



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

The meeting was called to order at 6:01 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, Joseph Polizzi-Member & Megan Ruf-Alternate-2

Paul Rotondi-Treasurer entered after roll call.

Absent: Robert Hayes-Secretary& Russell Lambert Alternate-1

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 October 2, 2018 meeting were approved in a motion made by Mr. Uhl and seconded by Mr. Polizzi. An affirmative roll call was taken by all members present except for Mr. Polizzi and Mrs. Ruf who abstained as they were absent. MOTION CARRIED.**

**Public Comment.**

None.

**Correspondence.**

1. Emily Goldman, City Planner: Capacity verification for proposed Lambertville High School redevelopment was confirmed in a letter dated October 9, 2018. In his letter Mr. Horn stated that the plant has sufficient treatment capacity however the sanitary sewer main on from the development to the treatment plant would need to be evaluated to ensure they can handle the additional flow.
2. NJ DEP: The LMUA has received the final plant permit from DEP that will take effect on January 1, 2019. There are a few minor changes that include requiring two organisms for the bioassays and the incorporation of the DRBC Docket requirements as monitor only parameters.

3. 31 Elm Street: A request for a sump pump variance from Michael Burns Architects, dated October 31, 2018 was reviewed by the Board. The owner, Ms. Crusade has requested that her interior sump pump be given special allowance to remain connected to the sewer system based on article 4-13 of Authority rules and regulations. Ms. Crusade has stated that her reason for her request is that the sump pump would not primarily be relied on and does not usually run since she has installed an outside sump pump and french drain around the perimeter of the property. It is in Mr. Burn's opinion that to reroute the pump's drain through the foundation may allow for a point of entry for water.

Mr. Horn explained that when sump pumps are connected to the sewer they send clean water into the sanitary sewer system that does not need to be treated and during a significant event can cause a surcharge in the system. This ends up costing the Authority more to treat clean water and may lead to potential health hazards like a system overflow into resident's homes. Mr. Uhl stated that another possibility would be that potential hazards like oil could enter the sewer system and cause serious issues at our treatment facility.

Further, on October 15, 2018 the City of Lambertville passed Ordinance No. 14-2018 prohibiting illicit connections including sump pumps from draining into the sanitary system. After a discussion, the Board stated that they appreciated the home owner being truthful and coming forward but after careful consideration they have decided that the pump must be disconnected from the sewer system. The Authority will advise Ms. Crusade in a letter of their decision and provide reasons to support it.

### **Chairpersons Report.**

Mrs. MacGregor met with the Mayor in October to discuss our proposed upcoming Capital Improvements project and the possible increase to user rates. The Mayor understood the Authority's position and would like to hold a few joint meetings between the Authority and City Council to keep the public updated on all sewer improvements and rates.

Mrs. MacGregor also spoke on the phone with Julia Fahl, the probable Mayor to give her a brief update on our proposed improvements and user rates. Ms. Fahl questioned the timing of the sewer main project at Swan and Main Streets as they are just re-paved. Mrs. MacGregor explained that the Authority did not have the project details in place at the time of the road improvements.

Mrs. Ruf reported on the status of the sewer main near her on S. Main Street. There have been no serious events or overflows recently. The Authority had a company come out and chemically treat for roots in the main on Swan Street. Mr. Horn is hoping that this will help clear some of the obstructions causing the overflows on S. Main Street. The Board asked that Mrs. Ruf update her neighbors on the Authority's plan and to please call us immediately should they experience an overflow. Mr. Horn plans to send our Vac truck out to jet the lines and complete a full T.V. inspection. Once this is done he can recommend the best course of improvement for the Swan Street sewer main.

Thanksgiving Turkeys for Staff: Mrs. MacGregor made a motion to approve the purchase of Thanksgiving turkeys for the LMUA employees in an amount not to exceed \$300.00. Mr. Uhl seconded the motion. A unanimous roll call vote was taken in favor by all members present. MOTION CARRIED

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

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

No report.

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

NOVEMBER 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 held their biannual maintenance on September 20<sup>th</sup> and back online October 10<sup>th</sup>. The Authority had scheduled two loads of sludge to Stoney Brook during this time. The staff continues to work on repairing a valve in the secondary clarifiers.

#### **Collection System:**

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

UNION/ PERSONNEL ISSUES: No issues.

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

Discharge Permit: The DEP removed the requested conditions from our Discharge Permit. Our new permit takes effect January 1, 2019.

Lab: Our current lab stopped running bio assays. Mr. Horn was able to find an alternate lab to run the tests but we are doing our own sampling and they pick it up. We are seeing some savings from this.

#### **ADMINISTRATIVE ISSUES:**

Swan Pump Station: There is some touchup painting to be done but the rest of the work is complete.

**Safety Inspection/ Loss Control Report:** Mr. Horn updated the Board on the progress: All issues have been completed with the exception of one sign that needs to be special ordered.

Confined Space Training: Our annual training took place on Tuesday, October 30<sup>th</sup> with a drill conducted by the Lambertville Fire Department as part of our rescue agreement. The Fire Department would like the Authority to train on how to operate the Vac truck and expressed some interest in using it for special rescue operations.

NJUA: The NJUA has issued the 2018 dividends which each Authority can choose to receive as a check or can have the amount applied as credit for 2019 coverage. The LMUA is receiving \$6,432 back which Mr. Horn has requested the dividend be applied as a credit toward next year’s coverage.

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

**Resolution 039-2018 Shared Services Agreement with the City of Lambertville for the Supply of Diesel Fuel**

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 November 6, 2018 for the use of the diesel fuel pumps at public works facilities located at 120 Quarry Street, Lambertville, New Jersey.

BE IT FURTHER RESOLVED that the 2019 rates for Ultra-low Sulfur Diesel are:

- Summer +0.1296
- Winter +1.1519

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

**Mr. Rotondi made a motion to approve Resolution 039-2018 to authorize a shared service agreement with the City of Lambertville for the supply of diesel fuel for 2019. Mr. Uhl seconded the motion. An affirmative roll call vote was taken in favor of the motion by all members present. MOTION CARRIED**

Mrs. Ruf excused herself from the remainder of the meeting due to schedule conflict at 6:36 p.m.

**MEMO- PROPOSALS FOR ENGINEERING SERVICES FOR PROPOSED CAPITAL PROJECTS:**

The Board reviewed Mr. Horn’s memo dated November 1, 2018 which outlined the proposals for engineering services he had emailed a week prior along with the proposals for the Board to review.

Design Services: Suburban Consulting Engineers, Inc. and CME Associates had submitted proposals for the design work needed for the projects. They include design, preparation of plans and specifications and acquisition of DEP permits. At this time Mr. Horn recommended Suburban Consulting Engineers, Inc. for the contract.

**Resolution 037-2018 Awarding a Contract to Suburban Consulting Engineer, Inc. for Professional Engineering Design Services for Various Capital Improvements to the Treatment Plant and Collection System**

**WHEREAS**, the Lambertville Municipal Utilities Authority’s (“LMUA”) has determined a prioritized list of Capital Projects for Treatment and Collection system improvements to be funded by the NJDEP/ NJIB; and

**WHEREAS**, the LMUA is in need of professional engineering design services for various Capital improvements to the treatment plant and collection system; and

**WHEREAS**, Alternate Engineer, Suburban Consulting Engineer, Inc. has submitted their proposal dated October 1, 2018 for professional engineering services for various plant and collection system improvements; and

**WHEREAS**, the Executive Director, has reviewed the proposal and recommends that the LMUA award a contract for the work included in the proposal.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of November 6, 2018 as follows:

1. Suburban Consulting Engineers, Inc. is hereby awarded the contract for professional engineering services for the various capital improvements to the plant and collection system as per their proposal dated October 1, 2018, in an amount not to exceed \$127,320.
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			

**Mr. Rotondi made a motion to move Resolution 037-2018 awarding a contract to *Suburban Consulting Engineer, Inc.* for professional engineering design services for various Capital Improvements to the treatment plant and collection system not exceed \$127,320. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor by all members present. MOTION CARRIED.**

Asset Management: Mr. Horn reviewed the proposals submitted from Suburban Consulting Engineers, Inc., CME Associates and CDM Smith. At this time Mr. Horn recommended CDM Smith for the contract.

**Resolution 038-2018** *Awarding a Contract to CDM Smith for Professional Engineering Services to Provide an Asset Management Plan Development through the NJDEP/ NJIB Grant Program*

**WHEREAS**, the LMUA is in need of professional Engineering services to provide an Asset Management Plan Development through the NJDEP/ NJIB *New Jersey Environmental Infrastructure Bank* (NJIB) ; and

**WHEREAS**, the NJEIFP offers funding for small system asset management that has a 100% principal forgiveness and covers up to \$100,000; and

**WHEREAS**, Authority Engineer, CDM Smith, has submitted their proposal dated August 3, 2018 for professional engineering services to provide an Asset Management Plan Development; and

**WHEREAS**, the Executive Director, has reviewed the proposal and recommends that the LMUA award a contract for the work included in the proposal.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of November 6, 2018 as follows:

1. CDM Smith is hereby awarded the contract for professional engineering services to provide an Asset Management Plan Development through the NJIB as per their proposal dated August 3, 2018, in an amount not to exceed \$99,700.
2. Thomas F. Horn, P.E., Executive Director is hereby authorized and directed to execute any and all document 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		Abstain	Absent
	Aye	Nay		
Janine MacGregor	X			
Vincent Uhl	X			
Robert Hayes				X
Paul Rotondi	X			
Joseph Polizzi	X			

**Mr. Rotondi made a motion to move Resolution 038-2018 to award a contract for the supply of an Asset Management Plan through a grant funded by the NJIB not to exceed \$99,700. Mr. Uhl seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED**

Mr. Horn recommended that the Authority request proposals to appoint only one main engineer position for 2019. This will provide more flexibility for future contracts. The Board agreed with his recommendation.

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

**Mr. Rotondi made a motion approve the bills list for October. 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.**

No issues of concern.

### **Adjournment.**

**The meeting adjourned at 6:51 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 December 4, 2018.*