



**CITY OF LAMBERTVILLE
WORK SESSION
7:00 P.M. THURSDAY, NOVEMBER 2, 2023
PHILLIP L. PITTORE JUSTICE CENTER
25 SOUTH UNION STREET
MEETING MINUTES**

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

Mayor Nowick called the meeting to order at 7:00 p.m. and he asked the City Clerk to read the statement of compliance with the Open Public Meetings Act into the record.

The City Clerk read the following statement into the record: *This meeting is being held in compliance with the Open Public Meetings Act with the meeting notice provided to the Trenton Times, The Hunterdon County Democrat, individuals on the listserv and department heads. The meeting agenda was posted on the bulletin board at City Hall and on the city's website at www.lambertvillenj.org.*

The meeting agenda contains items known at the time of publication and is subject to change.

This meeting is being streamed live and being recorded using the Zoom Meeting Platform.

ROLL CALL

Present: Councilwoman Kominsky, Councilwoman Lambert, Councilman Lide, Council President Stegman, Mayor Nowick.

Also present: City Clerk Ege, Deputy Clerk Hansche.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Mayor Nowick led the public in the Pledge of Allegiance, and he asked everyone to continue standing for a moment of silence in remembrance of Veterans Day.

SWEARING IN OF NEW POLICE OFFICER

Henri Zilliox, Patrolman, Lambertville Police Department

Henri Zilliox joined Mayor Nowick at the dais. Mayor Nowick gave Mr. Zilliox the Oath of Office and welcomed him to the City of Lambertville.

PUBLIC PARTICIPATION

Mayor Nowick opened the meeting for public participation.

Zoom – 2 people

Eric Richardson, business owner in Lambertville, informed the members of the Governing Body that a group of businesses went to the DRJTBC meeting regarding the planned closure of the bridge. The businesses sent communications to the DRJTBC and have not received a response. The Commissioners from the DRJTBC referred the business owners back to the City of Lambertville for help.

Mayor Nowick responded to Mr. Richardson's comments and he said the City met with Mark Salak, Brad Myhre, and Tara Shepherd to discuss tourism and the closure of the bridge. He thanked Councilwoman Kominsky for arranging the meeting and asked her for an overview of the meeting.

Councilwoman Kominsky commented that the City needs to continue to pursue the Bridge Commission for definitive answers. She informed the members of the public that the County of Hunterdon's Tourism Office is offering to assist the City and the CBD with support during the closure of the bridge. They are developing a tourism program that will include printed materials

and signage with QR Codes that link to shuttle schedules and other information. They also offered to make free reusable bags available to the public to help spread awareness. It was discussed to further the relationship with the Tourism department and potentially seeking some tourism grant money.

Josh Lenco, business owner in Lambertville, commented that City businesses feel like yesterday's leftovers. He encouraged the Council to do more to get answers about the bridge project – call the Governor's office if need be.

Jessica Saltstein, business owner in Lambertville, commented that her business relies on foot traffic and tourism. She discussed the challenges of parking in the CBD.

Mayor Nowick asked for a motion to close the public participation session. Councilwoman Kominsky made the motion and Councilman Lide seconded the motion. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

RESOLUTIONS

RESOLUTION NUMBER 166-2023: *A Resolution to Rescind Resolution Number 163-2023 To Reject the Bids Received for the Road Projects*

Mayor Nowick read the resolution into the record by title. He informed the members of the public that there was a problem with the bid process and the City needed to reject and then rebid this project.

RESOLUTION NUMBER 166-2023:

A Resolution to Rescind Resolution Number 163-2023 To Reject the Bids Received for the Road Projects

WHEREAS, the Governing Body of the City of Lambertville, in the County of Hunterdon, in the State of New Jersey, awarded a contract to Earle Asphalt for the 2022 and 2023 Roadway Improvement Projects at the October 19, 2023, Session; and

WHEREAS, as set forth in the bid specifications, the award of the contract was subject to the State of New Jersey Department of Transportation (the "NJDOT") approval; and

WHEREAS, on October 23, 2023, the City was advised that the plans were not approved by the NJDOT, and therefore the project requires rebidding.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the City of Lambertville, in the County of Hunterdon, in the State of New Jersey, that Resolution Number 163-2023 authorized at the October 19, 2023, session is hereby rescinded.

BE IT FURTHER ADVISED that the contract awarded to Earle Asphalt is hereby rescinded.

ADOPTED: November 2, 2023.

Mayor Nowick asked for a motion to adopt Resolution Number 168-2023. Councilman Lide made the motion and Councilwoman Lambert seconded the motion. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

RESOLUTION NUMBER 167-2023: *Resolution Authorizing The City Of Lambertville To Accept A Subgrant Award Of The Federal Fiscal Year 2022 Of Emergency Management Performance Grant And Emergency Management Agency Assistance*

Mayor Nowick read the resolution into the record by title. He informed the members of the public that this resolution is to authorize the EMAA grant for the 2023/2024 cycle.

RESOLUTION NUMBER 167-2023

Resolution Authorizing The City Of Lambertville To Accept A Subgrant Award Of The Federal Fiscal Year 2023 Of Emergency Management Performance Grant And Emergency Management Agency Assistance

WHEREAS, the City of Lambertville, Office of Emergency Management has been awarded State Homeland Security Grant Program Sub-grant AFN #97.042, Subgrant Award #FY23-EMPG-EMAA-1017 from the New Jersey Department of Law and Public Safety, Office of the Attorney General. The subgrant, consisting of \$10,000.00 Federal Award is for the purpose of enhancing the City's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

WHEREAS, the City of Lambertville will use these funds to enhance your Emergency Management Program and that the funds will be used for Emergency Management purposes; and

WHEREAS, the award period is from July 1, 2023 to June 30, 2024; and

WHEREAS, the subgrant award incorporates all conditions and representations contained or made in application and notice of award; and

WHEREAS, the City of Lambertville, Office Emergency Management, designated by the New Jersey State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Lambertville, in the County of Hunterdon, State of New Jersey:

1. That the Council accepts the award of the FFY23 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance Subgrant (EMAA) in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Chief Financial Officer and Director of Emergency Management are authorized to sign the appropriate subgrant award documents.
3. That copies of this resolutions shall be forwarded to the New Jersey State Police, Office of Emergency Management, the City Business Administrator, the Chief Financial Officer and the County Division of Emergency Management and Office of Treasury.

ADOPTED: November 2, 2023

Mayor Nowick asked for a motion to adopt Resolution Number 167-2023. Councilwoman Kominsky made the motion and Councilman Lide seconded the motion. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

RESOLUTION NUMBER 168-2023: *A Resolution to Authorize the Memorandum of Understanding with the Lambertville Board of Fire Commissioners for the Fire Official Services, Not to Exceed 16 Hours Per Week at an Hourly Rate of \$25 per hour.*

Mayor Nowick read the resolution into the record by title. He informed the members of the public that this resolution will allow the City to enter into a shared services agreement with the Lambertville Board of Fire Commissioners to perform the duties of the Fire Official who resigned her position as of November 11, 2023.

RESOLUTION NUMBER 168-2023:

A Resolution to Authorize the Memorandum of Understanding with the Lambertville Board of Fire Commissioners for the Fire Official Services, Not to Exceed 16 Hours Per Week at an Hourly Rate of \$25 per hour.

WHEREAS, the City of Lambertville's Fire Official Resigned from the position effective November 11, 2023; and

WHEREAS, the Lambertville Board of Fire Commissioners has agreed to provide interim services through December 31, 2023, 16 hours per week at an hourly rate of \$25.00 per hour which will be billed monthly to the City of Lambertville.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the City of Lambertville that the Mayor, City Attorney and City Clerk are hereby authorized to execute the Memorandum of Understanding for the shared services agreement with the Lambertville Board of Fire Commissioners for Fire Official Services as outlined in this resolution.

ADOPTED: November 2, 2023

Mayor Nowick asked for a motion to adopt Resolution Number 168-2023. Councilwoman Kominsky made the motion and Councilwoman Lambert seconded the motion. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

RESOLUTION NUMBER 169-2023: *A Resolution to Appoint Frank Ur to Serve as the Interim Fire Official for the City of Lambertville with a Term Expiring December 31, 2023, for a Maximum of 16 Hours Per Week at an Hourly Rate of \$25.00 Per Hour.*

Mayor Nowick read the resolution into the record by title. He informed the members of the public that the City needs to appoint a certified State of New Jersey Fire Official to serve in this capacity. Frank Ur is an employee of the Lambertville Board of Fire Commissioners and will serve as the Fire Official for the City of Lambertville.

RESOLUTION NUMBER 169-2023:

A Resolution to Appoint Frank Ur to Serve as the Interim Fire Official for the City of Lambertville with a Term Expiring December 31, 2023, for a Maximum of 16 Hours Per Week at an Hourly Rate of \$25.00 Per Hour.

WHEREAS, the City of Lambertville's fire official resigned effective November 11, 2023; and

WHEREAS, Frank Ur is a Certified State of New Jersey Fire Official and is willing to provide interim services to the City of Lambertville beginning November 11, 2023 and ending December 31, 2023.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the City of Lambertville, in the County of Hunterdon, in the State of New Jersey, that Frank Ur is hereby appointed to serve as the interim Fire Official for a term beginning November 11, 2023, and ending December 31, 2023 at an hourly rate of \$25 per hour, and 16 hours per week.

ADOPTED: November 2, 2023

Mayor Nowick asked for a motion to adopt Resolution Number 169-2023. Council President Stegman made the motion and Councilman Lide seconded the motion. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

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RESOLUTION NUMBER 170-2023: *A Resolution to Authorize Change Order #1 with T&A Carpentry in the Amount of \$3,159.59 for the Steel Brackets and Weld Posts for the Installation of the fence.*

Mayor Nowick read the resolution into the record by title. He informed the members of the public that the contractor would like to get started installing the fence and due to the low temperatures, felt it was necessary to act on this tonight.

RESOLUTION NUMBER 170-2023:

A Resolution to Authorize Change Order #1 with T&A Carpentry in the Amount of \$3,159.59 for the Steel Brackets and Weld Posts for the Installation of the fence.

WHEREAS, The City of Lambertville awarded a contract to T&A Carpentry for improvements to City Hall that included the installation of the wrought iron fence; and

WHEREAS, it was discovered that the fence cannot be installed with the materials the City has acquired and the fabrication of steel brackets and weld posts is required to complete the installation of the fence.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the City of Lambertville, in the County of Hunterdon, in the State of New Jersey, that Change Order 1 is hereby authorized in the amount not to exceed \$3,159.59 for the fabrication of 72 fabricated hinge assembly, steel brackets and weld and posts.

ADOPTED: November 2, 2023

Mayor Nowick asked for a motion to adopt Resolution Number 170-2023. Councilwoman Kominsky made the motion and Councilwoman Lambert seconded the motion. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

ANNOUNCEMENTS

Mayor Nowick read the following announcements into the record:

The kick-off meeting for the Stormwater Utility Feasibility Study was held earlier this week with 15 people in attendance. Representatives from Princeton Hydro and WSP were present. The meeting lasted about two hours and the recording will be available to the Governing Body. The study should be complete by June which will allow the Council time to adopt an ordinance to put this on the ballot for referendum in 2024.

CONVENIENCE CENTER HOURS

Saturday, November 4 and 18, 9 am to 12 noon
Wednesday, November 15, 3 – 5 pm

DISCUSSION

Mayor Nowick led the discussion on the following items.

Valet Parking

Mayor Nowick commented that valet parking will be discussed at the next meeting for Under the Moon. We are currently working out the details for another trial and it looks similar to what we approved last November.

Councilwoman Lambert asked for a more comprehensive discussion of valet parking. She asked that the City consider an Ordinance to establish some guidelines volunteered to write the Ordinance. Council President Stegman agreed to assist.

Emergency Fund Discussion

Mayor Nowick informed the members of the Governing Body that the City has had an Emergency Fund that was established in the 1990s. It was largely dormant until Hurricane Ida hit. The City received a lot of monetary donations into the Emergency Fund, which was used to help house displaced residents. In the summary of the 2023 audit, it was noted that the Emergency Fund had not been approved by the Governing Body for the year. If everyone is comfortable with keeping the Emergency Fund, the City will move forward with a dedication by rider.

Members of the Governing Body agreed that the Emergency Fund is a useful tool and that the Public Assistance Director did a great job during Hurricane Ida with administering the funds.

Mayor Nowick commented that the City will have a resolution in support of dedication by rider on the November 16th agenda. If it passes, the Finance Team will make sure guidelines are reviewed. Funds from the account will be usable without Council approval.

2024 Planning

2024 Budget Process: The City will hold the annual budget hearings on November 9th. They will be open to the public, streamed live on Zoom, and recorded.

2024 Holiday Schedule

Mayor Nowick read a petition filed by Gwenn Seemel regarding the 2023 schedule of City holidays into the record. The petition contained 64 signatures and 25 of them were from residents. In summary, the petition noted that two of the paid staff holidays are religious holidays, and the signatures represented support for adding additional religious holidays to the calendar.

Discussion ensued.

Mayor Nowick noted that in 2023, the paid staff holidays were generally in line with State holidays, with the exception of Juneteenth and election day. The only holiday in addition to the state's holiday was President's Day.

Members of the Governing Body felt it is a balancing act between serving the public and giving employees time off. It was mentioned that some private companies offer employees "floating holidays" that can be used at their discretion, rather than have set holidays.

Mayor Nowick informed the Governing Body that the staff would like to participate in this discussion, and that he will come back to Council with a proposed holiday scheduled. He thanked Gwenn for her interest.

Staffing

Mayor Nowick informed the members of the Governing Body that he would like to move forward in 2024 with the Business Administrator position and the hiring of two police officers. He explained that he has been talking with City staff, looking at the operations holistically, and isn't sure yet if the BA position would be part time or full time. He noted that he will ask for Council support in the form of a resolution at the next session. Mayor Nowick also shared that

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Frenchtown Borough is interested in a shared services agreement for the position of Business Administrator.

Members of the Governing Body expressed interest in assisting the Mayor will some of the subject areas and projects. They would not oversee employees, but rather would lend support on certain projects.

PUBLIC PARTICIPATION

Mayor Nowick opened the meeting for the final public participation session of the meeting. He asked for public comment.

Judy Gleason, of Lambertville, commented about the holiday schedule and asked if the budget documents presented by the Department Heads were available to the public. Mayor Nowick explained that these are draft documents that may change several times before the budget is adopted.

Paul Stevens, of Lambertville, commented that the Emergency Fund was of great value during the two small fire events this year in the City. The people impacted were housed using that fund.

Ally, business owner in Lambertville, asked how much communication the Mayor has had with the Mayor of New Hope. She expressed concern for the closure of the bridge and its impact on the business community.

Mayor Nowick responded that he has had no communication with the Mayor of New Hope.

Mayor Nowick asked for a motion to close the public hearing section of the meeting.

Councilman Lide made the motion and Councilwoman Lambert seconded the motion. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

Mayor Nowick responded to Ms. Gleason's question about the Budget Hearings, and he said that since the budget documents are drafts and they change frequently, we do not make them available to the public. If anyone has a question about a budget, they can either ask the Mayor or obtain the information from the department head.

Mayor Nowick informed the members of the public that the City is trying to find ways to help the business community. He meets with representatives from the Chamber weekly and has suggested the City bag meters for special events to encourage commerce.

ADJOURNMENT

Mayor Nowick asked for a motion to adjourn the meeting at 8:16 p.m. Councilman Lide made the motion and Councilwoman Lambert seconded the motion. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

Respectfully submitted,

Cynthia L. Ege, CMR, RMC, City Clerk