



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

The meeting was called to order at 6:03 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, Robert Hayes-Secretary, Paul Rotondi-Treasurer and Russell Lambert-Alternate 1

Absent: Vincent Uhl-Vice Chairman, Joseph Polizzi-Member and Megan Ruf-Alternate 2

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO and C. Gregory Watts, Esq.

**Pledge of Allegiance.**

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

**Minutes.**

The minutes of the March 2, 2016 regular meeting was 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. Hayes as he was absent. MOTION CARRIED.

**Public Comment.**

There was no public in attendance.

**Correspondence.**

1. LMUA: A letter of response to the Compliance Evaluation & Assistance Inspection, dated March 18, 2016. Mr. Horn has completed the Storm Water Plan as required. The staff is currently working on removing all the scrap metal.
2. 17-19 North Franklin, LLC: Letter confirming capacity for the proposed additional units located on McCreeley Alley was sent March 23, 2016.
3. LMUA: Our letter of request was sent March 28, 2016 to the City for reimbursement for the replacement costs of our garbage dumpster lid.

4. Clinton Street: Letter confirming capacity for the proposed additional three units was sent March 29, 2016.

### **Chairwoman's Report.**

Mrs. MacGregor did not have anything new to report.

### **Engineers Report – CDM Smith, Inc.**

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

Annual Inspection Report: The Board received copies of the report at the March meeting for their review and comments. Mr. Horn reviewed the recommendations made by CDM Smith for plant improvements. Mrs. MacGregor had requested that Mr. Horn put together a list of all recommendations and include a timeframe, cost estimate and which budget it will get paid from. This will be ready to review at the May meeting.

Mrs. MacGregor mentioned that she had recently taken a walk by the plant and noticed a smell coming from the grit dumpster. Mr. Horn is aware of the smell and will often check to make sure the dumpster cover is secure. He suggested that the next step would be to build an enclosure and pipe the exhaust over to the biofilter. Mrs. MacGregor didn't think this was necessary so long as the cover is kept on.

Seeing no other comments or concerns Mrs. MacGregor requested that the Board move to accept the report as written.

Mrs. MacGregor made a motion to accept the 2015 Annual Inspection Report as written, dated January 2016. Mr. Hayes seconded the motion. An affirmative roll call was taken by all members present. MOTION PASSED

Flow Schematic Update: Mr. Matteson has just finished this. Mr. Horn would like to tentatively schedule a plant walk-through for the May 4th meeting. This will begin after the regular meeting. Mrs. Ege will send out a confirmation email to the Board closer to this date.

### **Executive Directors Report – Thomas Horn.**

#### **APRIL 2016 OPERATIONS & MAINTENANCE:**

Treatment Facility: There were no plant issues and no odor complaints to report for March. Mr. Horn is currently working to update our Spill Prevention Plan.

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

**UNION/ PERSONNEL ISSUES:** The Personnel Manual is to be updated this year as an insurance requirement. No other issues to report.

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

The Storm Water Pollution Prevention Plan has been updated as DEP required. Mr. Horn is currently 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.

**Swan Creek Flood Protection Project:** Mr. Horn reported that the DEP has determined that the flood gate portion of the application is not eligible for NJEIT funding. This project is on hold until the City can determine eligibility through another DEP group. Mr. Horn explained that this means the force main replacement is currently on hold. Since the Authority already has an application in the system it will remain inactive and we will be able to continue with the project at a later date. Mr. Horn believes the force main may have to be done but it is not a pressing matter.

**Independent Review Study:** Suplee Clooney suggested performing this at the time of our Audit review. Mrs. MacGregor agreed with this recommendation.

**Financial Disclosure Statements:** A memo was sent to the Board reviewing the financial disclosure process. These are due April 30<sup>th</sup> to the DCA. Mrs. Ege will send out a reminder email with the link for this.

**NJ MEL:** Each commissioner who completes the online training will earn a \$250.00 credit towards the Authority's insurance premium. This is due June 1<sup>st</sup> to receive credit. An email will be sent to remind the Board of this.

**JIF Safety Inspection:** The issues from our annual safety inspection have been corrected.

**Winter Storm Jonas:** DR 4264 was declared on March 14, 2016 as a severe winter snow storm. Federal funding is available to state and eligible local governments for snow assistance for a continuous 48 hour period. We have submitted our request for public assistance to cover the costs associated with assisting the City with snow removal. We have scheduled a FEMA kickoff meeting for April 15<sup>th</sup> and will keep the Board updated. Mr. Horn expects to get about \$4,500 back for emergency protective measures.

**Introduction of 2017 Budget:** The proposed budget was emailed last week for the Board's review and comments. Mrs. MacGregor had some questions regarding the relationship between the resolution numbers and the actual budget. Mr. Horn prepared a second memo on the budget Resolution 021-2016 to review the

important line items including revenues, appropriations and total unrestricted net assets. He further explained that the total revenue is the amount anticipated based on using the current year's revenue as a model. Our total appropriations include the amount we pay the City out of our reserve and what we expect our expenses to be. The total unrestricted net assets are our surplus and also where we will take the money to pay for the City's requested contribution. Mr. Horn explained that our budget is considered in the black showing total appropriations of \$1,940,652 and total revenues of \$1,901,498.

Mr. Lambert questioned why we see Bucks County's share decreasing. Mr. Horn explained that their bill is based on a few things including the last audited three year average flow and their share of the plant costs spent for treatment. Mr. Horn has also scheduled a recalibration of our influent and effluent meters as a good housekeeping measure to insure our flow readings are accurate.

Overall the 2017 budget shows an increase of \$19,268. After review of our projected revenue Mr. Horn does not propose any rate increases. The changes were reviewed by the board as outlined in Mr. Horn's memo. Increases from the operating budget include office wages and expenses, plant wages and debt service. The expected decreases include professional services fees for engineering and legal as well as plant chemicals, electricity and heating oil. The capital budget changes include major collection system repairs and maintenance, replacing original doors and windows, replacing the 2003 Ford pickup, installation of a wash down pad and the Swan Street pump station generator.

The Board discussed the possibility of offering overtime to the staff in order to get more of the collection system inspected and repaired. Mr. Horn will discuss this offer with Mr. Rose and decide if and how they would like to facilitate this. Mr. Horn's goal is to keep most of the repair work in house if feasible. Mrs. MacGregor commended the staff for their work on preventative maintenance at the plant which keeps repair costs down. The Board agreed that it is important to have a wash down pad to be in compliance with our storm water permit. Mr. Rotondi asked about our level in surplus revenue. The Authority maintains surplus revenue for emergent issues that may arise unexpectedly. This is kept by keeping a balanced budget. Mr. Rotondi was impressed with the Authority's ability to maintain costs while keeping a good level of service for our customers.

Mrs. MacGregor seeing no other questions or concerns moved a motion for Resolution 021-2016 accepting the 2017 Budget.

**LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY**  
**Resolution 021-2016**  
**INTRODUCING THE 2017 BUDGET**  
**FISCAL YEAR: From July 1, 2016 to June 30, 2017**

WHEREAS, the Annual Budget and Capital Budget for the Lambertville Municipal Utilities Authority for the fiscal year beginning, July 1, 2016 and ending, June 30, 2017 has been presented before the governing body of the Lambertville Municipal Utilities Authority at its open public meeting of April 6, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,901,498, Total Appropriations, including any Accumulated Deficit if any, of \$1,940,652 and Total Unrestricted Net Assets utilized of \$72,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$182,500 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$107,500; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Lambertville Municipal Utilities Authority, at an open public meeting held on April 6, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Lambertville Municipal Utilities Authority for the fiscal year beginning, July 1, 2016 and ending, June 30, 2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Lambertville Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on June 1, 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 021-2016 to accept the proposed 2017 budget as written. Mr. Rotondi 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. Hayes made a motion to approve the bill list for March. Mr. Rotondi 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 had nothing new to report.

**Adjournment.**

The meeting adjourned at 6:55 p.m. with a motion made Mrs. MacGregor 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 May 4, 2016.*