



**Lambertville Municipal Utilities Authority  
Regular Meeting Minutes  
Tuesday, January 2, 2018, 6:00 PM  
Lambertville Wastewater Treatment Facility,  
Lambert Lane Extended**

The meeting was called to order at 6:03 p.m. by Mrs. MacGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on Thursday, February 16, 2017 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, Robert Hayes-Secretary, Paul Rotondi-Treasurer, Russell Lambert Alternate-1& Megan Ruf-Alternate-2

Absent: Joseph Polizzi-Member

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 & closed session minutes of the December 5, 2017 meeting were approved in a motion made by Mr. Hayes. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor of the motion by all members present except for Mr. Rotondi who abstained as he was absent. MOTION CARRIED**

**Oaths of Office.**

At the annual reorganization meeting the City reappointed Mrs. MacGregor to the LMUA Board.

The oath of office to Janine MacGregor, Chairwoman was administered by Attorney Watts to fill five year term which expires February 1, 2023.

**Public Comment.**

There were no members of the public in attendance.

**Correspondence.**

1. 44 Buttonwood St.: A request for billing suspension due to complete interior demo was approved in a letter dated December 7, 2017. Billing will resume once the City has issued a CO.

## **Chairpersons Report.**

Mrs. MacGregor wished the Board and staff a happy New Year. She then asked if there were any issues due to the continuous freezing temperatures we have been experiencing over the past week. Mr. Horn reported that there were a few broken utility water pipes that needed to be replaced but that was it.

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

Annual Inspection Report: A copy of the report was emailed to the Board members for their review on December 22, 2017. Mr. Horn has included the updated recommendations in an outline for the Boards review. Mrs. MacGregor would like to table this until the end of the meeting.

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

### **JANUARY 2018 OPERATIONS & MAINTENANCE:**

Mr. Horn updated the Board on the following and reported no major issues of concern over the past month.

**COLLECTION SYSTEM:** The Authority will eventually need to repair the sewer main on N. Union Street between Delevan and York Streets.

**ODOR ISSUES:** The LMUA received one call for odors on December 18, 2017. This was due to work being done on the wet well at the Swan Street pumping station earlier that day.

**REGULATORY ISSUES:** Routine testing was conducted to monitor the biofilter and carbon unit.

**Local Limit Analysis:** No updates on this.

**Discharge Permit Renewal:** No updates on this. Mr. Horn explained that the application was submitted this past June and it continues as is until a new permit is issued.

### **ADMINISTRATIVE ISSUES:**

**S. Franklin Street Water & Sewer:** No new updates.

**FY 2017 Audit:** Suplee Clooney has finished their in house work on the FY 2016-2017 Audit. We should have this in hand by next meeting.

**SWAN STREET P.S. RESILIENCY PROJECT:** No new updates on this.

## **Swan Pump Station Memorandum.**

**ELECTRICAL:** The conduits have been completed.

**HVAC:** There are a few pieces that need to be completed.

**GENERATOR:** The old generator was removed and the new was installed but not quite operational. The contractor will be in the following week to finish tying the generator into the system.

Hazardous Mitigation Grant: A letter of request was sent to the Hazardous Mitigation Grant Program on November 21, 2017 to extend the project completion date to July 31, 2017. We have not had a response.

GAS: The gas meter was installed December 22 and will be activated once the generator is fully operational.

**Vacation Memo.**

Mr. Horn advised the Board that he will be out on vacation the week of January 8<sup>th</sup> and returning January 16<sup>th</sup>. He has left instructions for the utility personnel and will have limited access via email should an issue arise.

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

**Mr. Hayes made a motion to approve the bill lists for December. Mr. Rotondi 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.**

Confined Space Agreement: The draft agreement is currently under Attorney review by the fire department. The Board would like Mr. Horn to follow up with Fire Commission on the status.

ANNUAL INSPECTION REPORT CONTINUED: The Board reviewed the report prepared by Mr. Horn outlining the recommendations made in CDM Smith’s Annual Report.

Collection System: Mrs. MacGregor discussed the importance of inspecting our collection system in order to find and repair sources of “I/I,” infiltration of unwanted ground and storm water. Mr. Horn stated that once the upgrades are complete at the Swan pump station the utility personnel will be able to resume periodic inspections of the system in the spring. Mrs. MacGregor would like to see this being done at least once a month or on some kind of a routine basis.

Pumping Stations: Swan Street pump station upgrades and repairs on the Annual Report are mostly finished. Once the generator installation is complete this recommendation will be done. N. Union Street pump station had a few small items as well as installing a permanent power supply to the Bioxide system and moving the generator out of the 100 year flood zone.

Wastewater Treatment Plant: The major issues discussed were: the sidewalks and blacktop need to be repaired and replaced. The aeration system in the grit removal needs to be reactivated and the effluent chemical feeds need to be updated.

**Resolution 001-2018 “Accepting the Annual Report”**

NOW THEREFORE, BE IT RESOLVED that the Commissioners of the Lambertville Municipal Utilities Authority hereby accept the 2017 Annual Report as submitted by CDM Smith to fulfill the Authority’s Bond requirements.

Governing Body Member	Recorded Vote			Abstain	Absent
	Aye	Nay			
Janine MacGregor	X				

Vincent Uhl	X	
Robert Hayes	X	
Paul Rotondi	X	
Joseph Polizzi		X
Russell Lambert	X	

Mr. Uhl made a motion to adopt Resolution 001-2018 accepting the 2017 Annual Report as submitted by CDM Smith. Mr. Rotondi seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. **MOITON CARRIED**

Mr. Horn will have copies of the Annual Inspection for some of the Board members to have on hand.

February 6<sup>th</sup> is our annual reorganizational meeting. The requests for our yearly appointed professional proposals have been sent out December 14, 2017 with responses due back by January 19<sup>th</sup>. Each year the LMUA appoints a number of professional positions through the “Fair and Open” process in order to give each business an equal opportunity. The Board requested a copy of the bid tabulation of the results be emailed afterwards.

### **Adjournment.**

**The meeting adjourned at 6:43 p.m. with a unanimous voice vote taken 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 6, 2018.*