



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

The meeting was called to order at 6:02 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, Vincent Uhl-Vice Chairperson, Paul Rotondi-Treasurer, Joseph Polizzi-Member and Megan Ruf-Alternate-2

Absent: Robert Hayes-Secretary, Russell Lambert Alternate-1

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO and C. Gregory Watts-Attorney, Watts Tice & Skoronek

Pledge of Allegiance.

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

Minutes.

The minutes of the April 1, 2015 regular meeting was approved on a motion made by Mr. Rotondi and seconded by Mr. Uhl followed by a unanimous voice vote by all members present. MOTION CARRIED.

Public Comment.

There was no public in attendance.

Correspondence.

1. LMUA: A revised letter of the Board's proposed agreement concerning Heritage Village, LLC was sent April 2, 2015. The letter clarified the Board's decision to offer a reduction in the number of billing units from 87 to 65 due to the property being age restricted/ income reduced.
2. CIS Inc.: A letter of acceptance and a signed agreement was received April 17th from CIS Inc. on behalf of Heritage Village, LLC.
3. LMUA: April 17, 2015 Mr. Horn fully endorsed the agreement with Heritage Village, LLC. The matter is considered settled by both parties. Mrs. MacGregor thanked Mr. Horn for his efforts with the mediation of our agreement with Heritage.

4. MEL: The New Jersey Safety Institute and the Municipal Excess Liability Joint Insurance Fund issued their Annual Reports dated March 2015. Each Board member received a copy of the reports for their review.
5. LMUA: The Authority is currently undergoing a rehabilitation project at our Swan Street pump station and requested a “no parking ordinance” from the City of Lambertville to facilitate accessibility during the project as well as daily activities.
6. LMUA: Notices of the new user unit reduction for age restricted/ income reduced facilities were sent to the apartment complexes at 25 South Main and 181 North Main Streets.
7. Lab NOV: Mr. Horn and Mr. Watts met with NJDEP Enforcement to provide them with additional information concerning our laboratory Notice of Violation. Mr. Horn explained that they were questioning the lab’s certification after a laboratory audit on July 18, 2012 required corrective actions and additional testing concerning our PT samples. Mr. Horn has submitted everything required and is waiting for Enforcement’s response.

Chairperson’s Report.

Odor remediation: Mr. Horn reviewed the call history shown on the *Odor Call Summary* sheet for the month of April. There was one call regarding odors in April but there was no location given on the call log. Mr. Horn reported that the sludge levels in the holding tank were below nine feet except on April 6th due to the holiday weekend.

Engineers Report – CDM Smith, Inc.

There was no activity for the month of April therefore CDM-Smith did not submit a report. Mr. Matteson continues to work on the new plant schematic. Once this is finished Mrs. MacGregor would like the Board to take a tour of the facilities.

Executive Directors Report – Thomas Horn.

1. May 2015 Operations Report:

Treatment Facility: Mr. Horn reported that staff worked on normal maintenance and began the semiannual cleaning of the process tanks.

Collection System: Staff worked on normal pump station maintenance.

Swan Street pumping station: The contractor is scheduled to be out next week to continue work on the bypass system.

Union/ Personnel Issues: Nothing at this time.

Regulatory Issues: The Authority continues monitoring of the biofilter and carbon unit. Mr. Horn and Mr. Watts, Esq. met with DEP enforcement personnel to provide them with additional information regarding the laboratory NOV. The Authority is awaiting their response.

Administrative Issues:

2. Hazardous Mitigation Grant: There has been no change. The Authority has been submitting the required quarterly reports.
3. Energy Savings: Mr. Horn reviewed his memo in response to the Solid State Power Correction Devices bid opening on April 30, 2015. The LMUA received one bid from Adirondack Energy Conservation, LLC with a total bid price of \$31,684.00. From a technical standpoint, Mr. Horn recommended the Board award the bid. From a legal standpoint, Mr. Watts found the bid documents to be in order. He suggested that the Certificate of Liability Insurance be changed from naming the Authority as a certificate holder to additionally insured. The Board discussed the details of the bid documents and the energy savings the Authority could expect after installation. Mrs. Leary confirmed that the funds are available to award the contract. Mr. Horn has received good reviews from the Authorities he contacted in around our area. Mrs. MacGregor seeing no other comments requested a motion to approve Resolution 027-2015 awarding the contract with Adirondack for the supply of three energy saving devices.

Resolution 027-2015 *“Awarding the Contract with Adirondack Energy Conservation, LLC for the Purchase of Solid State Power Correction Devices”*

WHEREAS, the Lambertville Municipal Utilities Authority has determined that there is a need for power saving devices; and

WHEREAS, as per N.J.S.A. 40A:11-3 public bidding is required because the cost of the devices is above the bid threshold of \$17,500.00; and

WHEREAS, the Authority received one (1) bid and publicly opened and read aloud on Thursday, April 30, 2015; and

WHEREAS, Adirondack Energy Conservation, LLC is the lowest responsive bidder and the bidding results are as follows:

Description	Total Bid Price
Supply of Solid State Power Correction Devices	\$31,684.00

WHEREAS, the LMUA has followed the procedures of the “Fair and Open Process” provided by N.J.S.A. 19:44a-20.4 et.seq. in the procurement and award of this contract; and

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

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 Authority’s CFO has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn is hereby authorized and directed to enter into a contract with Adirondack Energy Conservation, LLC.
2. The Resolution shall be effective immediately upon adoption.

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

Mr. Polizzi made a motion to approve Resolution 027-2015 to authorize a contract between the LMUA and Adirondack Energy Conservation, LLC as written in the bid specs. Mr. Uhl seconded the motion. An affirmative roll call was taken by all members present in favor of the motion except for Mr. Rotondi who recused himself from voting due to personal reasons. MOTION CARRIED

4. NJMEL- 2015 Elected Officials Training: Mr. Horn reminded the Board that there is still time to take the online training course which is closed June 1, 2015.

5. Connection Fee: A report from Bowman & Company, LLP dated April 22, 2015 was reviewed by the Board. Our Auditor was out in April and performed their necessary audit and has completed their recommendations for the connection fee based on the statutory limits. Mr. Horn reported that their recommendations are only for raising the connection fee from \$5,328 to \$5,486. He does not anticipate an increase in the user rates. The rate hearing has been scheduled for the June 3 meeting.

Resolution 028-2015 “Authorized Signature Listing”

WHEREAS, the Lambertville Municipal Utilities Authority is authorized by statute to establish and maintain such bank accounts as it may find necessary and convenient in order for it to exercise its public and essential governmental functions, and

WHEREAS, as the result of a recent audit examination, the Trustee must maintain a current updated listing of authorized individuals from whom the Bank of New York Mellon is permitted to receive instruction,

NOW, THEREFORE, be it resolved that the following individuals of the Lambertville Municipal Utilities Authority will be authorized to perform transactions relating to the Bank of New York Mellon.

- Janine MacGregor
- Vincent Uhl
- Robert Hayes, Jr.
- Paul Rotondi
- Thomas F. Horn
- Kathy Leary

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

Mrs. MacGregor made a motion to approve the authorized signature list allowed to perform all banking transactions relating to the Bank of New York Mellon. Mr. Rotondi seconded the motion. An affirmative roll call vote was taken by all members present. MOTION CARRIED

Chief Financial Officer’s Report - Kathy Leary.

Mr. Rotondi made a motion to approve the bill list for April. Mr. Polizzi 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 expects to have the easement and settlement documents regarding Black River & Western and the State in hand by next meeting.

Adjournment.

The meeting adjourned at 6:34 p.m. with a motion made Mr. Uhl and seconded by Mr. Rotondi. 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 June 3, 2015.