



LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

May 7, 2024, 6:00 pm

Lambertville Wastewater Treatment Facility,
3 Bridge Street, Lambertville

Agenda for Meeting Held in Person & Conference Call

Call In # 978-990-5000 Access Code: 2646329

The meeting was called to order at 6:03 p.m. by Mr. Horn who read the statement of compliance with the Open Public Meetings Act, by adoption of *Resolution 006-2024* setting forth meeting dates for 2024-2025. Notification was published on February 15, 2024, to the Hunterdon County Democrat and noticed in the Times of Trenton. A copy of the notice and agenda were posted on the web sites of the LMUA www.lambertvillemua.com and the City of Lambertville www.lambertvillenj.org.

Pledge of Allegiance.

Roll Call. Ms. Parsons called the roll as follows:

LMUA Board:

Present: Janine MacGregor-Chairwoman (called in at 5:55 p.m., arrived during the Operations Report), Vincent Uhl-Vice Chairman, Jacqueline Middleton-Secretary, Helen Pettit-Member

Absent: Paul Rotondi-Treasurer, Holly Havens-Alternate I

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO, Diane Alexander, Esq. of Maraziti Falcon, LLP

Minutes.

The minutes from April 2, 2024, regular meeting was approved in a motion made by Mrs. Middleton and seconded by Mr. Uhl and followed by a unanimous roll call vote by all members present except for Ms. Pettit and Mr. Uhl who abstained as they were absent. MOTION CARRIED

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

Correspondence.

1. 600 River Road, New Hope PA-Capacity verification was sent in a letter dated April 4, 2024, for the proposed addition of a single-family dwelling. Mr. Horn explained that this is more of a formality as they will ultimately need to be approved by Bucks County Water and Sewer Authority. If Bucks County Water and Sewer Authority's flows remain within the limits of their contract, the LMUA does not see any issues.

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

May 7, 2024, 6:00 pm

Held In Person/ Conference Call

Minutes, Page 2

2. 22 N. Main Street, Lambertville NJ-Capacity verification was sent in a letter dated April 12, 2024, approving the proposed addition of a master bedroom and bathroom to an existing 2-family dwelling.
3. Stockton & Bucks County W&SA reimbursement requests for capital projects directly funded by the Lambertville MUA were sent May 3, 2024. The requests each include a summary spreadsheet showing the breakdown of costs by specific project and calculated based on their share as per their service agreement.
4. 115 N. Union Street, Lambertville NJ-Capacity verification was sent in a letter dated May 7, 2024, for the proposed connection of an existing garage to the primary residence. Thereby converting the garage into a pool house/ home office by adding a full bathroom. The proposed addition of the garage shall be considered an accessory use of the house, and no additional fees or billing changes are anticipated.

Executive Directors Report-Thomas Horn.

1. Operations Report:

Staff worked on normal operation and maintenance of the plant and stations.

There were no calls concerning odor issues this past month.

Suplee Clooney has completed a draft audit report for fiscal year 2023. Once Mr. Horn finishes his review a final report shall be sent to the Board for their review and acceptance.

The Personnel Manual and Union Contract were reviewed by the Authority's labor attorney, Katherine Hatfield and Mr. Horn. A redlined version showing all the changes was included in the meeting packet for the Board's review. Ms. Pettit will submit her revision for review and inclusion in the final draft.

Plant NJPDES Permit: There has been no update from NJ DEP and the new NJPDES Permit has not been issued.

The Annual Report for 2023 has been prepared by CDM Smith. This was decided to be tabled to the June 4th meeting due to time constraints.

The budget for fiscal year 2025 has been submitted to the Department of Community Affairs (DCA) for their review and approval.

2. **Memo: N. Union Pump Station Replacement:** Mr. Horn updated the Board on the ongoing project status. NJ Office of Emergency Management, NJ OEM is assisting the Lambertville MUA with moving FEMA's review of our application with State Historic Preservation Office, SHPO through to obligation.

NJ DEP has submitted their technical review of the plans and specifications and had a number of changes and corrections that Carroll Engineering completed with some assistance from the LMUA's attorney's office. Mr. Horn anticipates NJ DEP to accept the updated plans and specifications shortly and recommends that the Board authorize advertisement of bids subject to NJ DEP's approval.

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

May 7, 2024, 6:00 pm

Held In Person/ Conference Call

Minutes, Page 3

Seeing no concerns or questions, Mrs. MacGregor requested a motion be made to direct Mr. Horn to authorize Carrol Engineering to advertise for bids for the construction of the replacement pump station.

Mr. Uhl made a motion to authorize Mr. Horn to advertise for bids for the N. Union pump station replacement project, subject to NJ DEP approval of plans and specifications. Ms. Pettit seconded the motion. A unanimous roll call vote was taken by all members present. MOTION PASSED

3. Memo: Capital Improvements Update:

The feasibility studies of the Capital Improvement Projects have been completed and copies of the Swan Street and Coryell Street pumping station were sent to the Board for review prior to the meeting. Due to time constraints at tonight's meeting, the Board tabled the review and acceptance of these until the June 4th meeting.

NJ Future and EPIC (Environmental Policy Innovation Center): Proposals for developing loan applications for the Swan Street and Coryell Street Pumping Station projects were received April 26th. Mr. Horn will review the received proposals and have his comments and recommendations ready for the June 4th meeting.

TV inspection of the collections system- No changes or updates have been made since April's meeting.

Financial Planning Document: Acacia has incorporated a proposed long-term debt service schedule in the document.

NJ Office of Emergency Management: Is helping to complete an application for a resiliency loan for the Capital Improvements Projects through BRIC (Building Resilient Infrastructure and Communities). Mr. Horn noted that this application is due by the fall. FEMA has also mentioned that there could be more resiliency assistance for the stations that have national flood insurance.

Mr. Horn completed LMUA's updated SAM registration, (System for Award Management).

4. Memo: Payroll Outsourcing: Based on our Auditor's recommendations, it makes sense for the LMUA to look into outsourcing payroll. Mr. Horn solicited and received four (4) proposals from companies that specialize in payroll services, Paychex, Prime Point, ADP and Paylocity. The Board took a moment to review the prepared spreadsheet outlining the costs from each company that include processing payroll deductions, preparation of W2's and initial setup.

Out of the four companies, Prime Point was able to give specific references from authorities they service in New Jersey as well as their specific knowledge of State Health Benefits program, PERS and other State withholdings. If the Board agrees to appoint a payroll company, their services will begin July 1st at the start of our fiscal year.

There was a discussion on the submitted proposals and the compatibility they would have with the Edmunds software the LMUA currently uses for payroll. Mr. Horn then took a moment to explain why he thinks the LMUA should outsource payroll because the increased complexity of regulatory requirements

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

May 7, 2024, 6:00 pm

Held In Person/ Conference Call

Minutes, Page 4

has increased the amount of staff time it takes to do biweekly payroll, quarterly tax reporting and updating payroll taxes at the beginning of each year. Mr. Horn explained that by outsourcing payroll, this will give Mrs. Leary more time to work on maintenance of the general ledger.

Resolution 026-2024 *Approval of a Proposal to Outsource Employee Payroll*

WHEREAS, the Lambertville Municipal Utilities Authority “LMUA” currently processes employee payroll in house; and

WHEREAS, the processing of payroll is a complex and demanding process; and

WHEREAS, the LMUA’s auditor has recommended that the LMUA outsource the processing of the LMUA payroll; and

WHEREAS, the LMUA solicited proposals from ADP, Paychex, Paylocity and Prime Point for the processing of the LMUA’s payroll and associated tasks; and

WHEREAS, the proposals have been reviewed and Prime Point has been determined to be qualified and their proposal has been determined to be the most advantageous to the Authority based upon price and other pertinent considerations; and

WHEREAS, the LMUA has determined that the auditor’s recommendation is merited and agrees with the auditor’s recommendation; and

WHEREAS, the LMUA Chief Financial Officer has certified that funds are available for this purpose.

NOW THEREFORE BE IT RESOLVED by the LMUA’s Board of Commissioners as follows:

1. The proposal from Prime Point dated April 30, 2024, in the amount of \$90.00 per month processing fee and a onetime setup fee of \$300.00 is hereby approved; and
2. The Executive Director is authorized to execute the necessary documents to initiate this service; and
3. This Resolution shall be effective immediately upon adoption.

Moved: Ms. Middleton

Seconded: Mr. Uhl

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

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

May 7, 2024, 6:00 pm

Held In Person/ Conference Call

Minutes, Page 5

Holly Havens

X

- 5. **Employee Handbook Updates:** Mr. Horn is addressing a few questions that were highlighted by Ms. Hatfield. One was the section pertaining to seniority. Ms. Hatfield advised that the LMUA does not need seniority in the handbook. Mr. Horn explained that you want to treat everyone fairly, not just by how long someone has worked at the LMUA but by performance.

Ms. Pettit is working on her edits and recommendations and will submit them for review at the June 4th meeting. Mrs. MacGregor would like to make sure that any references to the Union Contract be removed from the Employee Handbook.

Mrs. MacGregor asked if the Board forward any edits or changes to Mr. Horn for review prior to the June 4th meeting. Mrs. MacGregor will review the seniority section again before the meeting as well.

Resolution 027-2024 *Approval of Revisions to the Employee Manual & Personnel Policies and Procedures* (This resolution was tabled for the June 4th meeting)

- 6. **Connection & User Fees for FY2025:** Mr. Horn explained that the connection fee report has not been completed as there was a delay in receiving the audit report which is needed for the fee calculation. This is calculated by the LMUA’s Special Projects Auditor, Bowman & Company who calculates the fee set by state statute. Once the report has been submitted, a copy will be forwarded to the Board for their review.

The rate schedule does not need to change this year based on the budget, however a small increase of 2% is recommended to meet future budget requirements in 2027. Mr. Horn will update the pro forma cash flow sheet to include the rate changes that would be effective July 1st, 2024, to see the impact.

The Board reviewed the prepared rate schedule showing the proposed 2% increase to the nearest whole number on all user rates proportionately. The proposed new quarterly rates of \$144.00 for residential, \$180.00 for commercial and \$108.00 for qualifying senior citizens.

Mrs. MacGregor requested a motion to authorize Ms. Parsons to advertise for a public hearing on the anticipated increases in user fees and the connection fee at the June 4th regular meeting. **Ms. Pettit made a motion to authorize Mrs. MacGregor’s request. Mr. Uhl seconded the motion. An affirmative voice vote was taken by all members present. MOTION CARRIED**

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

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

May 7, 2024, 6:00 pm

Held In Person/ Conference Call

Minutes, Page 6

7. **Annual Inspection Report for 2023:** The annual report was sent via email to the Board with the meeting packet for their review. This was tabled for the June 4th meeting.

Chairperson’s Report.

Mrs. MacGregor took a moment to let the Board know that sadly Greg Watts, LMUA’s long-standing attorney, had passed away recently. Mrs. MacGregor would like to send flowers and a card to his family expressing the Board’s condolences. Ms. Pettit would like to draft a resolution honoring his long service with the LMUA. Once the Board approves the resolution, an original would be prepared and sent to his wife.

Chief Financial Officer’s Report.

There was a discussion on LMUA’s electricity supplier, Direct Energy, which offers some cost savings through the New Jersey Sustainable Energy Joint Meeting, (SEM) Co-operative for electricity.

Mrs. Middleton made a motion to approve the bill list for May when funds become available. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor of the motion by all members present.

MOTION CARRIED

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

Attorney’s Report.

Ms. Alexander did not have a report.

Public Comment.

At this time Ms. Parsons confirmed that there were no members of the public in attendance.

Adjournment.

The meeting adjourned at 7:05 p.m. with a motion made by Ms. Middleton seconded by Mr. Uhl and followed by a unanimous voice vote taken in favor of the motion by all members present. MOTION CARRIED.

Respectfully submitted,
Melissa S. Parsons

Melissa S. Parsons, Administrative Assistant

Approved at the regularly scheduled Lambertville MUA Board meeting held on June 4, 2024.