

**Lambertville Municipal Utilities Authority
Regular Monthly Meeting
Wednesday, December 5, 2012, 6:30 PM
Lambertville Wastewater Treatment Facility, Lambert Lane Extended
Meeting Minutes**

The meeting was called to order at 6:30p.m. by the Chairman, Eric Richard with a statement of compliance with the Open Public Meetings Act, providing the required legal notice sent on Monday November 26, 2012 to The Hunterdon County Democrat, The Trenton Times, and The Beacon News. A copy of the agenda and minutes were posted on the bulletin board and web site of the LMUA and the City of Lambertville.

Pledge of Allegiance.

Mr. Richard led the public in the Pledge of Allegiance.

Roll Call.

Mrs. Ege called the roll as follows:

Members Present included:

LMUA Board: Eric Richard-Chairman, Janine MacGregor-Vice Chairwoman, Frank Kramer-Secretary, Robert Hayes-Treasurer, Vince Uhl-Member, Paul Rotondi-Alternate 1

Absent: Preston Klingseis-Alternate 2

Also present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO, Greg Watts-Attorney, Watts, Tice and Skowronek

Minutes.

The minutes of the November 7, 2012 meeting were approved on a motion made by Mr. Kramer and seconded by Mrs. MacGregor, followed by a unanimous roll call vote except for Mr. Kramer and Mr. Hayes who abstained as they were absent at the November meeting. MOTION CARRIED.

Public Comment.

No one from the public was in attendance.

Correspondence.

- A. Memo to update Mayor and City Council on Odor Concerns: Mr. Horn reviewed the calls received from the past three months indicating a drop in odor complaints. He reported the Biosolids construction project is on track and should be completed early next quarter with the installation of the sludge storage tank cover. LMUA is scheduled to meet with City Council January 22, 2013 to discuss the plan progression.

Chairman's Report.

The Chairman updated the Board on his odor action plan. Mr. Richard took a moment to review the spread sheets Mr. Horn had prepared entitled *Odor Call Summary and Sludge Levels* with the Board for the month of November. The sheet shows that the call volume has decreased as there were a total of two calls received this month. One complaint the Chairman had received in passing was from Village Apartments who complained of a lingering odor near the North Union pumping station. In response Mr. Horn will follow up with Stockton to make sure everything is functioning normally with their chemical feed and request that chemicals be adjusted if necessary.

The commencement time of the Board meetings was brought up for discussion and at the suggestion of Mr. Richard the Board will now be meeting at 6:00p.m. instead of 6:30p.m. effective January 2, 2013.

Engineers Report – CDM Smith, Inc.

Mr. Horn reviewed Mr. Matteson's report dated November 30, 2012 outlining his work this month. CDM Smith completed the Annual Inspection Report and produced hard copies to the Board. Mr. Matteson has been working with Mr. Horn on possible solutions for the noise/odor issues for the Swan St. generator. Mr. Richard requested that Mr. Horn make sure LMUA had a final report from the consultants on the odor remediation on file.

The Board took a moment to discuss the results for the Annual Inspection Report. There were some major and minor recommendations made. At this time Mr. Horn recommended the Board make a motion to accept the report. Mr. Richard then requested the Board move to approve.

Mrs. MacGregor made a motion to except the *2012 Annual Inspection* report as submitted by CDM-Smith dated October 2012. Mr. Kramer seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

Executive Directors Report – Thomas Horn.

December 2012 Operations and Maintenance: Mr. Horn reported there were no major issues in sludge processing this past month. The staff had finished the work in the garage and had replaced the floor hatch in the sludge pumping station.

Regulatory Issues: The draft discharge permit for the treatment plant has been reviewed with no issues of concern. Mr. Horn expects it will go in effect January 1, 2013. The effluent testing required by the DRBC under their Docket has commenced and is showing within limits.

Administrative Issues: LMUA has submitted the final paperwork for reimbursement from FEMA for hurricane Irene and payment should be issued soon.

Plant Construction: The shop drawings for the sludge storage tank cover are under review and a tentative schedule shows delivery in January. Mr. Horn had contacted various contractors to provide proposals for the installation. He looks to have them by the end of this month and award at the January 2, 2013 meeting. Mr. Richard had asked if LMUA and CDM-Smith had anticipated any startup issues once we begin switching out the tanks. Mr. Horn anticipates one possible issue may be the containment of odors during the process of emptying out the current sludge storage tank. The LMUA will plan out the safest and most effective way to clean out the tank while remediating odors.

Combination Truck: Mr. Horn reviewed his memorandum for the combination sewer truck. He explained since the Authority had closed on the NJEIT loan we are now required to use the money for its specified purpose. He then outlined some benefits for purchasing the truck i.e.: renting the truck out to local municipalities and the savings from not having to subcontract the routine and emergency cleaning of our sewer system. Counselor Watts knows of a few in the immediate area that are currently in need of these services. The Board expressed that one stipulation of renting out the truck is that it is to be manned by one of our staff at all times. Mr. Richard would also like the LMUA to come up with a marketing plan for the rental of the truck. Counselor Watts would like Mr. Horn to research the cost difference between acquiring the truck through a national cooperative contract and a regular municipal contract. After a discussion Counselor Watts recommended that the Board pass a resolution authorizing Mr. Horn to begin the advertisement for bids for the combination truck through the most favorable means to acquire it.

Mrs. MacGregor made a motion in favor of authorizing Mr. Horn to begin the solicitation of bids to supply the combination truck through either the national cooperative or the municipal contracts. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

Resolution to Authorize Solicitation of Bids for the Combination Truck

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY
Resolution 11-2012
Resolution Authorizing the LMUA to Request Proposals
for a Combination Truck

WHEREAS, the Lambertville Municipal Utilities Authority (“LMUA”) has a need to acquire a combination truck; and

WHEREAS, the LMUA has been awarded a NJEIT Loan for the purpose of purchasing a combination truck; and

WHEREAS, this particular truck can be purchased through the National IPA Cooperative Purchasing Contract; and

WHEREAS, the truck can also be purchased through a local municipal contract; and

WHEREAS, under the advisement of the Attorney the LMUA would like to authorize Mr. Horn to begin advertisement for bids through the most favorable means to acquire it.

NOW, THEREFOR, BE IT RESOLVED by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of December 5, 2012 hereby authorizes Thomas F. Horn P.E., Executive Director to bid for the procurement of the combination truck.

The Resolution was adopted by a call of ayes and nays as follows:

<hr/>		<hr/>		
Frank Kramer, Secretary		December 5, 2012		
Governing Body	Recorded Vote			
Member:	Aye	Nay	Abstain	Absent
Eric Richard	X			
Janine MacGregor	X			
Frank Kramer	X			
Robert Hayes	X			
Vincent Uhl	X			

Generator at the Swan Street pumping station: After the November Board meeting Mr. Horn contacted CDM-Smith to discuss possible solutions to address the odor and noise complaint from the neighbors. Mr. Matteson recommended the installation of sound deadening panels on the inside of the station and suggested we contact our generator maintenance contractor to discuss other possible alternatives. After speaking with our contractor Mr. Horn had few options for the Board to discuss. Mr. Horn recommended that LMUA look at the pumping station as a whole explaining that the station is over sized to handle current flows. We should look into installing a smaller more cost effective pumps and generator. The costs of both the replacement pumps and generator could be considerable expense. Mr. Richard would like the LMUA to try to address any immediate health issues with the diesel fumes first and then look at some sound deafening solutions. The Board agreed that this is not a critical issue but it still needs to be addressed holistically.

Chief Financial Officer’s Report - Kathy Leary.

Mrs. MacGregor made a motion to approve the bill list for November. Mr. Kramer 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 updated the Board on the ongoing litigation between Black River Western and the State. He reports that the settlement as whole including the overall settlement agreement, the easement agreement for Bucks County and our lease agreement are done. Once Mr. Watts has received the documents he will forward them to

the Board for their review and approval. If an action is needed any decision will be memorialized by resolution at our January meeting.

Closed Session.

At this time Mr. Richard requested the Board adopt a Resolution to go into closed session for the purpose of discussing holiday bonuses.

Mr. Kramer made a motion to adopt the below Resolution authorizing the Board to convene in closed session for the purposes of personnel matters. Mrs. MacGregor seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

Resolution for Closed Session to Discuss Personnel, Contracts, Possible Litigation, Acquisition of Property and Appointments.

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

RESOLUTION

“Authorizing a Closed Session at the December 5, 2012 Regularly Scheduled Meeting of the Lambertville Municipal Utilities Authority to Discuss One or More of the Following: Contracts, Personnel, Acquisition of Property, Possible Litigation”

WHEREAS, the Board of the Lambertville Municipal Utilities Authority is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq; and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that a closed session, not open to the public, may be held for certain specified purposes when authorized by N.J.S.A. 10:4-12(b).

NOW, THEREFORE, BE IT RESOLVED that the Board of the Lambertville Municipal Utilities Authority hereby moves to go into closed session on Wednesday December 5, 2012 at The LMUA Sewerage Treatment Facility located at Lambert Lane Extended, Lambertville for the purpose of discussing holiday bonuses.

BE IT FURTHER RESOLVED that the matters discussed in and minutes of the closed session shall be disclosed to the public when the reason for confidentiality no longer exists.

The Resolution was adopted by a call of ayes and nays as follows:

Governing Body Member:			Recorded Vote	
	Aye	Nay	Abstain	Absent
Eric Richard	X			
Janine MacGregor	X			
Frank Kramer	X			

Robert Hayes	X	
Vincent Uhl	X	
Paul Rotondi	X	
Preston Klingseis		X

The LMUA Board convened in closed session at 7:15 p.m.

The LMUA Board re-convened in regular session at 7:25 p.m.

Mr. Richard took a moment to commend the staff for their dedication during Hurricane Sandy and for their outstanding work this past year. The Board in showing their appreciation towards the staff would like to offer holiday bonuses.

Mrs. MacGregor made a motion to approve 2012 holiday bonuses for the staff in the same amount as last year. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

Mr. Richard and the Board had also taken a moment to review the performance of Mrs. Ege. At the time she was hired the Board agreed to reevaluate her compensation package after sufficient review of her performance. After review over the past nine months of employment the Board feels she has done quite a good job. As a result the LMUA would like to continue her employment and offer her a salary increase of \$5,000 to be effective January 1, 2013.

Mrs. MacGregor made a motion to award a \$5,000 salary increase to Mrs. Ege to be effective January 1, 2013. Mr. Uhl seconded the motion. An affirmative roll call vote was taken in favor of the motion by all members present. MOTION CARRIED.

The last piece of business to be discussed was the request for rate increase received from KB Cleaners. Mr. Horn explained that they are a local business that comes in once a month and cleans the office. They are asking for a monthly increase of \$20.00 for their services. They have not had an increase in over 10 years. After a short discussion it was the decision of the Board to award KB Cleaners an extra \$20.00 per month.

Mrs. MacGregor made a motion to award KB Cleaners a monthly increase of \$20.00 for the cleaning services effective January 1, 2013. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

Adjournment.

The meeting adjourned at 7:29 p.m. with a motion made by Mrs. MacGregor and seconded by Mr. Kramer. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

Respectfully submitted,

Melissa S. Ege

Lambertville Municipal Utilities Authority
Regular Monthly Meeting
Wednesday, December 5, 2012, 6:30 PM
Lambertville Wastewater Treatment Facility, Lambert Lane Extended
Meeting Minutes
Page 7

Melissa S. Ege, Administrative Assistant

Approved at the regularly scheduled Lambertville MUA Board meeting held on January 2, 2013.