to public inspection.

Effective on July 1, 2021

Moved: Ms. Pettit Seconded: Mr. Rotondi

Governing Body	Recorde	<b>Recorded Vote:</b>				
Member	Aye	Nay	Abstain	Not Voting	Not Present	
Janine MacGregor Vincent Uhl	X				X	
Paul Rotondi	X					

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Russell Lambert	X	
Helen Pettit	X	
Jacqueline Middleton		X
Holly Havens		X

Mr. Watts stated at the conclusion of Resolution 025-2021 "that closes the public hearing." The Board thanked Jacqueline Klapp our Court Stenographer for attending tonight's hearing. Ms. Klapp exited the meeting at 6:08 p.m.

#### **Public Comment.**

Mrs. Ege confirmed no public in attendance.

#### Minutes.

The minutes from the May 4, 2021 virtual regular meeting were approved with two corrections on pages 4 & 7 as indicated by Mrs. Pettit with a motion made by Mr. Rotondi and seconded by Mr. Lambert and followed by a unanimous roll call vote. MOTION CARRIED

Governing Body	Recorded Vote:				
Member	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
Holly Havens					X

# Correspondence.

- 1. 1 Elm Street- In a letter dated May 4, 2021 capacity was requested for the proposed construction of a new single family home. Currently the property is serviced by a single lateral by way of an easement through 271 N. Union Street. The Authority advised the architect that additional information is needed as to the proposed use of the existing building before a decision on an additional connection to the existing lateral could be given.
- 2. NJDEP-In a letter dated May 3, 2021 The DEP notified the Authority that as a result of their onsite compliance inspection on April 13<sup>th</sup> the sewer facilities were in compliance.

# **Chairpersons Report-Janine MacGregor.**

Mrs. MacGregor took a moment to discuss the City training held on 5/27/21 outlining their policies for resuming all City meetings to in person as opposed to virtual. The City is resuming in person meetings

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beginning today and stated that all Boards should begin meeting in person as soon as they are able to make sufficient notice. Mrs. MacGregor would like the Authority to begin in person at the next scheduled meeting, August 3<sup>rd</sup>.

Mrs. Ege will publish an additional public notice to amend the Annual Board meeting notice for the remaining meetings scheduled from August 3, 2021 through February 1, 2022 notifying the public that the Authority will be meeting in person starting August 3<sup>rd</sup>.

Further, in line with the recent Governor's Executive Orders and the CDC guidelines the City is allowed to impose mandatory mask requirements for all public buildings and meetings. The City anticipates discontinuing their Zoom account as it is expensive and not needed. They recommended providing the option for a teleconference call for anyone who is unable to attend a meeting in person.

# **Executive Directors Report-Thomas Horn.**

OPERATIONS REPORT FOR MAY 2021: Mr. Horn reported that the bi-annual tank cleaning has continued.

The old fuel tank and piping from the diesel generator were removed this month. The staff worked on repairing the grinder.

ODOR CONTROL: There were no calls in May.

UNION/ PERSONNEL: Updates to the personnel manual are complete and ready for the Board's review. Mr. Horn will have this on the agenda for the August meeting.

The Personnel Committee met with the Union representatives to begin negotiations on May 26<sup>th</sup>. The committee is in the review process and will bring their report before the Board once completed.

REGULATORY: Biofilter and carbon unit continue to be monitored.

#### **ADMINISTRATIVE ISSUES:**

Accounting/ billing program: Edmunds is working on the transfer process and plan to begin training this month on the new system.

NJIB Loan: Long term financing will take place in the fall.

Mr. Horn has prepared Resolutions for the Board to award the supply contracts for the replacement of the biofilter media, sodium hypochlorite & sodium bisulfite solutions.

Mr. Horn requested permission to auction off the T.V. equipment and van. Mr. Horn recommends that the Board consider buying a replacement system that is portable and can be installed on any vehicle. The Board discussed and questioned the usefulness of owning a T.V. system. Mrs. MacGregor feels that the Authority did not use the old system to the extent it was originally meant at the time of purchase. It may be in the Authority's

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best interest to contract the T.V. work out on an as needed basis rather than purchase replacement equipment. Ms. Pettit asked if the Authority has a need for this equipment during a blockage issue. Mr. Horn explained that normally the Authority uses the Vac truck for blockages as well as routine maintenance. Mrs. MacGregor would like to hold off on the auction until after CDM Smith has completed their contracted T.V. work and we have a better idea on pricing for replacement equipment versus contracting out the services.

### **Capital Projects Intergovernmental Reimbursement Requests.**

Mr. Horn reviewed the Capital Project reimbursement requests dated May 13, 2021 and sent to Buck County W&SA and Stockton Borough. As per their service agreements any Capital project financed by the Authority is eligible for reimbursement which is based on an average of their daily flow for last three years audited. After review of the meeting packet, Ms. Pettit advised Mr. Horn of a discrepancy in Bucks County's total reimbursement amount. After review, he discovered an error had been made in the final total column that would be corrected and resent to Bucks County. The total Capital reimbursement requested is \$57,425.65.

### **Memo-Status of Capital Improvements.**

Mr. Horn reviewed his spreadsheet entitled *Capital Projects 2019-2021*, *June Update* with the Board. The DEP was in on the 25<sup>th</sup> of May to do the closeout inspections on the collections system, paving, roofs, drain lines and chemical building. The final project is expected to be completed this month. Suburban Engineers had some final documents to submit to close out the projects.

# Adopting the FY 2022 Budget.

The Budget has been approved by the DCA and Mr. Horn recommends passing Resolution 027-2021 adopting the FY 2022 budget.

# 2022 ADOPTED BUDGET RESOLUTION 027-2021 LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: JULY 1, 2021 TO: JUNE 30, 2022

WHEREAS, the Annual Budget and Capital Budget/Program for the Lambertville Municipal Utilities Authority for the fiscal year beginning July 1, 2021 and ending, June 30, 2022 has been presented for adoption before the governing body of the Lambertville Municipal Utilities Authority at its open public meeting of June 1, 2021; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$2,122,291, Total Appropriations, including any Accumulated Deficit, if any, of \$2,101,715 and Total Unrestricted Net Position utilized of \$72,000; and

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WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$150,000 and Total Unrestricted Net Position planned to be utilized of \$150,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Lambertville Municipal Utilities Authority, at an open public meeting held on June 1, 2021 that the Annual Budget and Capital Budget/Program of the Lambertville Municipal Utilities Authority for the fiscal year beginning, July 1, 2021 and, ending, June 30, 2022 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Moved: Mrs. MacGregor

Second: Ms. Pettit

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

# **Sodium Hypochlorite & Bisulfite Contracts.**

Mr. Horn reviewed the bid tab with the Board and recommended the Board award the two year contract to the lowest bidder, PVS Minibulk, Inc. The Board reviewed the change in overall bid amount which was down due to a decrease in quantity which is reflected in the FY 2022 budget.

#### **Resolution 028-2021**

# Awarding the Contract for the Supply of Sodium Hypochlorite for the Period of July 1, 2021 to June 30, 2023

**WHEREAS,** the Lambertville Municipal Utilities Authority ("LMUA") uses sodium hypochlorite solution for sewage treatment; and

**WHEREAS,** as per N.J.S.A. 40A:11-3 public bidding is required because the cost of sodium hypochlorite is above the bid threshold; and

WHEREAS, three (3) bids were received and publicly opened and read aloud on Thursday, May 20, 2021; and

WHEREAS, the LMUA staff and Attorney have reviewed the bids; and

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**WHEREAS,** the bid documentation from the lowest apparent bidder was found to be in order and acceptable form from a legal standpoint; and

**WHEREAS,** the LMUA Board of Commissioners concur with the recommendation of the LMUA's Attorney and staff.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of June 1, 2021 as follows:

- 1. PVS Minibulk, Inc. is hereby awarded the Contract for the supplying of the Authority's sodium hypochlorite solution and shall be required to enter into a contract as per the bid documents at the unit price of \$1.41 per gallon and in the amount not to exceed \$28,200.00 yearly for a two (2) year term.
- 2. Thomas F. Horn, P.E., Executive Director is hereby authorized and directed to execute any and all documents and to take any and all actions necessary to implement this Resolution.
- 3. The Resolution shall be effective immediately upon adoption.

Moved: Ms. Pettit

Seconded: Mr. Lambert

Governing Body	Recorded Vote:				
Member	Aye	Nay	Abstain	Not Voting	Not Present
Janine MacGregor	X				
Vincent Uhl					X
Paul Rotondi	X				
Russell Lambert	$\mathbf{X}$				
Helen Pettit	X				
Jacqueline Middleton					X
Holly Havens	X				

Mr. Horn noted that the quantity amount was reduced again due to efficiencies and recommended the Board award the two year contract to the lowest bidder, Miracle Chemical Co.

# Resolution 029-2021 Awarding the Contract for the Supply of Sodium Bisulfite for the Period of July 1, 2021 to June 30, 2023

WHEREAS, the Lambertville Municipal Utilities Authority ("LMUA") uses sodium bisulfite solution for sewage treatment; and

**WHEREAS,** as per N.J.S.A. 40A:11-3 public bidding is required because the cost of sodium bisulfite is above the bid threshold; and

**WHEREAS,** two (2) bids were received and publicly opened and read aloud via Zoom Webinar on Thursday, May 20, 2021; and

WHEREAS, the LMUA staff and Attorney have reviewed the bids; and

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**WHEREAS,** the bid documentation from the lowest apparent bidder was found to be in order and acceptable form from a legal standpoint; and

**WHEREAS,** the LMUA Board of Commissioners concur with the recommendation of the LMUA's Attorney and staff.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of June 1, 2021 as follows:

- 1. Miracle Chemical Company is hereby awarded the Contract for the supplying of the Authority's sodium bisulfite solution and shall be required to enter into a contract as per the bid documents at the unit price of \$2.395 per gallon and in the amount not to exceed \$26,345.00 yearly for a two (2) year term.
- 2. Thomas F. Horn, P.E., Executive Director is hereby authorized and directed to execute any and all documents and to take any and all actions necessary to implement this Resolution.
- 3. The Resolution shall be effective immediately upon adoption.

Moved: Ms. Pettit

Seconded: Mr. Lambert

Governing Body	Recorded Vote:					
Member	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	
Holly Havens	X					

# **Biofilter Replacement Media.**

Mr. Horn reported that one bid was received and based upon his budgeted estimates he recommends awarding the contract to GMH Associates of America, Inc. Their price came in under his estimate and the bid documents are in order. Mr. Horn noted that there were two bid price discrepancies in items 1&2 and the unit prices would prevail.

# Resolution 030-2021 Awarding the Contract for the Supply of the Replacement Media for the Authority's Biofilter

WHEREAS, the Lambertville Municipal Utilities Authority ("LMUA") uses a Biofilter to treat harmful and odorous air pollution that occurs during sewage treatment; and

WHEREAS, the Biofilter media is degraded from constant use and needs to be replaced; and

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**WHEREAS,** as per N.J.S.A. 40A:11-3 public bidding is required because the cost of the replacement media is above the bid threshold; and

**WHEREAS,** one (1) bid was received and publicly opened and read aloud via Zoom Webinar on Tuesday, May 25, 2021; and

WHEREAS, the LMUA staff and Attorney have reviewed the bids; and

WHEREAS, the bid documentation from the bidder was found to be in order and acceptable form from a legal standpoint with the understanding that the mathematical errors on the bid proposal form shall be corrected; and

**WHEREAS,** the LMUA Board of Commissioners concur with the recommendation of the LMUA's Attorney and staff.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of June 1, 2021 as follows:

- 1.GMH Associates of America, Inc. is hereby awarded the Contract for the supply of the replacement media for the Authority's Biofilter and shall be required to enter into a contract as per the bid documents at the unit prices and in the amount not to exceed \$29,936.50.
- 2. Approval of the Contract is made pending the corrections to the mathematical errors made on the Bid Proposal: Items 1, 2 and the total bid price be corrected.
- 3. Thomas F. Horn, P.E., Executive Director is hereby authorized and directed to execute any and all documents and to take any and all actions necessary to implement this Resolution.
- 4. The Resolution shall be effective immediately upon adoption.

Moved: Ms. Pettit

Seconded: Mrs. MacGregor

Record	ed Vote:				
Aye	Nay	Abstain	Not Voting	Not Present	
X				X	
X				71	
X					
X					
				X	
X					
	X X X X X	X X X X	Aye Nay Abstain  X  X  X  X  X	Aye Nay Abstain Not Voting X  X X X X	

# Chief Financial Officer's Report.

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

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

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

# Attorney's Report.

The Union Contract negotiations status was discussed during the Executive Directors report. Mr. Watts did not have anything further to add.

#### **Closed Session Conference Call.**

The Board did not go into closed session as it was determined to be unneeded.

#### **Public Comment.**

At this time Mrs. Ege confirmed there was no public in attendance.

# July Meeting.

Mrs. MacGregor asked the Board who would be available for a July meeting should we need to schedule one for the Union Contract negotiations. Ms. Pettit, Mr. Rotondi, Ms. Havens and Mrs. MacGregor would be available to attend a meeting tentatively set for July 6<sup>th</sup> should it be needed.

#### SHREC.

Mr. Horn informed the Board that the electrical coop made up of surrounding towns and schools located in Hunterdon County may not be continuing. Mr. Horn asked if the Board would like him to investigate other energy coops other than the County coop. The Board was in agreement and directed Mr. Horn to do so.

# Adjournment.

The meeting adjourned at 6:50 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 August 3, 2021.