



**Lambertville Municipal Utilities Authority
Regular Meeting
Wednesday, August 5, 2015, 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended
Meeting Minutes**

The meeting was called to order at 6:01 p.m. by Mrs. 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 Russell Lambert Alternate-1

Absent: Robert Hayes-Secretary and Megan Ruf-Alternate-2

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

Pledge of Allegiance.

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

Minutes.

The regular minutes of the June 3, 2015 meeting were approved on a motion made by Mr. Polizzi and seconded by Mr. Uhl followed by a unanimous roll call vote by all members present, except for Mrs. MacGregor who abstained as she was not present. MOTION CARRIED.

The closed session minutes of the June 3, 2015 meeting were approved on a motion made by Mr. Rotondi and seconded by Mr. Uhl followed by a unanimous roll call vote by all members present, except for Mrs. MacGregor who abstained as she was not present. MOTION CARRIED.

Public Comment.

There were no members of the public in attendance.

Correspondence.

1. 89-93 N. Main Street, New Hope Borough, PA: Treatment capacity was confirmed by Mr. Horn in a letter dated June 18, 2015.
2. Academy Hill Subdivision: Treatment capacity was confirmed by Mr. Horn in a letter dated July 13, 2015.

Chairpersons Report.

Mrs. MacGregor will discuss all new items in the Executive Director's report.

Engineers Report – CDM Smith, Inc.

There was no activity for the months of June or July therefore CDM-Smith did not submit a report.

Mr. Matteson continues to work on updating the Operations and Maintenance manual.

Mr. Horn expects Mr. Matteson to begin his annual inspection shortly.

Executive Directors Report – Thomas Horn.

JULY/ AUGUST 2015 OPERATIONS & MAINTENANCE:

Treatment Facility: The staff changed the oil in the RBCs. There have been no issues to report.

COLLECTION SYSTEM: The staff has continued routine cleaning of our mains.

ODOR ISSUES: Mr. Horn took a moment to review the odor action plan. The Board reviewed the spread sheets he had prepared entitled *Odor Call Summary and Sludge Levels* for the months of June and July. There were no calls concerning odors during this period. The levels in the sludge holding tank were maintained at the best possible height. The carbon for the carbon unit by the belt press was changed in July.

UNION/ PERSONNEL ISSUES: One of the utility personnel has returned to work after surgery with no issues.

REGULATORY ISSUES: The Authority continued monitoring of the biofilter and carbon unit.

ADMINISTRATIVE ISSUES: Hazardous Mitigation Grant: No new developments.

Energy Savings: The units have been delivered and our staff should begin installation shortly.

Plant Flow Diagram: Mr. Matteson is working on some revisions to the diagram and should have a final draft by our regular meeting on September 2, 2015.

FY 2016 Budget: This has received final approval by the DCA.

FOOD WASTE: Mr. Horn reviewed his memorandum on the food waste feasibility study. The LMUA received a request from the City's Environmental Committee to provide a feasibility study on digesting food wastes with our solids. The cost of the study would be reimbursed by the City. In 2002 the LMUA Board passed a motion not to use the digester as part of our treatment process and built a holding tank instead. Based on our Engineer's study digesting food wastes at the plant was not economically or physically possible based on the volume of sludge treated. The Board expressed their concerns with spending the City's grant money when based on a previous study digesting was not a viable option. There are also concerns regarding increased odors due to the digester. Mr. Watts recommended that the Board request the City go directly to CDM Smith and request the study. The Board then took a moment to discuss alternative options including mixing food waste with yard

waste at a compost. The Board then decided to request that CDM Smith advise the Board and the City for alternative food waste recommendations. Mrs. MacGregor requested a motion to move Resolution 038-2015.

Resolution 038-2015 “Authorizing CDM Smith to Prepare a Food Waste Feasibility Study”

WHEREAS, the City of Lambertville received a grant which included a study on the feasibility of digesting food waste at the Lambertville MUA (“LMUA”) treatment plant; and

WHEREAS, the Mayor and City of Lambertville requested that the LMUA authorize CDM Smith to prepare a report on processing food wastes at the plant; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of August 5, 2015 as follows:

1. CDM Smith is hereby authorized to prepare a feasibility study for the use of food waste at the treatment plant.
2. The City of Lambertville agrees to reimburse the LMUA for the cost of the study in an amount not to exceed \$3,000.
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.

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

Mr. Rotondi made a motion to approve resolution 038-2015 authorizing CDM Smith to prepare a food waste feasibility study not to exceed \$3,000. Mrs. MacGregor seconded the motion. A roll call was taken against the motion by three out of the five members present. **MOTION DID NOT PASS**

SWAN STREET PUMPING STATION:

Hazard Mitigation Plan: The bypass system is now complete and ready to be used.

Mr. Horn reviewed his memorandum and CDM Smith’s proposal for the engineering work for the replacement pumps at the station. He explained that this is the next step in the rehab plan now that the bypass is in place. Mr. Matheson’s proposal includes an evaluation of the pumping system, sizing of a new force main and preparing the specifications to bid the project. The proposal costs are in line with our overall planning estimate. Mr. Uhl recommended a cost analysts of the old vs. the new pumps be added to the engineering work. Mr. Horn recommended the Board award a contract to CDM Smith per their proposal dated July 21, 2015.

Resolution 037-2015 “Awarding the Contract with CDM Smith for the Swan Street Pump Station Pump System Evaluation and Specification”

WHEREAS, the Lambertville Municipal Utilities Authority (“LMUA”) is currently upgrading the Swan Street Pumping Station; and

WHEREAS, as part of the upgrade the LMUA plans to replace the existing pumps with three pumps sized to handle the current flows at the Swan Street pump station; and

WHEREAS, CDM Smith submitted a proposal for professional engineering services for pump system evaluation and specification dated July 21, 2015; and

WHEREAS, the LMUA staff have reviewed the proposal and recommend awarding a contract to CDM Smith.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of August 5, 2015 as follows:

1. CDM Smith is hereby awarded the Contract for professional engineering services for the Swan Street pump station pump system evaluation and specifications as per their proposal dated July 21, 2015 in the amount not to exceed \$8,400.
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.

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

Mr. Uhl made a motion to approve resolution 037-2015 awarding a contract with CDM Smith for the Swan Street pump station system evaluation and specification not to exceed \$8,400 as per the proposal. Mr. Rotondi seconded the motion. A unanimous roll call vote was taken by all members present in favor of the motion.
MOTION CARRIED

SWAN CREEK FLOOD ISSUE:

Mr. Horn reviewed his memorandum and CDM Smith’s proposal for engineering work for the NJEIT and DEP loan. The City of Lambertville has applied numerous times for a grant from FEMA to address back-flooding from the Delaware River into the Swan Creek of the City. The City has not been successful with obtaining a grant for the work. Mr. Horn explained that the City plans to install a flood wall/ levee with tide gates that would cut off the backwater from entering the Swan Creek. As a backup plan the City is also applying for NJEIT funding but they indicated they would not be eligible unless their plan included water quality. Mr. Horn and CDM Smith recommend including the installation a new force main from the Swan Creek pumping station to the west side of the Delaware and Raritan Canal. The Board discussed the aging force main and the amount of planning and work that would go into this project. CDM Smith would need to perform some initial analysts

before they could provide a rough estimate. Mr. Horn also pointed out that should this be approved and the Board decided to go forward the LMUA would need to put the Swan Creek pump station upgrades aside.

Mr. Watts recommended that a shared services agreement between the City and the LMUA should be in place as to shared costs and responsibilities. The Board discussed this matter in detail and decided not to take action and not to vote on Resolution 039-2015 until they have more time to review. Mr. Rotondi and Mr. Uhl decided to attend the meeting on Monday, August 10th with the City to discuss this project.

LAB NOV:

Mr. Horn discussed his memorandum on the NJDEP lab NOV with the Board in closed session due to possible litigation reasons.

Chief Financial Officer's Report - Kathy Leary.

Mr. Rotondi made a motion to memorialize the bill lists for June and approve the bill lists for July. 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 had no new developments to report.

Closed Session

Resolution 39-2015 *“Authorizing a Closed Session of the August 5, 2015 meeting to Discuss Possible Litigation Matters Involving the Lab NOV”*

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, August 5, 2015 at The LMUA Sewerage Treatment Facility located at Lambert Lane Extended, Lambertville for the purpose of discussing possible litigation matters involving the lab NOV.

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 adopted by a call of ayes and nays as follows:

Governing Body

Recorded Vote

Member	Aye	Nay	Abstain	Absent
Janine MacGregor	X			
Vincent Uhl	X			X
Robert Hayes				
Paul Rotondi	X			
Joseph Polizzi	X			
Russell Lambert	X			

Mrs. MacGregor made a motion to pass Resolution 039-2015 authorizing a closed session to discuss possible litigation matters involving the lab NOV. Mr. Rotondi seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED

The LMUA Board convened in closed session at 6:51 p.m.
The LMUA Board re-convened in regular session at 7:03 p.m.

After reconvening from closed session the Board decided to authorize Mr. Horn to settle the lab NOV with the NJDEP for \$30,000 on the condition that the LMUA review the ACO document prior to final approval. Once all of the settlement documents are reviewed the Board we will then pass a final resolution to approve the agreement. The Board also requested that Mr. Horn try to reduce or suspend the \$5,000 personal NOV against his license.

Adjournment.

The meeting adjourned at 7:04 p.m. with a motion made Mr. Rotondi and seconded by Mr. Uhl. 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 September 2, 2015.