



**Lambertville Municipal Utilities Authority
Regular Meeting
Wednesday, March 5, 2014, 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended
Meeting Minutes**

The meeting was called to order at 6:01p.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 13, 2014 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.

Roll Call.

Mrs. Ege called the roll as follows:

LMUA Board:

Present: Eric Richard-Chairman, Janine MacGregor-Vice Chairwoman, Frank Kramer-Secretary, Robert Hayes-Treasurer, Paul Rotondi-Alternate 1

Vincent Uhl-Member entered the meeting after roll call at 6:07 p.m.

Absent:

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO

Pledge of Allegiance.

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

Minutes.

The minutes of the February 5, 2014 meeting were approved on a motion made by Mr. Rotondi and seconded by Mrs. MacGregor followed by a unanimous roll call vote by all members present except for Mr. Kramer and Mr. Hayes who abstained as they were both absent. MOTION CARRIED.

Oath of Office.

The oath of office to Robert J. Hayes, Treasurer was administered by Mr. Richard to fill a five year term expires February 1, 2019.

Public Comment.

There was no public in attendance.

Correspondence.

1. Heritage Village: Mr. Horn reviewed the letter requesting payment in full for all sewer charges by March 25, 2014, after the 25th interest will begin accruing on their account. Heritage Village, after receipt of this letter promptly submitted payment for their 3rd and 4th quarter billings but has not submitted anything towards the back bill. Mr. Horn has been in contact with their attorney to schedule a meeting to discuss this. Should their Attorney feel it necessary to attend Mr. Watts will also be present.

2. NJ Water Supply Authority: Mr. Horn had sent a letter making them aware of the LMUA's intent to discuss a lease or an interagency agreement for hydroelectric power once the Hydro study is complete.

Chairman'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 February. Mr. Richard noted that it "does not seem to require any changes". The sludge holding tank levels are being maintained at the lowest possible level.

Engineers Report – CDM Smith, Inc.

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

Mr. Matteson continues to work on updating the Operations and Maintenance manual.

Executive Directors Report – Thomas Horn.

March 2014 Operations and Maintenance: Mr. Horn reported that there were no issues with sludge processing for the month of February. The staff was able to assist the City with snow removal without any interruptions from their normal duties. Councilman Stegman had contacted Mr. Richard to express the City's appreciation for our assistance with city snow removal.

Swan St. Pump Station: There has been no change on the by-pass project.

Union/ Personnel Issues: An updated draft of the personnel manual is being reviewed by Attorney Watts.

Combination truck: The staff has started using the truck when needed. Mr. Horn has been working on his proposal for soliciting services to other municipalities.

Hurricane Sandy: No new developments.

Hydro Study: Mr. Campbell is currently working with the contractor on the turbine installation portion of the study.

Environmental Commission: There have been no new developments on this.

WMP Amendment: The Authority is waiting for two additional consents to be sent before the DEP will perform a final review. There is a sixty day waiting period for this.

NJ MEL Elected Officials Online Training: All Commissioners who complete the training and electronic certification will earn the Authority a \$250 credit towards the insurance premium. A link for the training was sent with the meeting packet. Mr. Richard encouraged all of the Board members to complete this training as it benefits the Authority's premium.

Draft Budget: Mr. Horn expects to have completed a draft budget for FY 2014 for the Board's review before the April meeting. Should the budget be agreeable the Board will then be able to adopt it in time to submit to the DCA by May 1, 2014. Mr. Horn feels that after reviewing last year's income and expenditures there should be no need to implement a rate increase.

Memo to the Board: Professional Fees vs. budgeted 2013 Fiscal Year was reviewed by the Board. Mr. Horn explained that because of our operational savings we have been able to build up the Capital budget. Mrs. MacGregor asked if any of these savings could be used towards the Swan St. pump station project. Mr. Horn's position is to try to reserve that money in case of a catastrophic loss or emergency. His opinion is to continue to keep project costs at a manageable amount by utilizing Authority personnel for as much of the labor as possible.

Financial Disclosure Notice: There are currently no forms available on the DCA's website. Staff members will periodically check for updates.

Chief Financial Officer's Report - Kathy Leary.

Mrs. MacGregor made a motion to approve the bill lists for February. 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 was unable to attend and will continue to keep the Authority informed on any new developments concerning the ongoing litigation with Black River & Western. Both Mr. Richard and Mr. Horn had nothing new to report.

Adjournment.

The meeting adjourned at 6:26 p.m. with a motion made Mr. Richard and seconded by Mrs. MacGregor. 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 2, 2014.