



**Lambertville Municipal Utilities Authority  
Regular Meeting  
Wednesday, June 5, 2013, 6:00 PM  
Lambertville Wastewater Treatment Facility,  
Lambert Lane Extended  
Meeting Minutes**

The meeting was called to order at 6:20 p.m. by the Chairman, Eric Richard with a statement of compliance with the Open Public Meetings Act, providing the required annual legal notice published on Thursday February 21, 2013 to The Hunterdon County Democrat, also noticed The Trenton Times, and The Beacon News. 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: Eric Richard-Chairman, Frank Kramer-Secretary, Robert Hayes-Treasurer, Vince Uhl-Member

Absent: Janine MacGregor-Vice Chairwoman, Paul Rotondi-Alternate 1

Also present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO, Greg Watts-Attorney, Watts, Tice and Skowronek

**Minutes.**

The minutes of the May 1, 2013 meeting were approved on a motion made by Mr. Kramer and seconded by Mr. Hayes, followed by a unanimous roll call vote. MOTION CARRIED.

**Public Comment.**

There was no one in attendance

**Correspondence.**

1. Letter to Mayor and City Council to notify them of the LMUA's Shad Fest contribution. The LMUA has been contributing since 2004.
2. Letter to HMT, Inc. underlining the deductions in the overall price of the contract as a result of the approved alterations which are covered under the warranty. Mr. Horn reports that they did except the reduced price.
3. Letter to Mr. Campbell requesting an explanation about the delays associated with SHREC for the delivery of the Hydro Study. Mr. Horn will contact Mr. Campbell for an update on the project.

**Chairman's Report.**

The Chairman asked Mr. Horn to update the Board on his odor action plan. Mr. Horn reviewed the spread sheets he had prepared entitled *Odor Call Summary and Sludge Levels* with the Board for the month of May. There were some higher levels at the end of the month due to ACUA being down and causing scheduling conflicts for the sludge deliveries. This conflict did not appear to affect the surrounding area as the Authority had received one odor call from the south side of town. Mr. Richard expressed his concerns about the higher sludge levels and suggested the Authority implement a half a day of overtime during holidays to run the belt press. Mr. Horn's recommendation is to wait until after the new sludge tanks are operational before making the final decision on increased overtime.

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

There was no activity for the month of May; therefore CDM-Smith did not submit a report. Mr. Matteson continues to work on the O&M Manual.

The City has requested an extension of the sewer service area to accommodate new construction at Phillips Barber owned by the Hunterdon Medical Center off of Alexander Avenue. Mr. Horn is working with CDM-Smith on reevaluating the sewer maps to accommodate the request as it is currently not included in the service area. Mr. Richard requested a specific cost from CDM-Smith to complete the site specific amendment. Mr. Horn discussed the details for the amendment to the WMP with the Board. The Board then decided that the LMUA contact a representative from the Hunterdon Medical Center and put a letter of request to cover all costs associated with the amendment.

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

The sludge tank cover installation is complete and the Board was able to view the cover, piping and controls. The pump and control panel were installed and the start up was conducted May 31<sup>st</sup>. This equipment is currently being added to the SCADA system. Mr. Horn expects to have a proposal for draining the existing sludge tank by the end of the week. Once this is complete we can begin using the new sludge storage tanks. Authority CFO, Ms. Leary is compiling an overall cost after the completion of the project. Then Mr. Horn will send bills to Bucks County and Stockton representing their share of the project.

June 2013 Operations and Maintenance: Mr. Horn reported that there were no plant issues for the past month. The staff continued their routine maintenance.

Union contract: The LMUA has not yet received a proposal from the Union.

Combination Truck: The LMUA has not received any updates on delivery.

Swan Street pumping station: Hatch Mott McDonald have submitted a draft report on noise and odor remediation. Mr. Horn sent the report via email for the Board to review prior to the meeting. The Board took a moment to review the draft report with Mr. Horn. Mr. Watts advised the Board to continue their discussion in

closed session because of “contractual matters’ regarding the possible rehabilitation of the station and it is unknown at this time if any action will be taken.”

*Resolution 032-2013 “Authorizing a Closed Session”*

**LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY**

**Resolution 032-2013**

*“Authorizing a Closed Session at the June 5, 2013 Regularly Scheduled Meeting of the Lambertville Municipal Utilities Authority to Discuss Contracts”*

**WHEREAS**, the Board of the Lambertville Municipal Utilities Authority is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq; and

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that a closed session, not open to the public, may be held for certain specified purposes when authorized by N.J.S.A. 10:4-12(b).

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the Lambertville Municipal Utilities Authority hereby moves to go into closed session on Wednesday, June 5, 2013 at The LMUA Sewerage Treatment Facility located at Lambert Lane Extended, Lambertville for the purpose of discussing contracts pertaining to the Swan St. pump station generator.

**BE IT FURTHER RESOLVED** that the matters discussed in and minutes of the closed session shall be disclosed to the public when the reason for confidentiality no longer exists.

The Resolution was adopted by a call of ayes and nays as follows:

Moved: Mr. Richard

Seconded: Mr. Uhl

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Eric Richard	X			
Janine MacGregor				X
Frank Kramer	X			
Robert Hayes	X			
Vincent Uhl	X			

The LMUA Board convened in closed session at 6:50 p.m.

The LMUA Board re-convened in regular session at 7:25 p.m.

The Board having made no decisions, will review the draft after Hatch Mott MacDonald has made some revisions.

The LMUA had received the State approved 2014 budget and Mr. Horn requested that the Board adopt this.

**Resolution 031-2013 Adoption of the 2014 Authority Budget**

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY  
 Resolution 031-2013  
 Adoption of the 2014 Budget  
 Fiscal Year: From July 1, 2013 to June 30, 2014

WHEREAS, the Annual Budget and Capital Budget/Program for the Lambertville Municipal Utilities Authority for the fiscal year beginning July 1, 2013 and ending, June 30, 2014 has been presented for adoption before the governing body of the Lambertville Municipal Utilities Authority at its open public meeting of June 5, 2013; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 2,107,900, Total Appropriations, including any Accumulated Deficit, if any, of \$1,972,367 and Total Unrestricted Net Assets utilized of \$147,150; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$77,000 and Total Unrestricted Net Assets planned to be utilized of \$72,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Lambertville Municipal Utilities Authority, at an open public meeting held on June 5, 2013 that the Annual Budget and Capital Budget/Program of the Lambertville Municipal Utilities Authority for the fiscal year beginning, July 1, 2013 and, ending, June 30, 2014 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Eric Richard	X			
Janine MacGregor				X
Frank Kramer	X			
Robert Hayes	X			
Vincent Uhl	X			

Mr. Richard made a motion to approve Resolution 31-2013 Adopting the 2014 Authority Budget for the fiscal year of July 1, 2013 to June 30, 2014. Mr. Kramer seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

Mr. Horn thanked the Commissioners for completing the NJ MEL JIF online training.

Financial Disclosures were due and submitted by May 31, 2013.

Hurricane Sandy: Mr. Horn attended a DEP training session May 29 to learn about improving resiliency in our facilities. Specifically discussed were auxiliary power, flood protection and emergency response planning.

Environmental Commission: There have been no new developments this past month.

Online auction: At the June 5<sup>th</sup> meeting the Commissioners had agreed with Mr. Horn's recommendation to auction the 2004 Ford Escape and blower.

**Resolution 027-2013** *Authorizing the Executive Director to Register with Gov Deals, Inc.*

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY  
Resolution 027-2013  
Authorizing the Executive Director to Register with Gov Deals, Inc.  
for the Sale of Public Property

WHEREAS, the Lambertville Municipal Utilities Authority owns various items of personal property no longer needed for public use; and

WHEREAS, the sale of municipally owned personal property is governed under N.J.S.A. 40A:11-36; and

WHEREAS, Gov Deals is part of a pilot program which has been approved by the State of New Jersey, Department of Community Affairs, Division of Local Government Services as a vender;

WHEREAS, the Lambertville Municipal Utilities Authority intends to utilize the online auction services of GovDeals, Inc. located at [www.govdeals.com](http://www.govdeals.com); and

WHEREAS, the Lambertville Municipal Utilities Authority would like to auction the following items:

- 2004 Ford Escape
- Excelsior Blower, 10 hp

NOW, THEREFORE, BE IT RESOLVED by the Lambertville Municipal Utilities Authority in the County of Hunterdon, State of New Jersey, that Thomas F. Horn, P.E., Executive

Director is hereby authorized to register and sell the surplus public property as identified in this Resolution.

BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between GovDeals, Inc. and the Lambertville Municipal Utilities Authority are available at [www.govdeals.com](http://www.govdeals.com) and in the Lambertville Municipal Utilities Authority's office.

BE IT FURTHER RESOLVED, that a certified copy of the within Resolution shall be filed with the Department of Community Affairs, Director of the Division of Local Government Services.

Moved: Mr. Kramer  
 Seconded: Mr. Hayes

Governing Body Member:	Recoded Vote			
	Aye	Nay	Abstain	Absent
Eric Richard	X			
Janine MacGregor				X
Frank Kramer	X			
Robert Hayes	X			
Vincent Uhl	X			

Mr. Kramer made a motion to adopt Resolution 027-2013 authorizing the Executive Director to register in an online auction for the 2004 Ford Escape and the Excelsior Blower through Govdeals, Inc. Mr. Hayes seconded the motion. A unanimous roll call was taken by all members present. MOTION CARRIED.

Sodium Hypochlorite: The current contract for the supply of sodium hypochlorite will term June 30, 2013. Mr. Horn had solicited and received bids on May 31. The Board took a moment to review the bid tabulation and agreed to award the contract to Main Pool & Chemical Company, Inc. who was the low bidder.

**Resolution 032-2013** *Awarding the Supply of Sodium Hypochlorite Solution for the Period of July 1, 2013 to June 30, 2015*

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY  
 Resolution 032-2013  
 Awarding the Contract for the Supply Sodium Hypochlorite Solution  
 for the Period of July 1, 2013 to June 30, 2015

WHEREAS, the Lambertville Municipal Utilities Authority ("LMUA") uses sodium hypochlorite solution for sewage treatment; and

WHEREAS, as per N.J.S.A. 40A:11-3 public bidding is required because the cost of sodium hypochlorite in a 2 year period is above the bid threshold; and

WHEREAS, four (4) bids were received and publicly opened and read aloud on Friday, May 31, 2013; and

WHEREAS, the LMUA staff and Attorney have reviewed the bids; and

WHEREAS, the bid documentation from the lowest apparent bidder was found to be in order and acceptable form from a legal standpoint; and

WHEREAS, the LMUA Board of Commissioners concur with the recommendation of the LMUA's Attorney and staff.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of June 5, 2013 as follows:

1. Main Pool & Chemical Company, Inc. is hereby awarded the Contract for the supplying of the Authority's Sodium Hypochlorite solution and shall be required to enter into a contract as per the bid documents at the unit price of \$1.29 per gallon and in the amount of \$61,920.00 for a two (2) year term.
2. Thomas F. Horn, P.E., Executive Director is hereby authorized and directed to execute any and all documents and to take any and all actions necessary to implement this Resolution.
3. The Resolution shall be effective immediately upon adoption.

Moved: Mr. Richard  
Seconded: Mr. Hayes

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Eric Richard	X			
Janine MacGregor				X
Frank Kramer	X			
Robert Hayes	X			
Vincent Uhl	X			

Mr. Richard made a motion to approve Resolution 032-2013 awarding the two (2) year Sodium Hypochlorite Contract to Main Pool & Chemical Company, Inc. at a rate of \$1.29 per gallon and a total amount of \$61,920.00. Mr. Hayes seconded the motion. An affirmative roll call vote was taken in favor of the motion by all members present. **MOTION CARRIED.**

Artifacts: The State Museum has asked the LMUA if we would like to renew our artifacts loan which had expired in 2012. The Board asked Mr. Horn to use his discretion since this is at no charge.

The hook up fee report submitted by Bowman & Company dated May 31, 2013 was reviewed by the Board. Bowman & Company have proposed a new connection fee at a maximum of \$5,070.00, a \$300.00 increase. Mr. Horn asked if the Board would like to hold a rate hearing to adopt the new fee.

The Board then decided to schedule the rate hearing during the regularly scheduled meeting, August 7, 2013 at 6:00 p.m. It was also the decision of the Board not to hold a meeting in July.

**Chief Financial Officer’s Report - Kathy Leary.**

1. Mr. Richard made a motion to approve the bill list for May, Mr. Kramer seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.
2. **Resolution 030-2013** *Transfer and Investment of Surplus Funds in the General Fund*

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY  
 RESOLUTION 030-2013  
 TRANSFER AND INVESTMENT OF SURPLUS  
 FUNDS IN THE GENERAL FUND

WHEREAS, Section 501 of the Bond Resolution requires that the Trustee supervise our General Fund; and

WHEREAS, Section 501 does not specify a particular amount to be held in the General Fund, and

WHEREAS, the Lambertville Municipal Utilities Authority (LMUA) with the advice of our Auditor Suplee Cloony & Co, our Consulting Engineer CDM Smith, and our Executive Director has determined that \$50,000 is an adequate balance for the General Fund as required by Section 511 of said Bond Resolution.

NOW, THEREFORE BE IT RESOLVED:

1. That the Trustee is ordered to relinquish control of and deliver all money in excess of \$50,000 from the General Fund (Acct #207760) at The Bank of New York Mellon to The Bank of Princeton.
2. The Chief Financial Officer or the Executive Director is authorized to transfer the excess funds subject to review by the Board at its next regular meeting.
3. The Bank of New York Mellon is authorized to make transfers to The Bank of Princeton as directed by the Chief Financial Officer and or the Executive Director.

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
Eric Richard	X			
Janine MacGregor				X
Frank Kramer	X			
Robert Hayes	X			
Vincent Uhl	X			



Mr. Hayes made a motion to memorialize Resolution 030-2013 passed May 14, 2013 approving the transfer and investment of excess funds to the general fund. Mr. Kramer seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED.

**Attorney's Report – Greg Watts.**

Mr. Watts updated the Board on the ongoing litigation between Black River Western and the State. He reported that there are no changes. The Authority is settled and the agreement has been signed but there are ongoing negotiations with a piece of the settlement not pertaining to the Lambertville MUA.

**Adjournment.**

The meeting adjourned at 7:30 p.m. with a motion made by Mr. Kramer and seconded by Mr. Hayes. 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 August 7, 2013.*