



**Lambertville Municipal Utilities Authority
Regular Meeting
Wednesday, March 2, 2016, 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended
Meeting Minutes**

The meeting was called to order at 6:01 p.m. by Chairwoman MacGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on Thursday, February 11, 2016 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, Paul Rotondi-Treasurer, Joseph Polizzi-Member, Russell Lambert-Alternate 1 and Megan Ruf-Alternate 2

Absent: Robert Hayes-Secretary

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

Pledge of Allegiance.

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

Minutes.

The minutes of the February 3, 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. MOTION CARRIED.

Public Comment.

There was no public in attendance.

Correspondence.

1. Shad Fest Funding Approval: The Chamber was notified of funding approval in a letter dated February 8, 2016.
2. 63 Bridge St.: Additional capacity was approved for the proposed project in a letter dated February 26, 2016.
3. 85 N. Main St.: Additional capacity was approved for the proposed project in a letter dated February 29, 2016.

Chairwoman's Report.

Mrs. MacGregor had nothing new to report.

Engineers Report – CDM Smith, Inc.

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

Annual Inspection Report: The hard copies were received this afternoon and were handed out to the Board. Once they have had sufficient time to review and make any comments needed they will accept this.

Mr. Matteson continues to work on updating the Operations and Maintenance manual and the engineering for the resizing of the pumps at the Swan Street pump station.

Flow Schematic Update: Mr. Matteson is making the corrections and updates the Board had requested.

Executive Directors Report – Thomas Horn.

MARCH 2016 OPERATIONS & MAINTENANCE:

Treatment Facility: Mr. Horn reported that the staff had to replace some of the pipes at the plant due to freezing. The staff also installed a back up pump for our belt filter press.

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

UNION/ PERSONNEL ISSUES: We need to update our Personnel Manual this year as an insurance requirement. Our excess liability carrier has some required changes and proposed training that we are required to offer.

REGULATORY ISSUES: The Authority continues monitoring the biofilter and carbon unit.

DEP enforcement reviewed our storm water permit and compliance on February 8th. Mr. Horn is working on updating the Storm Water Pollution Prevention Plan as DEP required. He is also working on updating the Authority's Spill Prevention Plan.

ADMINISTRATIVE ISSUES:

Hazardous Mitigation Grant: Mr. Matteson is working on finalizing the pumps. After they are sized Mr. Horn will need to specify the generator. Mr. Horn expects this shortly.

Swan Creek Flood Protection Project: Mr. Horn reported the application is under environmental review. He explained that the NJ EIT March 4th deadline is a soft deadline. The online system allows an active project to remain open for a number of years until completed. The Mayor is interested in starting the Cultural Resources Survey. We will need to get three proposals for this. Before this can be awarded the City and members of the LMUA need to meet to discuss a shared services agreement. Once this is in place we will be able to move ahead and award the contract. Mrs. MacGregor asked that Mr. Uhl attend with her along with Mr. Horn and Mr.

Watts. The Board took a moment to discuss the process of the cultural review. Since the Board had already approved discussing and entering a shared services agreement Mr. Horn recommended that the Board pass a motion to approve a request for proposals for professional services necessary to conduct the Cultural Review Study.

Mrs. MacGregor made a motion to request proposals for the Swan Creek Flood Protection Project's Cultural Review Study. Mr. Uhl seconded the motion. An affirmative roll call was taken by all members present in favor of the motion. MOTION CARRIED

Financial Disclosure Statements: A memo was sent to the Board reviewing the financial disclosure process. These are due April 29th to the DCA.

NJ MEL: 2015-16 Elected Officials online training instructions were handed out to the Board. Each commissioner who completes this will earn a \$250.00 credit towards the Authority's insurance premium.

JIF Safety Inspection: Our insurance inspector with the JIF was out February 19th to perform an annual safety inspection of the plant. There are a few issues noted in his report that included a couple tank labels and an exit sign.

Audit of FY 2015: A final copy of the 2015 Audit was emailed to the Board in advance for their review. Mr. Horn asked if the Board had any questions or concerns to add.

Mrs. MacGregor questioned why they haven't reviewed the Authority's internal controls and asked what exactly are ours? Mr. Horn explained our current controls include having two signatures on all of the checks and two reviews are made on all vouchers. Mrs. MacGregor asked if we should have one of our Auditors do an evaluation of this. Mr. Horn will follow up with them and add this to our next meeting.

Mrs. MacGregor reviewed the big changes she had noticed in expenses between 2014 and 2015. One change she mentioned was the increase in the cost of pension. Mr. Horn explained the new regulations for the deferred pension plan and how it contributes to the amount reflected in the audit report. Further, the total amount shown is made up of out of pocket plus our agencies share of the long term pension liability.

Mr. Horn then went on to say our operational costs are down. The flows from Bucks County and Stockton are down which decreases their share of our expenses including debt service. This is reflected in our overall revenue. It is in his opinion that the rates will remain the same this coming fiscal year due to our ability to maintain costs.

Mrs. Ruf asked what the Authority is doing to help facilitate the increased cost of electricity. Mr. Horn explained that there have been various measures put in place to help. This includes the installation of the three

energy conditioning units and downsizing mechanical devices at the plant. He plans to review all of this before he prepares our 2016-17 budget.

Mrs. MacGregor seeing no other questions or concerns moved Resolution 020-2016 accepting the 2015 audit.

**Lambertville Municipal Utilities Authority
Resolution 020-2016
Governing Body Certification of the Annual Audit**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of every local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the Annual Audit Report for the fiscal year ended June 30, 2015 has been completed and filed with the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations", in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE BE IT RESOLVED, That the governing body of the Lambertville Municipal Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2015 and 2014, and specifically has reviewed the section of the audit report entitled "General Comment" and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FUTHER RESOLVED, that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THEIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON MARCH 2, 2016.

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

Mrs. MacGregor made a motion approving Resolution 020-2016 approving the 2015 Audit Report. Mr. Uhl 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.

Mr. Rotondi made a motion to approve the bill list for February. Mrs. MacGregor seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

Certification of the Governing Body of the Annual Audit: All Board members present signed the document.

Attorney's Report – Greg Watts.

Mr. Watts was not in attendance.

Adjournment.

The meeting adjourned at 6:40 p.m. with a motion made Mrs. MacGregor and seconded by Mr. Uhl. 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 6, 2016.