



**Lambertville Municipal Utilities Authority
Reorganization Meeting
Wednesday, February 3, 2016, 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended
Meeting Minutes**

The meeting was called to order at 6:02 p.m. by Chairwoman MacGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on Thursday, December 3, 2015 to The Hunterdon County Democrat, 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- Chairwoman, Vincent Uhl-Vice Chairman, Robert Hayes-Secretary, Paul Rotondi-Treasurer, Joseph Polizzi-Member, Russell Lambert-Alternate 1 and Megan Ruf-Alternate 2

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

Pledge of Allegiance.

Mrs. MacGregor led the public in the Pledge of Allegiance.

Minutes.

The minutes of the January 6, 2016 regular meeting was approved on a motion made by Mrs. MacGregor and seconded by Mr. Rotondi followed by a unanimous roll call vote by all members present, except for Mr. Uhl and Mr. Hayes who abstained as they was absent. MOTION CARRIED.

Reorganization.

Resolutions:

Election of Authority Positions

At this time Attorney Watts stated that he would like to open the table for nominations for the position of Chairperson. Mr. Rotondi stated that he would like to nominate Janine MacGregor for Chairperson.

1. **Appointment of Chairwoman:** Mr. Rotondi made a motion authorizing **Resolution 002-2016** electing Janine MacGregor as Chairwoman of the Authority. Mr. Uhl seconded the motion. Followed by a unanimous voice vote by all members present. MOTION CARRIED

WHEREAS, Janine MacGregor was appointed by the Mayor and City Counsel of Lambertville to serve as a commissioner of the Lambertville Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Janine MacGregor as Chairwoman for a term of one (1) year or until reappointed.

The Resolution shall be effective immediately upon adoption.

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

Thereafter, Chairwoman MacGregor assumed the chair of the meeting.

Mrs. MacGregor made a motion authorizing **Resolutions 003-2016, 004-2016, 005-2016** appointing Mr. Uhl as Vice Chairman, Mr. Hayes as Secretary and Mr. Rotondi as Treasurer of the Authority. Mr. Uhl seconded the motion. Followed by a unanimous voice vote by all members present. **MOTION CARRIED**

1. Appointment of Vice Chairman: Resolution 003-2016

WHEREAS, Vincent Uhl was appointed by the Mayor and City Counsel of Lambertville to serve as a Commissioner of the Lambertville Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Vincent Uhl as Vice Chairman for a term of one (1) year or until reappointed.

The Resolution shall be effective immediately upon adoption.

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

2. Appointment of Secretary: Resolution 004-2016

WHEREAS, Mr. Hayes was appointed by the Mayor and City Counsel of Lambertville to serve as a Commissioner of the Lambertville Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the

Lambertville Municipal Utilities Authority hereby appoints Mr. Hayes as Secretary for a term of one (1) year or until reappointed.

The Resolution shall be effective immediately upon adoption.

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

3. Appointment of Treasurer: Resolution 005-2016

WHEREAS, Paul Rotondi was appointed by the Mayor and City Counsel of Lambertville to serve as a Commissioner of the Lambertville Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Paul Rotondi as Treasurer for a term of one (1) year or until reappointed.

The Resolution shall be effective immediately upon adoption.

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

Other Resolutions

Mr. Hayes made a motion to authorize Resolutions 006-2016 through 014-2016 as written for a term of one (1) year. Mr. Uhl seconded the motion. A unanimous voice vote was taken by all members present. **MOTION CARRIED**

1. Resolution 006-2016 “Establishing 2016 Board Meeting Schedule and Designating Official Newspapers”

BE IT RESOLVED by the Lambertville Municipal Utilities Authority (the “Authority”) that the following matters are hereby determined in accordance with the provisions of the Open Public Meetings Act, N. J. S. A. 10-4-6 et seq.

The regular meetings of the Lambertville Municipal Utilities Authority to be held during the period from February 3, 2016 through February 1, 2017 are to be held at the Authority's office located at Lambert Lane Extended, Lambertville New Jersey at 6:00 p.m. on the first Wednesday of the month unless otherwise advertised on the dates set forth below:

March 2, 2016	September 7, 2016
April 6, 2016	October 5, 2016
May 4, 2016	November 2, 2016
June 1, 2016	December 7, 2016
July (time to be determined)	January 4, 2017
August 3, 2016	February 1, 2017

The "*Hunterdon County Democrat*", be designated as the official newspaper and that official notices may also be published in the daily newspaper, "*The Trenton Times*" to meet time requirements pursuant to N.J.S.A.40:53-1 et seq.

A certified copy of this resolution shall, within seven (7) days of its adoption, be posted, until modified, in the office of the Authority at Lambert Lane Extended, Lambertville, New Jersey, the Authority's web site, and provided to the Lambertville City Clerk's office.

This resolution shall take immediate effect.

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

2. **Resolution 007-2016** "*Appointing Melissa Ege as the Custodian of Records and Recording Secretary to the Board*"

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoint Melissa Ege as Custodian of Records and Recording Secretary to the Board for a term of one (1) year.

The Resolution shall be effective immediately upon adoption.

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

3. **Resolution 008-2016** “*Designating Kathy Leary as Custodian of Funds*”

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lambertville Municipal Utilities Authority that Kathy Leary be designated as Custodian of all funds for the Authority for a term of one (1) year.

The Resolution shall be effective immediately upon adoption.

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

4. **Resolution 009-2016** “*Designation of Official Depository*”

WHEREAS, section N.J.S.A. 40A:5-14 of New Jersey Administrative Code requires that each public agency shall annually adopt a cash management plan designating official depositories being in this State and organized under the laws of the United States; and

WHEREAS, the official depository shall file with the Chief Financial Officer a statement indicating that the bank is a public depository as defined by the Governmental Unit Deposit Protection Act N.J.S.A. 17:9-41.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lambertville Municipal Utilities Authority as follows:

1. That the following named bank shall be allowed to be used as Depositories for all Authority Funds:

Bank of Princeton

The Resolution shall be effective immediately upon adoption.

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

5. **Resolution 010-2016** “*Authorizing Signatures on Authority Bank Accounts*”

WHEREAS, on February 3, 2016 the Commissioners of the Lambertville Municipal Utilities Authority met to hold the annual reorganization; and

WHEREAS, they designated the following employees as signers on Authority Bank Accounts.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lambertville Municipal Utilities Authority that through February 1, 2017 checks drawn or withdraws from these accounts be signed as follows:

Collection Account:
 Kathy Leary-CFO or Thomas F. Horn-Executive Director

Payroll Account:
 Kathy Leary-CFO, Thomas F. Horn-Executive Director or
 Melissa S. Ege-Administrative Assistant

Bank of Princeton, LMUA Improvement Savings Account:
 Kathy Leary-CFO or Thomas F. Horn-Executive Director

BE IT FURTHER RESOLVED that the accounts listed below be signed by two of the following officers, requiring that one be either the Chairperson or Vice Chairperson and one be either the Secretary or Treasurer:

Vice Chairperson
 Chairperson
 Secretary
 Treasurer

Improvement Fund
 Operating Account

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			

6. **Resolution 011-2016** *“Appointing Certifying Officer for PERS and Supervisor of the Certifying Officer”*

WHEREAS, under the procedures of the New Jersey Division of Pensions and Benefits there states a requirement to designate a Certifying Officer for PERS and a Supervisor to the Certifying Officer.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lambertville Municipal Utilities Authority that Kathy Leary, CFO is hereby appointed as Certifying Officer for PERS and Thomas F. Horn, Executive Director is hereby appointed as Supervisor to the Certifying Officer for a term of one (1) year

The Resolution shall be effective immediately upon adoption.

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

7. Resolution 012-2016 “Appointing 2016 JIF Representatives”

WHEREAS, pursuant New Jersey Joint Utilities Authority Law each participating Utility Authority shall appoint one Commissioner and one Safety Coordinator. In addition, each member may appoint one alternate to attend either regular or special meetings on behalf of the Utility Authority in the absence of the Fund Commissioner and one alternate safety coordinator; and

WHEREAS, the Fund Commissioner is authorized to cast one vote and endorse all necessary paperwork pertaining to the fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Thomas F. Horn, P.E. as the Commissioner and Safety Coordinator and Melissa S. Ege as Alternate Commissioner and Alternate Safety Coordinator for a term of one (1) year.

The Resolution shall be effective immediately upon adoption.

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

8. Resolution 013-2016: “Appointing Robert Hayes and Joseph Polizzi as Personnel Officers”

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Robert Hayes and Joseph Polizzi as Personnel Officers for a term of one (1) year.

The Resolution shall be effective immediately upon adoption.

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

9. Resolution 014-2016 *“Authorizing Mr. Horn to endorse all New Jersey Department of Environmental Protection Forms, Sludge Permits, Sewer Extension Permits and all Other Permits”*

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby authorizes Thomas F. Horn to endorse all New Jersey Department of Environmental Protection forms, Sludge Permits, Sewer Extension Permits and all other permits for a term of one (1) year.

The Resolution shall be effective immediately upon adoption.

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

Appoint Professionals

Mrs. MacGregor stated for the record that each of these contracts are awarded through the “Fair and Open” process.

1. Resolution 015-2016 *“Authorizing Professional Service Contracts for Engineer, Special Projects Engineer and Alternate Engineer”*

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Municipal Utilities Law, to retain services of persons who will render professional services to the Authority as it may determine necessary for its operation; and

WHEREAS, the Authority has determined that it is necessary and advisable that it retain the services of Professional Engineers to serve as Engineer, Special Projects Engineer and Alternate Engineer; and

WHEREAS, N.J.S.A. 40A:11-5 requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contracts themselves must be available for public inspection; and

WHEREAS, pursuant to the Fair and Open Process bids were received on January 15, 2016 for Engineer, Special Projects Engineer and Alternate Engineer; and

WHEREAS, the bid proposals and documents have been reviewed and the bidders have been found to be the most advantageous, price and other factors considered; and

WHEREAS, the Authority’s CFO has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn is hereby authorized and directed to execute an agreement with the following individuals for the period through February 1, 2017.
 - a. Howard S. Matteson, P.E., BCEE of CDM-Smith to serve as Engineer not to exceed \$87.50 hourly rate (range \$28.00-87.50) as specified in contract amount.
 - b. Remington Vernick & Arango to serve as Special Projects Engineer not to exceed \$165.00 hourly rate as specified in contract.
 - c. Hatch Mott MacDonald to serve as Alternate Engineer not to exceed \$175.00 hourly rate as specified in contract.
2. The Authority shall publish notice of this action as required by law.
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 approve Resolution 015-2016 awarding the professional service contracts for Engineer to CDM-Smith, for Special Projects Engineer to Remington Vernick & Arango and for Alternate Engineer to Hatch Mott MacDonald, through February 1, 2017. Mr. Uhl seconded the motion. A unanimous roll call was taken by all members present. **MOTION CARRIED**

2. Resolution 016-2016 *“Authorizing Professional Service Contracts for Auditor and Special Projects Auditor”*

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Municipal Utilities Law, to retain services of persons who will render professional services to the Authority as it may determine necessary for its operation; and

WHEREAS, the Authority has determined that it is necessary and advisable that it retain the services of Professional Auditors to serve as Auditor and Special Projects Auditor; and

WHEREAS, N.J.S.A. 40A:11-5 requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contracts themselves must be available for public inspection; and

WHEREAS, pursuant to the Fair and Open Process bids were received on January 15, 2016 for Auditor and Special Projects Auditor; and

WHEREAS, the bid proposals and documents have been reviewed and the bidders have been found to be the most advantageous, price and qualified; and

WHEREAS, the Authority’s CFO has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn is hereby authorized and directed to execute an agreement with the following individuals for the period through February 1, 2017.
 - a. Robert J. Butvilla of Suplee, Clooney & Company, to serve as Auditor not to exceed \$150.00 hourly rate, \$21,700.00 Statutory Audit as specified in the contract.
 - b. Timothy Keil of Bowman & Company, LLP to serve as the Special Projects Auditor not to exceed \$202.00 hourly rate (range \$150.00-\$202.00) as specified in the contract.
2. The Authority shall publish notice of this action as required by law.
3. The Resolution shall be effective immediately upon adoption.

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

Mrs. MacGregor made a motion to approve Resolution 016-2016 awarding the professional service contracts for Auditor to Suplee, Clooney & Co. and Special Projects Auditor to Bowman & Co. through February 1, 2017. Mr. Uhl seconded the motion. A unanimous roll call was taken by all members present. **MOTION CARRIED**

3. Resolution 017-2016 “Authorizing Professional Service Contract for Financial Advisor”

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Municipal Utilities Law, to retain services of persons who will render professional services to the Authority as it may determine necessary for its operation; and

WHEREAS, the Authority has a need to acquire financial services; and

WHEREAS, N.J.S.A. 40A:11-5 requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contracts themselves must be available for public inspection; and

WHEREAS, pursuant to the Fair and Open Process bids were received on January 15, 2016 for Financial Advisor; and

WHEREAS, the bid proposals and documents have been reviewed and the bidders have been found to be the most advantageous, price and qualified; and

WHEREAS, the Authority’s CFO has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn is hereby authorized and directed to execute an agreement with Acacia Financial Group to serve as Financial Advisor, not to exceed \$225.00 hourly rate (range \$50.00-225.00) as specified in contract for the period through February 1, 2017.
2. The Authority shall publish notice of this action as required by law.
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			

Mrs. MacGregor made a motion to approve Resolution 017-2016 awarding the professional service contract for Financial Advisor to Acacia Financial Group through February 1, 2017. Mr. Uhl seconded the motion. A unanimous roll call was taken by all members present. MOTION CARRIED connected.

4. Resolution 018-2016 “Authorizing a Professional Service Contract for Legal/Labor Attorney and Bond Counsel”

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Municipal Utilities Law, to retain services of persons who will render professional services to the Authority as it may determine necessary for its operation; and

WHEREAS, the Authority has determined that it is necessary and advisable that it retain the services of Professional Attorneys to serve as Legal/ Labor Attorney and Bond Counsel; and

WHEREAS, N.J.S.A. 40A:11-5 requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contracts themselves must be available for public inspection; and

WHEREAS, pursuant to the Fair and Open Process bids were received on January 15, 2016 for Legal/ Labor Attorney and Bond Counsel; and

WHEREAS, the bid proposals and documents have been reviewed and the bidders have been found to be the most advantageous, price and qualified; and

WHEREAS, the Authority’s CFO has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn is hereby authorized and directed to execute an agreement with the following individuals for the period through February 1, 2017.
 - a. C. Gregory Watts of Watts, Tice & Skowronek, to serve as Legal/ Labor Attorney not to exceed \$175.00 hourly rate as specified in contract

- b. Capehart & Scatchard to serve as Bond Counsel, not to exceed \$205.00 blended hourly rate, \$35,000 plus \$1.10 per thousand dollars of bonds issued and other as specified in the contract. The position is appointed with the provision that no work may occur until the ongoing litigation with Black River & Western is settled.
- 2. The Authority shall publish notice of this action as required by law.
- 3. The Resolution shall be effective immediately upon adoption.

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

Mrs. MacGregor made a motion to approve Resolution 018-2016 awarding the professional service contracts for Legal/Labor Attorney to Watts, Tice & Skowronek and Bond Counsel to Capehart & Scatchard through February 1, 2017. Mr. Hayes seconded the motion. A unanimous roll call was taken in favor of the motion by all members present. MOTION CARRIED

The contract for Special Projects Attorney was not awarded at this meeting as the Board did not feel this was needed.

5. Resolution 019-2016 “Authorizing Professional Service Contracts for Risk Manager Consultant”

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Municipal Utilities Law, to retain services of persons who will render professional services to the Authority as it may determine necessary for its operation; and

WHEREAS, the Authority has determined that it is necessary and advisable that it retain the services of Risk Manager; and

WHEREAS, N.J.S.A. 40A:11-5 requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contracts themselves must be available for public inspection; and

WHEREAS, pursuant to the Fair and Open Process bids were received on January 15, 2016 for Risk Manager; and

WHEREAS, the bid proposals and documents have been reviewed and the bidders have been found to be the most advantageous, price and qualified; and

WHEREAS, the Authority’s CFO has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn is hereby authorized and directed to execute an agreement with Fairview Insurance Agency to serve as Risk Manager, not to exceed six percent (6%) of LMUA's annual assessment as stipulated by New Jersey Municipal Utilities Joint Insurance Fund for the period through February 1, 2017.
2. The Authority shall publish notice of this action as required by law.
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			

Mrs. MacGregor made a motion to approve Resolution 019-2016 awarding the professional service contract for Risk Manager to Fairview Insurance Agency through February 1, 2017. Mr. Rotondi seconded the motion. A unanimous roll call was taken in favor of the motion by all members present. MOTION CARRIED

Mrs. MacGregor then took a moment to review the spreadsheet entitled *Authority Professionals 2015* which detailed the total paid out against the budgeted amounts in 2015.

Public Comment.

There was no public in attendance.

Correspondence.

1. Greater Lambertville-New Hope Chamber of Commerce: Request for Funding of Portable Restrooms for Shad Fest

Mr. Rotondi made a motion to approve funding the portable comfort stations for Shad Fest 2016 up to \$2,000.00. Mr. Uhl seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED.

2. Academy Hill Subdivision: Mr. Horn verified capacity for the proposed 127 townhouse project located at the old high school property. He explained that this will need to go before Planning Board and get approved before anything more could be done.

Chairwoman's Report.

Mr. Horn took a moment to review the odor action plan. The Board reviewed the spread sheets he had prepared entitled *Odor Call Summary and Sludge Levels* with the Board for the month of January. Mrs. MacGregor noted a stable decrease over the past four years of collecting data. At this time she recommended that Mr. Horn continue to track the levels and calls but there was no need for the Board to review them at the meeting as this issue appears to be resolved.

Engineers Report – CDM Smith, Inc.

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

Mr. Horn is in the process of reviewing the draft annual report.

Mr. Matteson continues to work on updating the Operations and Maintenance manual and the engineering for the resizing of the pumps.

Flow Schematic Update: Mr. Horn reviewed the included schematic draft with the Board. He noted the changes made between the original and the updated drawing. At this time he decided it would be beneficial for all the members to review the whole treatment process that is currently in use to better understand our operation. The Board had some questions regarding how the sludge tanks are used and how we track the flows from Bucks and Stockton. Mrs. MacGregor suggested a few changes to the drawing; including showing the piping going around the meter chamber, adding pumps to primary tanks to the garage, change color for raw sewerage, show meters for Bucks and Stockton, in the color code for raw sewerage lighter grey and in the key replace secondary treated sewage with treated wastewater.

Mr. Horn will plan a walkthrough of the plant in the spring to show the Board the treatment process first hand.

Executive Directors Report – Thomas Horn.

FEBRUARY 2016 OPERATIONS & MAINTENANCE:

Treatment Facility: Staff assisted the City with snow removal from the January 23rd storm.

COLLECTION SYSTEM: Mr. Horn reported that the staff worked on normal maintenance of the stations.

UNION/ PERSONNEL ISSUES: Nothing at this time.

REGULATORY ISSUES: There were no issues at this time.

ADMINISTRATIVE ISSUES: Mr. Horn had no issues to report.

Swan Creek Flood Protection Project: Mr. Horn reported the application is under environmental review. The City has set up a fund to cover the Cultural review. Once NJ EIT officially approves the project the LMUA will receive a short term loan that will turn into a long term loan once construction is completed.

Audit of FY 2015: Mr. Horn has received a draft report. This will be forwarded to the Board once his review is complete, probably for the March 2, 2016 meeting.

SWAN STREET PUMPING STATION: Mr. Horn advised the Board that one of the changes made in the upgrade will be the addition of a flow meter to measure both Stockton and Lambertville. This will allow us to double check our numbers against Bucks County and the total flow into the plant. There has been no change on this.

Chief Financial Officer's Report - Kathy Leary.

Mr. Rotondi made a motion to approve the bill list for January. 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.

The easement was approved and signed by Mrs. MacGregor at the January 6, 2016 meeting. The State department is putting the final agreement together.

Adjournment.

The meeting adjourned at 6:55 p.m. with a motion made Mrs. MacGregor and seconded by Mr. Rotondi. An affirmative roll call 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 March 2, 2016.