



**Lambertville Municipal Utilities Authority
Regular Meeting
Wednesday, March 6, 2013, 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended
Meeting Minutes**

The meeting was called to order at 6:02 p.m. by the Chairman, Eric Richard with a statement of compliance with the Open Public Meetings Act, providing the required annual legal notice published on Thursday February 21, 2013 to The Hunterdon County Democrat, also noticed 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, Robert Hayes-Treasurer, Vince Uhl-Member, Paul Rotondi-Alternate 1

Absent: Frank Kramer-Secretary, Preston Klingseis-Alternate 2

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

Public Comment.

Mr. & Mrs. Franzini were in attendance to discuss an update on the odor/noise issues at the Swan St. pumping station.

Mr. Richard expressed that the Board had received the estimates from the three engineers and would like a moment to review them in closed session as they are contractual matters.

Mr. Richard made a motion to adopt Resolution 025-2013 authorizing the Board to convene in closed session for the purpose of discussing contracts for the Swan St. generator. Mr. Uhl seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED

Resolution 025-2013 "Authorizing a Closed Session"

**LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY
Resolution 025-2013**

"Authorizing a Closed Session at the March 6, 2013 Regularly Scheduled Meeting of the Lambertville Municipal Utilities Authority to Discuss Contracts"

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, March 6, 2013 at The LMUA Sewerage Treatment Facility located at Lambert Lane Extended, Lambertville for the purpose of discussing contracts pertaining to the Swan St. pump station generator.

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. Richard

Seconded: Mr. Uhl

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			

The LMUA Board convened in closed session at 6:05 p.m.

The LMUA Board re-convened in regular session at 6:39 p.m.

Mr. Richard asked Mr. & Mrs. Franzini back to the meeting. He explained that the Board feels that they would like to make the most informed decision and have therefore requested proposals to evaluate the generator in regards to noise and diesel fumes. Mr. Richard further explained that the Board had not decided on awarding any work on the generator but would like a full report for their review at this point. Mrs. Franzini agreed that the Board should be well informed before spending any money on the generator.

Mr. Richard made a motion to award a contract to Hatch Mott MacDonald for noise and diesel fume remediation for the generator at the Swan St. pump station. Mrs. MacGregor seconded the motion. A unanimous roll call vote was taken by all members present in favor of the motion. **MOTION CARRIED**

Mr. Horn also will be submitting a request to FEMA for grant money towards beneficial upgrades available to flood affected areas.

Minutes.

The minutes of the February 6, 2013 meeting were approved on a motion made by Mrs. MacGregor and seconded by Mr. Uhl, followed by a unanimous roll call vote except for Mr. Hayes who abstained as he was absent at the February meeting. MOTION CARRIED.

Correspondence.

Letter from NJ DEP for Lambertville MUA's laboratory certification renewal for 2013.

Chairman's Report.

The Chairman asked Mr. Horn to update the Board on his odor action plan. Mr. Horn reviewed the spread sheets he had prepared entitled *Odor Call Summary and Sludge Levels* with the Board for the month of February. The Odor Call sheet shows that there was one call on the 19th for a light fleeting odor. Mr. Horn also noted this is the only call received since December. When reviewing the sludge level for that day, 11.35 is the highest level of the month and may have contributed to the call.

Engineers Report – CDM Smith, Inc.

Mr. Horn reviewed Mr. Matteson's report dated March 1, 2013 outlining his work this month. CDM has continued to work on closeout paperwork and has provided a proposal for the sound and odor remediation for the Swan St. Pumping Station. Mr. Horn recommended that the Engineer only prepare a report when work is done on an as needed basis in order to save on costs. The Board concurred with this recommendation and Mr. Horn will only request a report when necessary.

Executive Directors Report – Thomas Horn.

March 2013 Operations and Maintenance: Mr. Horn reported there were no issues this past month and that ACUA will be shut down for two weeks in March for maintenance. LMUA sludge is scheduled to go to Stony Brook for processing during these weeks. A blockage was removed from the North Union St. pumping station with no effect on flow. Sludge tank cover was delivered March 1 and MBE will begin the installation March 18th. The staff will be working with a contractor on cleaning out the digester. CDM-Smith is finishing the close out on the plant project and the updates on the O&M manual.

Union/Personnel Issues: One item will be discussed in closed session

The Environmental Commission has reached out to the LMUA about holding a tour for Earth Day but because of time restraints only tour will be of the water company this year and the sewerage plant next year.

Combination Truck: Mr. Horn insured the Board that all steps necessary to enter into the national cooperative have been met with no alternative proposals received. At this time he recommended that the Board proceed with purchasing the combination truck through the national cooperative.

Resolution 023-2013 *Authorizing National Cooperative Purchase for Combination Sewer Cleaner*

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY
Authorizing National Cooperative Purchase for Combination Sewer Cleaner
Resolution 023-2013

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Cooperative Contracts Law N.J.S.A. 40A:11-11(5) to participate in the National Intergovernmental Purchasing Alliance Contract; and

WHEREAS, the Authority has determined that it is necessary and advisable to enter into a cooperative purchasing agreement for the purchase of a combination sewer truck, parts and related services as the most cost-effective method of procurement; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.4 et seq. the required notice awarding a National Cooperative Contract was met by newspaper publication in the Democrat on Thursday, February 21, 2013; and

WHEREAS, it is the intent of the Authority to make a contract award to Jack Doheny Companies pursuant to the proposal submitted dated March 22, 2011 indicating they will provide the Vactor Manufacturing Model 2103 Combination Sewer Cleaner for \$259,018.00; 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 enter into a contract with Jack Doheny Companies as described herein.
2. The Authority is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3).
3. The Authority shall publish notice of this action as required by law.
4. The Resolution shall be effective immediately upon adoption.

Moved: Mr. Richard

Seconded: Mr. Uhl

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			

Mr. Richard made a motion to accept Resolution 023-2013 authorizing a national cooperative purchase for a combination sewer cleaner. Mr. Uhl seconded the motion. An affirmative roll call was taken by all members present. **MOTION CARRIED**

SHREC: Mr. Horn attended a meeting on February 28th and updated the Board on the project delays. Mr. Horn expects an update from Mr. Campbell on the hydro study soon. Also at the recommendation of the City, Mr. Horn feels the Board should adopt a resolution renewing the LMUA's cooperative pricing through SHREC. The City is also investigating alternatives for disposal of food wastes.

Resolution 024-2013 *Authorizing Renewal of the Cooperative Pricing System*

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Resolution 024-2013

Authorizing Renewal of the Cooperative Pricing System

WHEREAS, the N.J.S.A. 40A:11-11(5) authorizes two or more contracting units to establish a cooperative pricing system and to enter into a cooperative pricing agreement for its administration; and

WHEREAS, the City of Lambertville, the Lambertville Municipal Utilities Authority, West Amwell Township, the Lambertville Public School, West Amwell Elementary School and South Hunterdon Regional High School formed the Cooperative Pricing System on October 20, 2008 for the provision of performance of goods and services; and

WHEREAS, the City of Lambertville has agreed to serve as the Lead Agency for a cooperative pricing system; and

WHEREAS, the term of the Cooperative Pricing System is due to expire on October 20, 2013; and

WHEREAS, the Authority has determined that membership in the Cooperative Pricing System is beneficial to the Authority.

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

1. That the Lambertville Municipal Utilities Authority authorizes the renewal of the Cooperative Pricing System for a period of (5) five years to be known as the South Hunterdon Renewable Energy Cooperative with the City of Lambertville serving as the Lead Agency.
2. That the Lambertville Municipal Utilities Authority authorizes the Executive Director to enter into a Cooperative Pricing Agreement with the City of Lambertville.
3. That a certified copy of this resolution shall be forward to the Clerk, City of Lambertville.
4. That this resolution shall take effect immediately.

Moved: Mr. Richard

Seconded: Mr. Rotondi

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

Mr. Richard made a motion to adopt Resolution 024-2013 authorizing Lambertville MUA’s renewal of the cooperative pricing system for an additional five years. Mr. Rotondi seconded the motion. An affirmative roll call was taken by all members present. **MOTION CARRIED**

Official depository: Mrs. Leary is currently working on the transition between Wells Fargo and the Bank of Princeton.

Website: Mrs. Ege reported that she has been working on a new web site that will include all of the new state requirements and should be live Friday, March 08, 2013.

Auction: Mr. Horn informed the Board that he would like to auction off the blower and his old vehicle. Now that they have been replaced the Authority does not have a need for them. The Board decided to table this until next meeting when a resolution would be ready.

Mr. Horn requested that the Commissioners complete the NJ MEL JIF online training so that the Authority could receive the maximum credit on their insurance premium for this year.

Shad Fest: Mr. Richard made a motion to award up to \$2,000.00 towards the comfort stations for Shad Fest. Mrs. MacGregor seconded the motion. A unanimous roll call vote was taken in favor of the motion by all members present. **MOTION CARRIED**

Financial Disclosure: Mr. Horn informed the Board that the State is requiring a new electronic form and will update them when they become available.

At this time Mr. Horn requested that the Board move to closed session for the purpose of discussing a personnel matter.

Mr. Richard made a motion to adopt Resolution 026-2013 authorizing the Board to convene in closed session for the purpose of discussing personnel matters. Mrs. MacGregor seconded the motion. An affirmative roll call was taken by all members present. **MOTION CARRIED**

Resolution 026-2013 “Authorizing a Closed Session”

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Resolution 026-2013

“Authorizing a Second Closed Session at the March 6, 2013 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, March 6, 2013 at The LMUA Sewerage 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. Richard

Seconded: Mrs. MacGregor

Governing Body Member:	Aye	Recorded Vote Nay	Abstain	Absent
Eric Richard	X			
Janine MacGregor	X			
Frank Kramer				X
Robert Hayes	X			
Vincent Uhl	X			
Paul Rotondi	X			

The LMUA Board convened in closed session at 7:08 p.m.

The LMUA Board re-convened in regular session at 7:14 p.m.

After a detailed discussion the Board decided to agree with Mr. Horn's recommendation and award Mr. Schneider a salary increase with a position change. Mr. Horn then recommended the Board start to develop a uniform pay scale to be implemented with the new union contract. As the contract terms in June the Board will continue to discuss this at the next meeting.

Mr. Richard made a motion to award a salary increase as discussed in closed session to Mr. Schneider who will now hold the Authority position of Maintenance Mechanic. Mrs. MacGregor seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. **MOTION CARRIED**

Chief Financial Officer's Report - Kathy Leary.

Mrs. MacGregor made a motion to approve the bill list for February Mr. Hayes 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 reported that the Railroad and the State are in the final stages of the settlement. The Railroad has had some last minute claims to the water line that shares the same trench as the sewer line to the plant. However based on the extraneous nature of this request it is Mr. Watts opinion that the court will decide to throw it out. Mr. Watts expects to submit a full report of the settlement by the April meeting.

Adjournment.

The meeting adjourned at 7:21 p.m. with a motion made by Mr. Richard 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 April 3, 2013.