



**Lambertville Municipal Utilities Authority  
Regular Meeting Minutes  
Tuesday, January 8, 2019, 6:00 PM  
Lambertville Wastewater Treatment Facility,  
Lambert Lane Extended**

The meeting was called to order at 6:02 p.m. by Chairwoman McGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on Thursday, February 15, 2018 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, Russell Lambert Alternate-1 & Megan Ruf-Alternate-2

Absent: Robert Hayes-Secretary, Joseph Polizzi-Member

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

**Pledge of Allegiance.**

Chairwoman MacGregor led the public in the Pledge of Allegiance.

**Minutes.**

**The regular and closed session minutes of the December 4, 2018 meeting were approved in a motion made Mr. Uhl and seconded by Mr. Rotondi. An affirmative roll call was taken by all members present except for Mrs. Ruf who abstained as she was absent. MOTION CARRIED.**

**Public Comment.**

None.

**Correspondence.**

1. Confined Space Agreement: Request & Response  
Mr. Horn reviewed the letter from the Fire Commissioners dated December 7, 2018 which requested reimbursement for half of the total cost of confined space equipment purchased this past year. The Fire Commission has stated that the Authority's total share is \$7,665.08.

Upon receipt of the letter Mr. Horn sent a copy to Mr. Watts for his review and guidance. Mr. Watts advised that since the current signed Confined Space Agreement did not include reimbursement for equipment but, rather an hourly reimbursement for vehicle usage and manpower, the Authority was not responsible for covering half of the confined space equipment costs. He further explained that our

original draft agreement did include such a reimbursement but the Commission requested an hourly compensation instead, so this language was removed.

Mr. Horn responded to the Commission on January 2, 2019 and explained what our current agreement stipulates the Authority is responsible for. Mr. Watts further explained that the current agreement is through April 19<sup>th</sup> and automatically renews yearly unless written notice is received 90 days prior to its renewal date. Mr. Horn will keep the Board informed of the Commission's response.

### **Chairpersons Report.**

Mrs. MacGregor attended the City's reorganization meeting held on January 1<sup>st</sup> appointing Julia Fahl as the Mayor of Lambertville. Mrs. MacGregor was pleased to welcome the new Mayor to office and expressed that the Authority looks forward to working with her.

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

No report.

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

**TREATMENT FACILITY:** Staff continued to work on the project to rehab the plant PS this month. The next step is to install a control panel and reinstall the pumps.

**COLLECTION SYSTEM:** Staff worked on normal maintenance.

**ODOR ISSUES:** There were no calls in December concerning odors.

**UNION/ PERSONNEL ISSUES:** The Board observed a moment of silence in memory of Bryan Conner's mother, Karen Renefrew Conner. Karen was a long time resident of Lambertville.

**REGULATORY ISSUES:** Mr. Horn continued the monitoring of the biofilter and carbon unit.

The County Board of Health was out to perform a Right to Know inspection. They required the Authority to place copies of the Right to Know surveys at each of the pumping stations along with information pamphlets. All requirements have been completed.

**ADMINISTRATIVE ISSUES:** Mayor Fahl visited the office in December and introduced herself to the staff. She also discussed coordination between the Authority and the City to facilitate open communication. Mr. Horn briefly discussed the \$72,000 payment the Authority makes to the City. The Mayor asked Mr. Horn to attend a monthly directors meeting where she could be kept informed of current projects and events.

Suplee Clooney has finished their field work this past month. We expect to have a draft report shortly.

The RFP for 2019 professional appointments was advertised on November 29<sup>th</sup> with proposals due back on January 11<sup>th</sup>.

**WMP UPDATE:** There has been no recent activity from the County on their plan update.

**MEMO- CAPITAL IMPROVEMENTS/ NJIB LOAN UPDATE:**

Contracts for Engineering and Asset Management are now in place.

Mr. Horn met with Suburban to go over the design report requirements in December. A surveyor was in to take measurements for the plant and collection system sewer repair projects. They expect to have the design work completed within 9 months or by August this year.

CDM Smith is also working on their schedule for the NJIB loan application. Mr. Horn will be scheduling a meeting with them shortly to go over expectations and a schedule.

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

**Mrs. Ruf made a motion approve the bills list 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.**

No new developments to report on.

**Adjournment.**

**The meeting adjourned at 6:20 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 5, 2019.*