



**Lambertville Municipal Utilities Authority
Regular Meeting Minutes
Tuesday, October 2, 2018, 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

Joseph Polizzi-Member, entered at 6:05 p.m. during correspondence.

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

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 session minutes of the September 2, 2018 meeting were approved in a motion made by Mr. Rotondi and seconded by Mr. Uhl. An affirmative roll call was taken by all members present. MOTION CARRIED.

Public Comment.

None.

Correspondence.

1. Michael Burn Architects: Sewer capacity was confirmed for the proposed expansion on an existing fire house to include one new fire engine bay, small office, single occupant bathroom and an upper level open space squad room located at 230 N. Main St.
2. NJ MEL: The Authority's insurance has issued an update to the Personnel Policies in regards to the recent Supreme Court decision pertaining to the Open Public Meetings Act concerning personnel matters. The Board reviewed and approved this via Resolution 035-2018.
3. NJ DEP: In a letter dated September 18, 2018 Mr. Horn requested the removal of a condition in Part IV of our discharge permit pertaining to local limits before the final permit is issued.

4. Prime Custom Builders: Sewer capacity was confirmed for the proposed construction of two, three bedroom townhomes located at 14 Lambert Lane.
5. Williams Syndrome: Thank you letters from the Williams Syndrome Association and Mrs. MacGregor were shared among the Board members expressing their appreciation for the donation made in loving memory of June Baffa Tonelli.

Resolution 035-2018 *Adopting an Update to the Personnel Policies and Procedures*

WHEREAS, at the open public meeting held on September 4, 2018 the Commissioners of the Lambertville MUA adopted Resolution 034-2018 approving the updated Personnel Policies and Procedures and Personnel Manual; and

WHEREAS, the Commissioners would like to adopt the most recent update to Section 5 of the Personnel Manual pertaining to the Open Public Meetings Act.

NOW, THEREBY, BE IT RESOLVED by the Commissioners of the LMUA that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED, that this 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 pass Resolution 035-2018 approving the most recent changes made to the Personnel Manual pertaining to the Open Public Meetings Act. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor by all members present. MOTION CARRIED

Chairpersons Report.

Mrs. MacGregor discussed the impending rate increases in connection with the Authority’s proposed Capital Improvements Plan. She would like to schedule an unofficial meeting with the Mayor to discuss the Authority’s financial plan and the much needed improvements to the plant and collections system. Mrs. MacGregor requested that the Board move on all other agenda items and discuss this in more detail at the end of the meeting.

Engineers Report– CDM Smith, Inc.

Nothing new to report.

Executive Directors Report – Thomas Horn.

OCTOBER 2018 OPERATIONS & MAINTENANCE: Mr. Horn updated the Board on the status of the treatment plant and collections system for the past month. There were no major issues of concern.

Treatment Facility Operations and Maintenance.

ACUA began their biannual maintenance from September 20th through October 4th. The Authority has scheduled sludge hauling to Stoneybrook during this time. The staff is working on repairing a valve in the secondary clarifiers.

Collection System:

ODOR ISSUES: There were no calls in September concerning odors.

UNION/ PERSONNEL ISSUES: Two employees have returned to regular duty after being out for non-work related surgeries.

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

Local Limits: The DEP has accepted our analysis and will remove the condition from our permit.

Discharge Permit: The draft was issued August 16th with a 30 day review period running September 5th to October 5th.

ADMINISTRATIVE ISSUES:

Swan Pump Station: Staff continues to remove remaining conduits.

Safety Inspection/ Loss Control Report: Mr. Horn updated the Board on the progress: The confined space program has been updated and the winch will be sent out to the manufacturer to be repaired and certified.

Draft ordinance for illicit connections: The draft written and approved by the Authority was adopted by the City on September 24, 2018. A copy will be kept on file at the LMUA and was given to Mr. Watts.

WMP Update: The County continues to work on updating this.

2 Rock Road West: Our application for the inclusion of this property into the WMP has been submitted to DEP. The City has indicated that the road improvements should begin in the spring.

MEMO NJIB Loan Update:

Mr. Horn did not have any new developments on this. The next step would be to submit the planning document.

MEMO ENGINEER PROPOSALS:

Mr. Horn advised the Board that he did not get all proposals for the design work with enough time to sufficiently review them. There will be quotes from Suburban Consulting and CME Associates for the Board to review for the November meeting.

The Asset Management Plan quotes have been requested from Suburban Consulting and CME Associates in addition to the quote received from CDM Smith and will also be available to review at the November meeting. Mr. Horn assured the Board that the current items on our improvements list are top priority. Regardless of when and if the Board decides to apply for Asset Management grant the list of approved Capital improvements will remain the most important.

Snow Removal Agreement

Resolution 036-2018 *Shared Services Agreement with the City of Lambertville for Snow Removal during the 2018/ 2019 Winter Season*

WHEREAS, the Lambertville Municipal Utilities Authority, (LMUA) is a separate public entity created by adoption of Ordinance No. 2009-04 by the City of Lambertville on March 16, 2009, under the Utility Authorities Law, N.J.S.A. 40:14B-4D; and

WHEREAS, this agreement will memorialize the past and future practice of the LMUA's continuance of supplementing the City's public works department during storms, emergencies and times of need; and

WHEREAS, the LMUA will provide equipment and employees to the City of Lambertville and the City will cover or reimburse the LMUA for the cost of fuel to operate the equipment for the 2018/ 2019 winter season.

NOW THEREFORE, BE IT RESOLVED that the Commissioners of the Lambertville Municipal Utilities Authority hereby authorize a shared services agreement with the City of Lambertville.

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 move Resolution 036-2018 approving a shared services agreement with the City of Lambertville for snow removal during the 2018/ 2019 winter season. Mr. Polizzi seconded the motion. MOTION CARRIED.

Chief Financial Officer's Report - Kathy Leary.

Mr. Rotondi made a motion approve the bills list for September. Mr. Uhl 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.

Attorney Watts advised the Board on the new legislation for connection fees for affordable housing as well as additional connection fees. By law the Authority can charge additional connection fees for existing properties

who expand or add to their facilities. He advised the Authority to follow the law and should a new affordable housing complex apply for service the Authority can only charge half of the total number of units.

Chairperson's Report Continued.

Mrs. MacGregor continued her discussion with the Board to organize an unofficial meeting with the City in order to notify them of our planned rate increase and Capital Improvements. Staff has organized a spreadsheet in the past showing a history of rates going back over 30 years. The Board will discuss the status of the rates over a time period and how it affects the reserve fund. The Board may also factor in the \$72,000 payment to the City each year and how it impacts our Operating Budget. As per our current Bond requirements the Authority must collect revenue equal to the Operating Budget, and 120% of our debt service. The Authority currently collects enough revenue to meet the bond requirements but not enough to build up a substantial Capital Reserve.

The Capital Reserve is essential for facility maintenance and sustainability of the plant and collections system. The Authority will be able to use the Asset Management plan once received to plan and justify the proposed improvements. Mr. Uhl suggested that the Authority collect rate schedules from similar Authorities to show how the LMUA rates compare.

Mrs. MacGregor asked if there is an impending deadline for the NJIB loan. Mr. Horn explained that the Authority can move at their own pace to insure all aspects of the project are planned. Mr. Horn explained the requirements of the loan and why the Authority should apply for the Asset Management grant along with the Capital Improvements Plan.

Mr. Horn advised the Board that the Authority does not need to hold a hearing to discuss the NJIB loan and Capital Improvements plan since we are replacing in kind. However, the Board would like to keep the City aware of our plans in regards to these two matters and feels that an unofficial meeting will be best.

In agreement, Mrs. MacGregor feels that the first step in proceeding is to schedule an unofficial meeting with a couple City officials to inform them of our impending projects and rate plan. Mr. Horn will contact them to schedule this and let the Board know.

Adjournment.

**The meeting adjourned at 6:47 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 November 6, 2018.