



**Lambertville Municipal Utilities Authority
Regular Meeting
Wednesday, December 2, 2015 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended
Meeting Minutes**

The meeting was called to order at 6:01 p.m. by Mrs. MacGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on February 12, 2015 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, Robert Hayes-Secretary, Paul Rotondi-Treasurer, Russell Lambert Alternate-1

Absent: Vincent Uhl-Vice Chairperson, Joseph Polizzi-Member, Megan Ruf-Alternate-2

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 minutes of the November 4, 2015 meeting were approved on a motion made by Mr. Hayes and seconded by Mr. Rotondi followed by a unanimous roll call vote by all members present. MOTION CARRIED.

Public Comment.

There were no members of the public in attendance.

Correspondence.

1. LMUA: Sewer capacity request for 26 N. Franklin St. was confirmed in a letter dated November 10, 2015 by Mr. Horn.
2. NJ MEL JIF: The Municipal Excess Liability insurance has funded a study on Cyber Liability to help local governments. Included with the full study were recommendations and specific guidance concerning actions that local governments can implement based on their agency's technology risk. Following the study they will be distributing a cyber training program as well. Mrs. MacGregor felt that this would be very helpful for the MUA and encouraged participation.

Chairpersons Report.

ODOR ISSUES: Mrs. MacGregor noted for the record that there were no odor complaints for November. Mr. Horn reviewed the sludge levels indicating that there were slightly elevated levels after the holiday weekends.

Year End Bonuses: At this time Mrs. MacGregor recommended the Board discuss bonuses for the staff in closed session at the end of the meeting.

Engineers Report – CDM Smith, Inc.

There was no activity for the month of November therefore CDM-Smith did not submit a report.

Mr. Matteson continues to work on updating the Operations and Maintenance manual. Mr. Horn advised the Board that due to the DEP inspection this past month the LMUA is required to have this completed soon. Mr. Matteson is scheduled to begin his annual inspection on December 11th.

Executive Directors Report – Thomas Horn.

NOVEMBER 2015 OPERATIONS & MAINTENANCE:

Treatment Facility: Mr. Horn had no problems to report for the month of November. ACUA was down during the first week of November which delayed our dumpster pickup causing increased sludge levels in the holding tank. The staff has completed the routine tank cleaning.

COLLECTION SYSTEM: The staff worked on routine cleaning of our stations.

UNION/ PERSONNEL ISSUES: None to report.

REGULATORY ISSUES: The Authority continued monitoring of the biofilter and carbon unit. The DEP Inspector was out on November 12th. There were a few issues cited in his report that are in the process of being resolved. Mr. Matteson expects to have the Operations and Maintenance manual completed in 90 days. In addition to the manual there was a leaky pipe in the basement and some broken cement on the wall around the influent. The staff will be working on the pipe and Mr. Horn is contacting a contractor to do the wall repair work.

ADMINISTRATIVE ISSUES: Energy Savings: Installation is now complete on the energy saving units. The LMUA can expect to see energy savings after three months.

Plant Flow Diagram: Mr. Horn has submitted the remaining editorial changes to Mr. Matteson and expects to have the final design shortly.

SWAN STREET PUMPING STATION: Hazard Mitigation Plan: CDM-Smith continues to work on the engineering work for resizing the pumps at the North Union pump station.

SWAN CREEK FLOOD PROTECTION PROJECT: There has been an environmental reviewer assigned in addition to the cultural review currently being done. This is still in the initial stages and Mr. Horn does not

expect the LMUA to begin the next step until the following cycle next year. Mrs. MacGregor asked that the City be sent an update on the project's status.

Audit of FY 2015: In November the Auditor began his work for the annual audit review. Mr. Horn expects a draft audit in January.

PUBLIC AGENCY COMPLIANCE OFFICER:

Resolution 048-2015 *“Appointing Thomas F. Horn as Public Agency Compliance Officer”*

WHEREAS, section 17:27-3.5 of the New Jersey Administrative EEO Code requires that each public agency shall annually appoint a Public Agency Compliance Officer to ensure that municipal contracts comply with the policy of the State of New Jersey to promote equal employment opportunity and affirmative action with regard to public contracts.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Thomas F. Horn as the Public Agency Compliance Officer for a term of one (1) year.

The Resolution shall be effective immediately upon adoption.

Moved: Mr. Rotondi
 Seconded: Mr. Hayes

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			
Megan Ruf				X

Mr. Rotondi made a motion to approve Resolution 048-2015 appointing Thomas F. Horn as the Authority's Public Agency Compliance Officer for a term of one year. Mr. Hayes seconded the motion. An affirmative roll call was taken by all members present.

Chief Financial Officer's Report - Kathy Leary.

Mr. Hayes made a motion to authorize the bill lists for November. 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.

The Easement Agreement with Black River & Western was signed at the November 4, 2015 meeting. Mr. Watts had no new updates at this time.

Closed Session.

Resolution 047-2015 “*Authorizing a Closed Session at the December 2, 2015 Regularly Scheduled Meeting of the Lambertville Municipal Utilities Authority to Discuss Personnel Matters*”

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 2, 2015 at The LMUA Treatment Facility located at Lambert Lane Extended, Lambertville for the purpose of discussing personnel matters.

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:

Moved: Mr. Hayes

Seconded: Mr. Lambert

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			
Megan Ruf				X

Mr. Hayes moved to adopt Resolution 047-2015 in order to discuss personnel matters with regard to year-end bonuses. Mr. Lambert seconded the motion. An affirmative roll call was taken by all members present in favor of the motion. MOTION CARRIED

The LMUA Board convened in closed session at 6:17 p.m.

The LMUA Board re-convened in regular session at 6:24 p.m.

Mrs. MacGregor opened by requesting the Board make a motion to approve bonuses as outlined in Mr. Horn's memo.

Mr. Hayes made a motion to approve the year-end bonuses for the staff as written in Mr. Horn's memo dated December 3, 2015. Mr. Rotondi seconded the motion. A unanimous roll call vote was taken by all members present in favor of the motion. MOTION CARRIED

Adjournment.

The meeting adjourned at 6:26 p.m. with a motion made Mr. Hayes and seconded by Mr. Rotondi. An affirmative voice vote was taken in favor of the motion 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 January 6, 2016.