



Lambertville Municipal Utilities Authority
Wednesday, March 4, 2015, 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended
Meeting Minutes

The meeting was called to order at 6:09 p.m. by Chairperson MacGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on February 12, 2015 to The Hunterdon County Democrat and also noticed The Trenton Times. A copy of the agenda and minutes were posted on the bulletin board and web site of the LMUA and the City of Lambertville.

Roll Call.

Mrs. Ege called the roll as follows:

LMUA Board:

Present: Janine MacGregor- Chairperson, Paul Rotondi, Joseph Polizzi, Russell Lambert Alternate-1 and Megan Ruf-Alternate 2

Absent: Vincent Uhl-Acting Secretary and Robert Hayes

Also Present: Thomas F. Horn, P.E.-Executive Director and Kathy Leary-CFO

Pledge of Allegiance.

Mrs. MacGregor led the public in the Pledge of Allegiance.

Minutes.

The minutes of the February 4, 2015 regular meeting was approved on a motion made by Mr. Polizzi and seconded by Mr. Rotondi followed by a unanimous roll call vote by all members present except for Mr. Lambert and Mrs. Ruf who abstained as they were not present at that meeting. MOTION CARRIED.

Oath of Office.

Melissa Ege administered the oath of office to Paul Rotondi and Joseph Polizzi to fill the unexpired terms of Member.

Melissa Ege administered the oath of office to Russell Lambert, to fill the unexpired term of First Alternate Member and Megan Ruf to fill the unexpired term of Second Alternate Member.

Resolutions:

Election of Authority Positions

Mrs. MacGregor stated that she would like to open the table for nominations for the position of Vice Chairman.

1. **Appointment of Vice Chairman:** Mrs. MacGregor made a motion authorizing Resolution 002-2015 appointing Mr. Uhl as Vice Chairman. Mr. Rotondi seconded the motion. An

affirmative voice vote was taken in favor of the motion by all members present. **MOTION CARRIED**

WHEREAS, Vincent Uhl was appointed by the Mayor and City Counsel of Lambertville to serve as a Commissioner of the Lambertville Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Vincent Uhl as Vice Chairman for a term of one (1) year or until reappointed.

The Resolution shall be effective immediately upon adoption.

Governing Body Member	Voice Vote			
	Aye	Nay	Abstain	Absent
Janine MacGregor	X			
Vincent Uhl				X
Robert Hayes				X
Paul Rotondi	X			
Joseph Polizzi	X			
Russell Lambert	X			
Megan Ruf	X			

- Appointment of Secretary:** Mr. MacGregor made a motion authorizing Resolution 021-2015 appointing Mr. Hayes as Secretary. Mr. Rotondi seconded the motion. Followed by an affirmative voice vote by all members present. **MOTION CARRIED**

WHEREAS, Mr. Hayes was appointed by the Mayor and City Counsel of Lambertville to serve as a Commissioner of the Lambertville Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Mr. Hayes as Secretary for a term of one year or until reappointed.

The Resolution shall be effective immediately upon adoption.

Governing Body Member	Voice Vote			
	Aye	Nay	Abstain	Absent
Janine MacGregor	X			
Vincent Uhl				X
Robert Hayes				X
Paul Rotondi	X			
Joseph Polizzi	X			
Russell Lambert	X			
Megan Ruf	X			

- Appointment of Treasurer:** Mrs. MacGregor made a motion authorizing Resolution 004-2015 appointing Mr. Rotondi as Treasurer. Mr. Polizzi seconded the motion. Followed by an affirmative voice vote by all members present. **MOTION CARRIED**

WHEREAS, Paul Rotondi was appointed by the Mayor and City Counsel of Lambertville to serve as a Commissioner of the Lambertville Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Paul Rotondi as Treasurer for a term of one (1) year or until reappointed.

The Resolution shall be effective immediately upon adoption.

Governing Body Member	Voice Vote			
	Aye	Nay	Abstain	Absent
Janine MacGregor	X			
Vincent Uhl				X
Robert Hayes				X
Paul Rotondi	X			
Joseph Polizzi	X			
Russell Lambert	X			
Megan Ruf	X			

Mrs. MacGregor made a motion to close all Board nominations. Mr. Polizzi seconded the motion. An affirmative voice vote was taken by all members present. **MOTION CARRIED**

Public Comment.

There was no public in attendance.

Correspondence.

1. FEMA: Notice of Hazardous Mitigation Grant Award to the Authority for the installation of a natural gas generator at the Swan Street pump station dated February 9, 2015. Mr. Horn explained that in order to get the grant money from FEMA an interlocal agreement will need to be in place with the City before the Authority submits for reimbursement.
2. Michael Burns Architects: Capacity Verification for 63 Bridge St. was approved in a letter dated February 17, 2015.
3. Lambertville Chamber of Commerce: An email from the Lambertville Area Chamber of Commerce was received asking for assistance with the costs for the portable comfort stations during Shad Fest. After a short discussion the Board agreed to continue to support the community event.

Mrs. MacGregor made a motion to pay up to \$2,000 toward the comfort stations for Shad Fest. Mr. Rotondi seconded the motion. A unanimous roll call vote was taken by all members present. **MOTION CARRIED**

4. City of Lambertville: A request for \$72,000 from the City of Lambertville as authorized by legislation.

Mrs. MacGregor made a motion to transfer \$72,000 from the Authority to the City. Mr. Polizzi seconded the motion. A unanimous roll call vote was taken by all members present. MOTION CARRIED

5. NJDEP: A report was received on February 18, 2015 notifying the Authority of the results from the on-site lab audit that was conducted on February 11, 2015. There were a number of deficiencies described in the report that needed to be corrected. As per the conditions the LMUA has replaced an old thermometer and purchased new SOP's for the pH and chlorine tests. In addition there were some performance tests that needed to be completed. Mr. Horn explained that until our lab is reinstated an outside laboratory has been contracted to perform the necessary tests.
6. LMUA: Mr. Horn sent a letter of response to NJDEP dated March 2, 2015 in regards to the correction of our lab deficiencies. We now await their reply.
7. City of Lambertville: An agreement for the use of the City diesel fuel was reviewed by the Board. At the request of Mrs. MacGregor the Board would like to review the arrangement and make a final decision at the April 1, 2015 meeting.
8. The Tax Sale notice was sent out the beginning of March to all delinquent accounts that owe sewer for 2014 only. The Authority had received some complaints from account holders that the notice was too harsh. After a short discussion the Board felt the notice although very informative could be simplified so as not to offend some customers.

Chairwoman's Report.

Odor remediation: Mr. Horn reviewed the call history shown on the *Odor Call Summary* sheet with the new members of the Board. He discussed the number of steps the Authority put in place to reduce the amount of odors around the treatment plant. Mr. Horn then spoke about the *Sludge Level* sheet and how it was also implemented to ease odors. He explained that the Board found a direct correlation between the sludge holding tank levels at the plant and the amount of odor complaints received. It has always been the goal of the Board to increase the quality of life for the residents of Lambertville. Since its beginning the Board has seen a vast improvement and Mr. Horn plans on continuing both monitoring sheets.

Mrs. MacGregor took a moment to thank Mr. Lambert and Mrs. Ruf for joining the LMUA's Board as well as the two Alternate Members who have moved up to full Members.

Engineers Report – CDM Smith, Inc.

There was no activity for the month of February therefore CDM-Smith did not submit a report.

Mr. Matteson continues to work on updating the Operations and Maintenance manual. He has also begun updating the plant schematic located on the conference room wall at the request of Mrs. MacGregor.

Executive Directors Report – Thomas Horn.

March 2015 Operations Report:

Treatment Facility: The plant staff has not encountered any major problems of concern due to the weather.

Collection System: The staff has worked on normal maintenance as weather permitted.

Swan St. Pump Station: A notice of the Hazardous Mitigation Grant award was received. The LMUA has been awarded an \$75,000.00 grant for the rehabilitation of our Swan St. pump station. This gives the LMUA two years to complete the project and submit for reimbursement.

Union/ Personnel Issues: Nothing at this time.

Regulatory Issues:

Biofilter: Mr. Horn has continued the required monitoring by NJDEP.

DEP and DRBC: Both organizations are working to implement a single permit process to simplify their regulations.

Administrative Issues:

Hurricane Sandy: Mr. Horn reported no new updates on this. He expects our full refund shortly.

JIF safety inspection: Our insurance had been out for an annual inspection this month and had no recommendations.

The Governor's safety award was awarded to the LMUA for no loss time during the 2014 calendar year.

JIF Training: Members can participate in an online training and at the completion the Authority will receive a credit of \$250.00 towards their insurance bill for each Commissioner who completes the training. Directions are attached in the meeting packet and Mrs. Ege would be happy provide assistance to any member.

Energy Savings: Mr. Horn has prepared the specification for bidding the energy saving devices. After a short discussion on the benefits he requested the Board's authorization to advertise for bids.

Mrs. MacGregor made a motion to authorize Mr. Horn to solicit for bids for the purpose of installation of energy saving devices at the treatment plant. Mr. Polizzi seconded the motion. An affirmative roll call was taken by all members present except for Mr. Rotondi who abstained. **MOTION CARRIED**

Financial Disclosures: The City will be sending out detailed instructions for both the new and existing users for filing their 2014 financial disclosures with the DCA.

Heritage Village at Lambertville: Mrs. MacGregor requested that this item be discussed in closed session shortly after review of the February bills and Attorney's section.

Chief Financial Officer’s Report - Kathy Leary.

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

Attorney’s Report – Greg Watts.

Mr. Watts was unable to attend the meeting but sends his regards to the Board and staff.

Closed Session.

“Authorizing a Closed Session at the March 4, 2015 Regularly Scheduled Meeting of the Lambertville MUA to Discuss a Possible Settlement Agreement”

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).

NOW, THEREFORE, BE IT RESOLVED that the Board of the Lambertville Municipal Utilities Authority hereby moves to go into closed session on Wednesday, March 1, 2015 at The LMUA Sewerage Treatment Facility located at Lambert Lane Extended, Lambertville for the purpose of discussing a possible settlement agreement with Heritage Village Realty, LLC.

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 made effective immediately upon adoption.

Moved: Mrs. MacGregor

Seconded: Mr. Rotondi

Governing Body Member	Voice Vote			
	Aye	Nay	Abstain	Absent
Janine MacGregor	X			
Vincent Uhl				X
Robert Hayes				X
Paul Rotondi	X			
Joseph Polizzi	X			
Russell Lambert	X			
Megan Ruf	X			

Mrs. MacGregor moved a motion to go into closed session due to a possible settlement agreement. Mr. Rotondi seconded the motion. An affirmative voice vote was taken by all members present. MOTION CARRIED

The LMUA Board convened in closed session at 6:56 p.m.

The LMUA Board re-convened in regular session at 7:11 p.m.

After reconvening from closed session Mrs. MacGregor made a motion to amend the original proposal dated December 22, 2014 with Community Investment Strategies, LLC on behalf of Heritage Village of Lambertville. The amendment will include a billing adjustment to reduce the number of units from 87 to 65 based on the age restricted/ reduced income discounted rate. The Commissioners will not require the back charge be paid. In addition to this the Board will discount the two other similar facilities in Lambertville at the same rate. Mr. Rotondi seconded the motion. An affirmative roll call was taken by all members present in favor of the motion. MOTION CARRIED

Adjournment.

The meeting adjourned at 7:12 p.m. with a motion made Mrs. MacGregor and seconded by Mr. Polizzi. An affirmative voice vote was 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 April 1, 2015.