



**Lambertville Municipal Utilities Authority  
Regular Meeting  
Wednesday, January 6, 2016, 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, Paul Rotondi-Treasurer, Joseph Polizzi-Member, Russell Lambert Alternate-1 and Megan Ruf-Alternate-2

Absent: Vincent Uhl-Vice Chairperson, Robert Hayes-Secretary

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 regular minutes of the December 2, 2015 meeting were approved on a motion made by Mr. Rotondi and seconded by Mr. Lambert followed by a unanimous roll call vote by all members present, except Mr. Polizzi and Mrs. Ruf who abstained as they were absent. MOTION CARRIED.

The closed session minutes of the December 2, 2015 meeting were approved on a motion made by Mr. Rotondi and seconded by Mr. Lambert followed by a unanimous roll call vote by all members present, except Mr. Polizzi and Mrs. Ruf who abstained as they were absent. MOTION CARRIED.

**Public Comment.**

There were no members of the public in attendance.

**Correspondence.**

1. NJDEP: Compliance Evaluation & Assistance Inspection/NOV: In a letter dated November 23, 2015 the DEP informed the Authority of several compliance violations that needed correction. Mr. Horn responded with in the 30 day required period.

2. LMUA: Response to NJ DEP: Mr. Horn's response letter dated December 22, 2015 addressed the issues raised in the Compliance Evaluation and Assistance Report. In his response Mr. Horn provided a scope of solutions and a timeline for each.
3. LMUA: United Water, York Street Water Main Replacement: In a letter dated December 23, 2015 Mr. Horn reviewed the draft plans and indicated the location of our facilities within the project area.
4. LMUA: Capital Projects requests for BCW&SA and Borough of Stockton: The Authority sent the annual requests for capital project reimbursements on December 28, 2015.

### **Chairpersons Report.**

Mrs. MacGregor wished the Board and staff a Happy New Year and asked if there were any improvements that were not already being done that Mr. Horn could recommend for the New Year. Mr. Horn did not have anything at this time but suggested the Authority discuss this again once CDM Smith's Annual Inspection Report is available for review.

ODOR ISSUES: Mrs. MacGregor noted that there were no odor calls for the month of December. This ended 2015 with a total of three calls vs. seven calls the previous year. Mrs. MacGregor contributes this to operations and sludge handling.

### **Engineers Report – CDM Smith, Inc.**

There was no activity for the month of December therefore CDM-Smith did not submit a report. Mr. Matteson is working on the final revision of the Operations and Maintenance manual. The annual inspection was completed on December 11<sup>th</sup>. The report is forthcoming.

Flow Diagram: CDM has made most of the corrections and this should be complete for the February meeting.

### **Executive Directors Report – Thomas Horn.**

#### **JANUARY 2016 OPERATIONS & MAINTENANCE:**

Treatment Facility: Mr. Horn reported that the VFD drive unit broke before the Christmas holiday weekend. This created elevated sludge levels in the holding tank the following week until the unit was replaced. Due to availability restrictions an extra motor will be ordered to be kept on hand as a backup.

COLLECTION SYSTEM: The staff worked on routine cleaning of our stations.

UNION/ PERSONNEL ISSUES: None to report.

REGULATORY ISSUES: The Authority continued monitoring of the biofilter and carbon unit. Mr. Horn sent out his reply for the Compliance Evaluation and Assistance Inspection to the DEP on December 22, 2015. The Operations and Maintenance manual shall be completed in 90 days. Staff is currently working on the leaky pipe in the basement. Mr. Horn is working on a plan to repair the broken cement on the wall around the influent.

**ADMINISTRATIVE ISSUES: Energy Savings:** Mr. Horn will continue to collect data from the electric bill to track savings.

**SWAN STREET PUMPING STATION: Hazard Mitigation Plan:** CDM-Smith continues to work on the engineering work for resizing the pumps and the specifications for the pump station.

**SWAN CREEK FLOOD PROTECTION PROJECT:** The City has set up a Bond Ordinance to fund the cultural review. The project is currently under environmental review. Mr. Horn explained that this will tell us what permits we will need. The Board discussed the engineering work involved and developing a scope of services. Mr. Horn recommends that the next step will be to discuss a shared services agreement with the City.

**Audit of FY 2015:** In December the Auditor finished his onsite work for the annual audit review. Mr. Horn expects a draft audit in January.

Shared Services Agreement with the City for Diesel Fuel:

**Resolution 001-2016** *“Authorizing an Agreement with the City of Lambertville for the Use of Fuel Pumps at Public Works”*

NOW THEREFORE, BE IT RESOLVED that the Commissioners of the Lambertville Municipal Utilities Authority hereby agree to sign the Memorandum of Agreement with the City of Lambertville as written and dated December 28, 2015 for the use of the fuel pumps at public works located at 120 Quarry Street, Lambertville, New Jersey.

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

Mrs. Ruf made a motion to move Resolution 001-2016 authorizing a shared services agreement with the City for the use of fuel pumps. Mr. Lambert seconded the motion. A unanimous roll call vote was taken in favor of the motion by all members present.

**Chief Financial Officer’s Report - Kathy Leary.**

Mr. Rotondi made a motion to authorize the bill lists for December. Mr. Lambert 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 did not have anything new to report.

At this time he would like to administer the Oaths of Office to Mr. Lambert, Alternate 1 and Mr. Polizzi, Member both to fill a five year term that expires February 1, 2021.

Mr. Watts noted for the record that the City had originally written Mr. Lambert's Oath for a two year term that would expire February 1, 2018. State Statute states that all Authority positions are five year terms and that he will contact the City's Attorney, Mr. Faherty to correct this.

**Adjournment.**

The meeting adjourned at 6:27 p.m. with a motion made Mrs. MacGregor 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 February 3, 2016.*