



**Lambertville Municipal Utilities Authority
Tuesday, March 5, 2019, 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, February 14, 2019 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. MacGregor called the roll as follows:

LMUA Board:

Present: Janine MacGregor-Chairwoman, Vincent Uhl-Vice Chairman, Paul Rotondi-Treasurer, Russell Lambert-Secretary, Helen Pettit-Member, Jacqueline Middleton-Alternate I & Michael Gaudio-Alternate II

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.

Oaths of Office.

At the regular meeting held on January 19, 2019 the City appointed Mr. Lambert as member and Ms. Middleton as alternate member of the LMUA Board.

The oath of office to Russell Lambert, regular member was administered by Mrs. Ege, Public Notary to fill a five year term which expires February 1, 2021.

The oath of office to Jacqueline Middleton, alternate member was administered by Mrs. Ege, Public Notary to fill a five year term ending February 1, 2021.

Minutes.

At the request of Ms. Pettit the Board agreed that before the February 5th minutes are approved that the professional service resolutions need to be amended to include the budget amounts so as not to exceed within the contract year through February 4, 2020.

The minutes of the February 5, 2019 reorganization meeting were tabled until the April 2, 2019 meeting so amendments could be made to the amounts not to exceed in the professional service contract Resolutions 014 through 018-2019 on a motion made by Ms. Pettit and seconded by Mr. Rotondi followed by a unanimous roll call vote by all members present. MOTION CARRIED.

Public Comment.

None.

Correspondence.

1. NJ DEP: Compliance & Evaluation Inspection dated 1/31/19 concerning annual inspection of the treatment facilities was reviewed by the Board. Mr. Horn reported that the inspector had cited a couple of concerns that required remediation.
2. LMUA: The Authority responded on 2/25/19 with their corrective actions for the couple of concerns noted which include the removal of screenings from the ground near the influent screen and cleaning the chlorine tank.
3. NJ DEP: The Board reviewed the Lab Audit Notice dated 2/05/19 and the Audit Report dated 2/26/19. In the report there are a couple cited violations noted as a “repeat deficiency” from the February 18, 2015 on-site audit. Mr. Horn stated that the Authority had completed the required corrections at the direction of the previous inspector. He will contact the DEP to discuss those violations. Mr. Horn said the remainder of the deficiencies are minor and will not take long to correct them. He will submit their corrective action plan within the 30 day response time.

Chairwoman’s Report.

Mrs. MacGregor formally welcomed our new Alternate Board member, Jacqueline Middleton and congratulated Mr. Lambert on becoming a full Member. Ms. Middleton, as an Attorney brings her legal expertise and public agency knowledge to the Board.

Engineers Report – CDM Smith, Inc.

An engineering update was discussed in the *Memo-Status of Capital Improvements* under Executive Directors Report.

Executive Directors Report – Thomas Horn.

TREATMENT FACILITY: Mr. Horn reported that the staff had made repairs to the belt filter press feed pumps. The instrumentation contractor was out to begin connecting the new control panel to the SCADA system at the plant pump station.

COLLECTION SYSTEM: Mr. Horn reported that the Ferry Street pump station has been sending frequent alarms. The staff has resolved the issue in the short term but the Authority will need to plan to replace some of the aging equipment.

ODOR CONTROL: There were no calls concerning odors in February.

UNION/ PERSONNEL: Mr. Horn advised the Board that he had made a verbal offer to one of the applicants to fill the open Operators position. This is pending the successful completion the scheduled physical and drug screening.

REGULATORY: An onsite inspection was performed on February 20th of our laboratory and we have continued monitoring the biofilter and carbon unit.

ADMINISTRATIVE ISSUES: The Authority is still in the process of accepting quotes from local contractors for the repairs.

WMP UPDATE: The County's deadline is June 30, 2019 to complete this.

There are no updates on the inclusion of the homes located at the end of S. Franklin Street or the vacant lots located at 2 Rock Road West.

NJUA: The Authority has earned a safety award for no loss time in 13 years.

Memo-Status of Capital Improvements.

Design Services: Suburban Consulting Engineers, Inc. has submitted the loan application to NJ IB for various capital improvements to the treatment plant and collection system. Mr. Horn reported that the preliminary plans are done.

Collections System: Based on their recent T.V. work they do not recommend replacing the mains at N. Union and Swan Streets. Instead they recommend lining them. Mrs. MacGregor expressed some concerns with lining vs. replacement and stated that she wanted to make sure the Authority does the job right the first time. The Board then discussed how important the Asset Management plan will be to provide additional T.V. work on the Cottage Hill area so the Authority can address the suspected infiltration contributing towards the backups on S. Main Street during a major storm event. Mrs. MacGregor asked that Mr. Horn reach out to Mrs. Ruf and follow up with her on the flow status on S. Main Street since we treated the main on Swan Street for roots.

Treatment Plant: Suburban has prepared draft plans and specifications for the roofs and repaving the plant and road. They have begun work on the belt filter press drain, disinfection facilities and are working on the clarifiers.

Asset Management Plan: CDM Smith continues to work on data compilation and developing an asset list. Mr. Horn is attending a NJ IB loan presentation on March 15th.

Swan Creek Resiliency Project.

Mr. Horn will be attending a meeting on March 26th with the City and NJ DEP to discuss the status of the project. He will keep the Board informed of any new developments.

NJ MEL: 2019 Elected Officials Training.

An email was sent to the Board members on Friday, March 1st containing a link to the training webpage with their usernames. This is due by May 1st to receive up to \$500 credit on the Authority's 2019 assessment.

FY 2018 AUDIT.

Mrs. MacGregor opened the floor for discussion and asked if the Board members had any questions or concerns after review of the Audit Report. Mr. Horn explained the purpose of a yearly audit is general accountability. To insure Authority's funds are spent appropriately and within the budgeted amounts. The Auditor also moves finished projects into our assets list and calculates depreciation.

Ms. Pettit brought to the Board's attention that after comparing the 2017 and 2018 Audits that there were some 2017 amounts that did not match. Mr. Horn will have the Auditor look into this discrepancy and will advise the Board as to his findings. A discussion incurred and the Board agreed to certify that they have sufficiently reviewed the Audit via Resolution 019-2019.

RESOLUTION 019-2019

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of the Audit for the year fiscal year ended June 30, 2018 has been filed by a Registered Municipal Accountant with the Clerk of the City of Lambertville pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Lambertville Municipal Utilities Authority of the City of Lambertville hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON MARCH 5, 2019.

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
Janine MacGregor	X			
Vincent Uhl	X			
Paul Rotondi	X			
Russell Lambert	X			
Helen Pettit	X			

Mrs. MacGregor made a motion to approve Resolution 019-2019 certifying the FY 2018 Audit. Mr. Uhl seconded the motion. A unanimous voice vote was taken in favor of the motion by all members present. MOTION CARRIED

Lambertville MUA Revenue Flow Chart:

The Board reviewed the revenue flow chart that visually shows how funds are processed. The flow is based on our original Bond requirements. Mr. Horn explained that basically all of our revenue is collected in an account at the Bank of Princeton and is then transferred to the Bank of New York. Our trustees at the Bank of New York then transfer the money needed for our debt service and then to the other accounts to meet the required amounts based on the bond requirements. Excess funds go into the general fund. Mrs. Leary can request that the Trustee transfer any funds in excess of \$50,000 to our capital account.

Chief Financial Officer's Report - Kathy Leary.

Mr. Rotondi made a motion to approve the bill list for February. Mr. Lambert 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 not in attendance.

Adjournment.

Lambertville Municipal Utilities Authority

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The meeting adjourned at 7:27 p.m. with a unanimous voice vote taken 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, 2019.