



**Lambertville Municipal Utilities Authority  
Regular Meeting  
Tuesday, May 2, 2017, 6:00 PM  
Lambertville Wastewater Treatment Facility,  
Lambert Lane Extended  
Meeting Minutes**

The meeting was called to order at 6:05 p.m. by Mrs. MacGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on Thursday, February 16, 2017 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, Mr. Hayes-Secretary, Paul Rotondi-Treasurer, Joseph Polizzi-Member, Russell Lambert-Alternate 1

Absent: Vincent Uhl-Vice Chairman & Megan Ruf-Alternate 2

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO & C. Gregory Watts, Watts Tice & Skoronek

**Pledge of Allegiance.**

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

**Minutes.**

**The minutes of the April 4, 2017 regular meeting was approved in a motion made by Mr. Hayes. Mr. Rotondi seconded the Motion. Affirmative roll call was taken by all members present in favor of the motion except for Mr. Polizzi who abstained as he was absent.  
MOTION CARRIED**

**Public Comment.**

There was no public in attendance.

**Correspondence.**

1. 31 West Ferry Street Spa, PA-Capacity was confirmed in a letter dated April 10, 2017.
2. 16 Wilson St.-Notification to build on flood hazard area dated April 4, 2017 was reviewed.
3. 66.5 York St –Capacity was confirmed in a letter dated April 27, 2017.

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

Mrs. MacGregor discussed the Board's summer availability for the June 6<sup>th</sup> and August 1<sup>st</sup> regular Board meetings. The Board will have a quorum for both and no changes are needed to the schedule at this time.

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

CDM Smith did not submit a report as Mr. Horn outlined their work for April in his Operations Report.

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

**OPERATIONS & MAINTENANCE:** No issues of concern for the month of April. Staff has continued biannual maintenance of the tanks. The grit and screenings are now being bagged daily instead of dumped into an open dumpster. They are then being picked up weekly with the regular trash collection. Mr. Horn is anticipating a decrease in odors as well as hauling costs for this.

**COLLECTION SYSTEM:** Utility personnel worked on normal station maintenance.

**ODOR ISSUES:** There were no calls concerning odors for the month of April.

**UNION/ PERSONNEL ISSUES:** Union Personnel met among themselves this month. The Authority has not heard anything from the Union.

**REGULATORY ISSUES:** The Authority continues monitoring the biofilter and carbon unit. Mr. Horn is working on our local limits for our discharge permit and does not feel they will need to be changed at this time. He will send his letter requesting our limits remain unchanged.

**Lab:** The DEP has issued our certification for the year.

**ADMINISTRATIVE ISSUES:** Mr. Horn is currently working on the new agreement for confined space. This has been forwarded to Mr. Watts for revisions.

**FY 2018 Budget:** This has been submitted to the DCA for review.

**Excavation Services:** Mr. Horn is currently working on the bid specifications.

**Financial Disclosure Statements:** A memo with instructions for the commissioners was sent via email earlier this month. Due to delayed system access the DCA is extending their enforcement deadline until May 30, 2017.

**Resolution 025-2017** *“Consenting to the Proposed Upper Delaware Water Quality Management (WQM) Plan Amendment Entitled Academy Hill”*

WHEREAS, the Lambertville Municipal Utilities Authority (LMUA) desires to provide for the orderly development of wastewater facilities within the City of Lambertville; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas as well as related subjects, conform with an approved Water Quality Management Plan (WQM plan); and

WHEREAS, the NJDEP has established the WQM plan amendment procedure through the WQMP rules at N.J.A.C. 7:15-3.5 as the method of incorporating unplanned facilities into a WQM plan; and

WHEREAS, a proposed WQM plan amendment publicly noticed in the New Jersey Register on April 17, 2017 for the Lambertville Municipal Utilities Authority Wastewater Management Plan, Site Specific Amendment of the Academy Hill property has been prepared by NJDEP;

NOW, THEREFORE, BE IT RESOLVED on this 2<sup>nd</sup> day of May 2017, by the Board of Commissioners of the Lambertville Municipal Utilities Authority that;

1. The Commissioners of the LMUA hereby consents to the amendment to the Upper Delaware Water Management Plan for a Site Specific Amendment for the Academy Hill property to expand the Lambertville Municipal Utilities Authority sewer service area and publicly noticed on April 17, 2017, prepared by NJDEP for the purpose of its incorporation into the WQM plan(s) subject to the following:
  - a. City of Lambertville Planning & Zoning Board approvals.
2. This consent shall be submitted to NJDEP in accordance with N.J.A.C. 7:15-3.4.

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			

**Mr. Hayes made a motion to approve Resolution 025-2017 authorizing the WQM Plan Amendment for the Academy Hill property. Mr. Rotondi seconded the motion. An affirmation roll call was taken in favor of the motion by all members present. MOTION PASSED**

**SWAN STREET PUMPING STATION:** Mr. Horn updated the Board on the continuing status of upgrading the pump station. All plans have been completed and he has begun to solicit quotes for the remainder of the material and services. Most material has been delivered with the exception of HVAC, heater and generator items.

The HVAC work for the heater controls and ductwork is over the bid threshold and can be contracted out through the National Intergovernmental Purchasing Alliance which we are currently members of. The generator replacement and installation can be contracted through the National Joint Powers Alliance. Mr. Horn recommended the Authority pass a resolution allowing the Authority to join the co-op. Mr. Horn explained that the Authority can save time and money by using the national co-op for these two aspects as they have already gone through the competitive bidding process.

The Authority would need to advertise their intent to use these contracts in the local newspaper and on our website. Upon the completion of a ten day comment period the contracts can be awarded at the June 6<sup>th</sup> meeting.

Mr. Horn recommended the Board approve Resoluton026-2017 authorizing a membership with the National Joint Powers Alliance.

**Resolution 026-2017** *“Authorizing Membership in National Joint Powers Alliance”*

**WHEREAS**, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Cooperative Contracts Law N.J.S.A. 40A:11-11(5) to participate as a member of the National Joint Powers Alliance (NJPA) for the purchase of various goods and services; and

**WHEREAS**, the NJPA was created by Minnesota Statute 123 A.21 as a cooperative to serve cities, counties, towns, public or private schools, political subdivisions of Minnesota or other states in the United States including instrumentalities of a governmental unit and non-profits; and

**WHEREAS**, the Authority is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b) (3); and

**WHEREAS**, the Authority desires to be a Participating Member of NJPA with contract purchasing benefits in accordance with the terms and conditions of the applicable contracts; and

**WHEREAS**, the NJPA Board of Directors has determined that Participating Members have no financial or organizational liability to NJPA or its organization activities.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. The Executive Director is hereby authorized and directed to apply for membership in the National Joint Powers Alliance (NJPA).
2. The agreement to be executed by and between the Authority and the NJPA shall remain in force or until either party elects to dissolve the Agreement by written notice.
3. The Resolution shall be effective immediately upon adoption.

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			

**Mr. Hayes made a motion to approve Resolution 026-2017 approving a membership with the National Joint Powers Alliance. Mr. Rotondi seconded the motion. An affirmative roll call in favor of the motion by all members present. MOTION CARRIED**

Hazardous Mitigation Grant: There are no new updates on the generator.

SWAN STREET PS RESILIENCY PROJECT: As discussed last meeting Mr. Horn met with members of NJDEP to discuss the feasibility of the project. The DEP directed the Authority to the National Park (NPS) to get their input first. Mr. Horn contacted the NPS and had T&M send over all of the requested project documentation. The Authority has a site visit scheduled on June 12<sup>th</sup> with NJDEP and NPS. Mr. Rotondi is also planning on attending with Mr. Horn. They will keep the Board informed of any new developments.

SURPLUS EQUIPMENT: Mr. Horn would like to auction off the 2003 Ford truck that was replaced early this year. He would like authorization to advertise the auction of this vehicle. A resolution shall be prepared for the June meeting for the Board to review and take action on.

FY 2018 BUDGET: The Board reviewed a spreadsheet entitled *Revenue versus Expenses, Fiscal Years 2012 through 2017*. Mr. Horn had prepared a five year overview of the budget so the Board could easily track the Authority's finances. Mr. Horn pointed out that the biggest drop in revenue was in 2016. This was due to the 25% discount awarded to the three senior housing complexes. The Authority has also seen a reduced number of new connections. The rate for the FY 2018 connection fee is expected to increase by around \$200.00. Mr. Horn will forward a copy of the Bowman & Company's report for their review before the rate hearing scheduled June 6<sup>th</sup>.

The Board then discussed the revenue flow chart showing all of the Authority's funds and accounts. He explained how revenue is taken in to the Collection Account and then gets transferred to the Revenue Fund under the control of the Authority's Trustee. Our Bond resolution stipulates how much needs to be kept at all times. Any amounts over the minimum gets distributed in this order to the Debt Service Fund Debt Service Reserve Fund, Renewal & Replacement and General Fund. Mr. Horn explained that the Trustees make sure the Bonds get paid first and then any monies left can be transferred to the Capital Account. Any capital projects the Board decides on get paid through this account. Mrs. MacGregor would like Mr. Horn to prepare a spreadsheet showing a two year history of this account as well as projected next two years. Mrs. MacGregor also would like Mr. Horn to budget the City's \$72,000 in our next budget. She believes that in an effort to remain transparent the Board should include this cost as a yearly operating expense. Mr. Watts concurred with Mrs. MacGregor's request.

#### **Chief Financial Officer's Report - Kathy Leary.**

**Mr. Rotondi made a motion to approve the bill list for April. 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.**

Attorney Watts had nothing new to report.

#### **Adjournment.**

**The meeting adjourned at 6:57 p.m. with a unanimous voice vote 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 Tuesday, June 6, 2017.*