

**Lambertville Municipal Utilities Authority
Regular Monthly Meeting
Wednesday, April 4, 2012, 6:30 PM
Lambertville Wastewater Treatment Facility, Lambert Lane Extended
Meeting Minutes**

The meeting was called to order at 6:30 pm by the Chairman, Eric Richard with a statement of compliance with the Open Public Meetings Act, annual notice was published in The Beacon News, The Hunterdon County Democrat and 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.

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: Robert Hayes-Treasure, Frank Kramer-Secretary, Janine MacGregor-Vice Chairwoman, Eric Richard- Chairman, Paul Rotandi-Alternate, Vince Uhl- Member

Also present: Howard Matteson, P. E., CDM Smith; Greg Watts, Attorney, Watts, Tice and Skowronek; Thomas F. Horn, P.E., Executive Director

Minutes.

The minutes of the March 7, 2012 meeting were approved on a motion made by Mr. Kramer and seconded by Mr. Hayes followed by a unanimous roll call vote.

PUBLIC COMMENT.

There was no one in attendance from the public.

CORRESPONDENCE.

Mr. Horn stated the Birdsall letter regarding procurement of electrical services is an action item and a general permit for wastewater beneficial reuse has been approved by the DEP. Mr. Richard thanked Mr. Horn for all of his time and effort invested in the procurement project. LMUA should see a good amount of savings.

An action item from Mr. Karlsrud was brought to the board's attention regarding his property at 26 Perry Street. His letter of April 3, 2012 informed the LMUA that on December 20, 2011, a fire at the property resulted in a Notice of Unsafe Structure from the city because of fire and

water damage to the building. Mr. Karlsrud requested the board suspend his sewer billing and credit the account for any sewer costs after December 20, 2011. Mr. Horn said at this time that under LMUA's rules and regulations we do not suspend service until notified in writing by the owner of the property. Mr. Richard suggested we should have a set notification procedure between the City's Construction office and ours to ensure similar matters do not occur in the future. Mr. Watts suggested that credit could be made towards future billing, but not reimbursement. The board was in favor of approving the suspension of sewer billing as of January 1, 2012 until a CO is issued. The owner is responsible for the billing for December in the amount of \$80.27.

Mr. Richard made a motion to suspend billing Mr. Karlsrud (account, #10166) retroactive to January 1, 2012 with the stipulation that \$80.27 due for the month of December with interest must be paid. Mr. Kramer seconded his motion and a roll call was taken with all members in favor of the motion. MOTION CARRIED

ENGINEERS REPORT – CDM SMITH, INC.

Construction Update: Mr. Matteson said he met with the contractor, MBE Mark III Electrical, Inc. and will start performance testing of the biofilter next week.

Odor Evaluation: Mr. Matteson reviewed his previous assessment findings and stating that the build-up of stagnant water and sludge in the holding tank was a contributor to the odors. After a lengthy discussion "short term" recommendations were discussed. Mr. Matteson recommended that the staff remove sludge from the clarifiers more frequently and also hose out the build-up from the RBCs.

He said the pits behind the sludge pumping station that are currently covered with plywood are not properly covered and it is recommended that LMUA replace the covering with rubber mats. The staff should continue to add lime to the grit and contain or wrap up the removed amount in a bag before being placed in the grit dumpster. Mr. Richard stated, "Mr. Horn and his staff at LMUA in conjunction with Mr. Matteson have been doing everything within its power to solve the odor issue".

Mr. Matteson also brought to the attention of the board the need to keep the level of the sludge storage tanks at a depth of 8 feet or less.

EXECUTIVE DIRECTORS REPORT – Thomas Horn.

Operations Report: Mr. Horn stated the DEP has requested some technical information for the application for the air permit for the belt filter press.

DRBC: Lambertville MUA has submitted all the necessary documentation and we are waiting for their reply.

Mr. Horn stated at this time the Lambertville MUA has submitted a request for reimbursement from FEMA and are awaiting a response.

Resolution regarding contract/agreement with Hudson Energy for the procurement of electrical services.

RESOLUTION

RESOLUTION OF LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY, STATE OF NEW JERSEY AUTHORIZING AN AGREEMENT WITH HUDSON ENERGY SERVICES, LLC FOR THE SOUTH HUNTERDON RENEWABLE ENERGY COOPERATIVE

WHEREAS, the Lambertville Municipal Utilities Authority (Authority) is a member of the South Hunterdon Renewable Energy Cooperative ("SHREC"); and

WHEREAS, the City of Lambertville, State of New Jersey is the Lead Agency of the SHREC; and

WHEREAS, the City of Lambertville, the Township of West Amwell, and the Lambertville Municipal Utilities Authority adopted resolutions authorizing the participation in an on-line auction for the purchase of energy generation services and utilized the services of Birdsall Services; and

WHEREAS, on February 28, 2012, the City placed the required bid advertisement in the legal section of the Star Ledger; and

WHEREAS, on March 13, 2012, there were two auctions held, one for a twelve month agreement and one for a twenty-four month agreement; and

WHEREAS, Hudson Energy Services LLC participated in both auctions, with a twelve month fixed bid price of \$0.07240 and a twenty-four month fixed bid price of \$0.07680; and

WHEREAS, Birdsall Services, the consultant for the SHREC, advised it was best for each entity to enter into an agreement for the twenty-four month fixed bid price of \$0.07680 per KWh with a termination date of May of 2014.

WHEREAS, the Commissioners of the Authority concur with the recommendation of Birdsall Services.

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

That the Lambertville Municipal Utilities Authority authorizes the City of Lambertville to execute an agreement with Hudson Energy Services, LLC on its behalf for the purchase of electricity supply for twenty-four month fixed bid price of \$0.07680 per KWh with a termination date of May of 2014.

CERTIFICATION

I, Frank Kramer, Secretary of Lambertville Municipal Utilities Authority, do hereby certify that the foregoing resolution was duly adopted by the Lambertville Municipal Utilities Authority Board at a meeting held on April 4, 2012.

Frank Kramer, Secretary

Date

Mr. Richard made a motion to approve the resolution awarding the contract and authorizing the Mayor and Clerk to sign the contract with Hudson Energy for procurement of electrical services. Mr. Kramer seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

Memorialize employment of Melissa Ege.

Chairman Richard informed the members of the public present that Melissa Ege was hired as the Administrative Assistant for the LMUA, replacing Barbara Parsons.

Ms. MacGregor made a motion to approve the hire of Melissa Ege as the Administrative Assistant of the LMUA, Mr. Kramer seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

Mrs. MacGregor made a motion to appoint Ms. Ege to be the official recording secretary, custodian of records, Alternate JIF Commissioner, and Alternate Safety Coordinator and Mr.

Kramer seconded. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED

Approval of Audit.

Ms. MacGregor made a motion to approve the audit. Mr. Kramer seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

Members of the board present signed the affidavit certifying the audit.

CHAMBER OF COMMERCE REQUEST FOR SHAD FESTIVAL.

Mr. Richard informed the members present that the Lambertville Chamber of Commerce requested that the LMUA fund the rest room facilities.

Mr. Richard made a motion to approve up to \$2,000 towards the funding of the rest room facilities for the Shad Fest. Mr. Kramer seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

INTRODUCTION OF THE BUDGET.

Mr. Horn stated the operating budget is down by \$72,596 as described in the proposed 2013 budget memo. One concern expressed by Mr. Richard was the difficulty in determining the costs of the plant chemicals, most importantly bioxide. The start up costs for the chemical testing of the added bioxide could range between \$1300 and \$1800. Mr. Horn said we could use up to 25 gallons a day.

Mr. Richard made a motion to authorize the chemical feed proposal from Siemens as outlined by Mr. Horn in the proposed 2013 budget through the end of August. Ms. MacGregor seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

Steve Ryan will be preparing the calculation for the proposed connection fee for this coming fiscal year.

Mr. Richard made a motion to introduce the budget as submitted. Mr. Kramer seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED

CHAIRMAN'S REPORT.

The Chairman reported that due to several action items regarding odor control that still needed to be approved and implemented, the scheduled meeting for this month with the Mayor and City Council has been postponed and will be rescheduled.

Report on Odor Assessment: Mr. Matteson reviewed his draft March 30, 2012 Technical Memorandum. On March 15, 2012, he and CDM's odor expert toured the plant and surrounding neighborhood. No odors were detected in the neighborhood at the time however there were some areas of concern, including the catch basins that have built up debris. Except one sewer manhole in the neighborhood, all other manholes have been fitted with plastic inserts.

CDM noted there were areas in the plant of concern. After a lengthy discussion, it was the Board's determination to proceed with certain recommendations. The recommendations are: to be consistent in the amount of sludge that is removed from the clarifiers and the staff needs to use the auto pump function and the tank cover on the sludge storage unit needs to be smoked tested to determine if it is air tight. The concentration of hydrogen sulfide going to the biofilter has been irregular so staff needs to shoot for three days as the target time in the holding tank which equates to a level of 8 to 12 feet for the sludge. The goal should be to separate the different sludge types to reduce the production of anaerobic bacteria. Mr. Horn will keep a spread sheet to better track the sludge levels in the tank, and will distribute it to the board at our meetings. The board felt phase 4 of the biosolids plan should be fully implemented.

Mr. Richard indicated that he feels we are close financially to being able to finish the Biosolids Management Plan. To expedite it, it was agreed that Bucks and Stockton should be billed for their portion of the project already spent from the capital budget.

Mr. Horn stated our immediate priorities are installation of the cover over the holding tank and implementation of phase 5 of the biosolids plan. Mr. Richard suggested we should authorize preparation of bid documents for the new tank cover and start on the work as outlined in phase 5 of biosolids plan.

Mr. Watts suggested at this time we should pass a motion authorizing Mr. Horn to solicit a proposal from CDM Smith for the bid specs. After the proposal is obtained and reviewed by the board, the resolution will be memorialized at our next board meeting. Mr. Horn will then be authorized to move forward in the bidding process.

Mr. Richard made a motion authorizing Mr. Horn, to solicit a proposal from CDM Smith for specifications for the tank cover. Ms. MacGregor seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

The board discussed Mr. Matteson's recommendation to add potassium permanganate to the belt press feed sludge.

The board authorized Mr. Horn to collect quotes for the chemical to do a trial run and give the price to the board for approval prior to the May meeting.

Mr. Horn said that a smoke test of the sludge storage tank to detect any leaks will be implemented and any leaks sealed within the next month as an interim solution until we move the sludge operation to the new tank.

After some discussion the board decided to place the rubber mats over the sludge pits behind the sludge pumping station, but not the influent grating at this time.

In accordance with Mr. Matteson's recommendation to clean the storm water basins Mr. Richard asked Mr. Horn to send a letter to DPW asking for their assistance to clean the storm water catch basins.

The board took some time to review the odor spreadsheet put together by Mr. Horn in order to get a more comprehensive view of where and when the odors complaints are received.

CHIEF FINANCIAL OFFICER'S REPORT -Kathy Leary.

Ms. MacGregor made a motion to approve the bills on the bills list for March. Mr. Kramer seconded the motion. An affirmative roll call vote was taken in favor of the motion by all members present. MOTION CARRIED.

ATTORNEY'S REPORT – Greg Watts.

Attorney Watts gave a report regarding Black River and Western. It is his opinion that because the state has received appraisals for the property involved in the lawsuit that he anticipates that the state will go ahead with the purchase of the land.

ADJOURNMENT.

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Meeting Minutes
Page 8

The meeting adjourned at 9:05 p.m. with a motion made by Mr. Richard and seconded by Mr. Kramer. 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