



**Lambertville Municipal Utilities Authority
Regular Meeting
Wednesday, June 1, 2016, 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended
Meeting Minutes**

The meeting was called to order at 6:01 p.m. by Chairwoman MacGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on Thursday, May 12, 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, Joseph Polizzi-Member and Russell Lambert-Alternate 1

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

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

Pledge of Allegiance.

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

Minutes.

The minutes of the May 4, 2016 regular meeting was approved on a motion made by Mr. Rotondi and seconded by Mr. Hayes followed by a unanimous roll call vote by all members present except for Mrs. MacGregor and Mr. Polizzi who abstained as they were absent.
MOTION CARRIED.

Public Hearing.

FY 2016-2017 Connection Fee:

Jaqueline Klapp, Court Reporter is present for the purpose of holding a rate hearing to discuss new rates for the coming fiscal year. A copy of the transcript shall be available to the public for a reasonable fee in the Authority's administration office. Mr. Horn explained that based on the recommendation of Bowman and Company, LLP the maximum statutory rate to increase the connection fee is \$5,668.00. This is \$182.00 more than the current fee of \$5,486.00. He continued to clarify that the fee was calculated in accordance with the provision of N.J.S.A. 40:14A-8(b). Any property that wishes to connect to the sanitary sewer system of the Authority

shall be charged a fee to represent a fair payment towards the cost of the system. Mrs. MacGregor asked if the Board had any comments or questions in regards to the new connection fee. She questioned why we use the current number of service units in the fee calculation. Mr. Watts explained that the new users will be paying for their fair share of the system based on what the current users have been paying since the system was built. Mr. Watts stated for the record that there were no members of the public in attendance. Seeing no other comments Mrs. MacGregor made a motion to move Resolution 022-2016.

Resolution 022-2016 “Approving the Connection Fee”

WHEREAS, after a public hearing held by the Lambertville Municipal Utilities Authority (“Authority”) on June 1, 2016, pursuant to the provisions of N.J.S.A. 40:14A-8, sewer connection fees were determined by the Authority; and

WHEREAS, the hookup fee for the fiscal year from July 1, 2016 through June 30, 2017 was prepared by Bowman & Company, LLP, Special Projects Auditor to the Authority using the parameters contained in P.L. 1986, c. 526 shows that the LMUA is in accordance with legislation limits to increase the connection fee to \$5,668.

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Lambertville Municipal Utilities Authority that commencing on July 1, 2016 sewer connection fees are hereby established at \$5,668 per equivalent dwelling unit (EDU); and

BE IT FURTHER RESOLVED that a schedule of the aforesaid connection fees shall at all times be kept on file at the offices of the Lambertville Municipal Utilities Authority, Lambert Lane Extended, Lambertville, New Jersey, and shall at all reasonable times be open to public inspection.

Mrs. MacGregor made a motion to adopt Resolution 022-2016 approving the 2016-2017 connection fee for new users. Mr. Hayes seconded the motion. An affirmative roll call vote was taken by all members present. MOTION CARRIED

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			

FY 2016-2017 Rate Schedule:

The user rates for the coming 2016-2017 fiscal year shall remain the same. This is credited to the Authority’s ability to manage the budget by keeping operational costs down. Seeing no questions Mrs. MacGregor made a motion to approve Resolution 023-2016.

Resolution 023-2016 “Approving the Rate Schedule”

WHEREAS, after a public hearing held by the Lambertville Municipal Utilities Authority (“Authority”) on June 1, 2016, pursuant to the provisions of N.J.S.A. 40:14A-8, user charge amounts were determined by the Authority; and

WHEREAS, the user charge system is reviewed by the Authority every year to ensure proper charges for users so that the Authority may operate, manage and maintain the sewerage facilities in an efficient manner; and

WHEREAS, after review the Special Projects Auditor, Bowman & Company, LLP does not recommend a change in user charge amounts.

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Lambertville Municipal Utilities Authority that commencing on July 1, 2016 sewer use charge amounts will remain the same and are hereby established at \$452.00 per equivalent dwelling unit (EDU) per year for residential use, \$340.00 per EDU, per year for Senior Citizens; \$562.00 per EDU per year for commercial use and increased proportionally for all other rates as per the Rate Schedule dated July 1, 2016 through June 30, 2017.

BE IT FURTHER RESOLVED that a schedule of the aforesaid user charge amounts shall at all times be kept on file at the offices of the Lambertville Municipal Utilities Authority, Lambert Lane Extended, Lambertville, New Jersey, and shall at all reasonable times be open to public inspection.

Effective on June 1, 2016

Mrs. MacGregor made a motion to adopt Resolution 023-2016 approving the 2016-2017 rate schedule. Mr. Hayes seconded the motion. An affirmative roll call vote was taken by all members present. MOTION CARRIED

Governing Body Member	Recorded Vote		Abstain	Absent
	Aye	Nay		
Janine MacGregor	X			
Vincent Uhl				X
Robert Hayes	X			
Paul Rotondi	X			
Joseph Polizzi	X			
Russell Lambert	X			

Mrs. MacGregor stated that this concludes the public hearing portion of the meeting. Mr. Horn stated that the approved rates will go into effect July 1, 2016.

Public Comment.

There was no public in attendance.

Correspondence.

1. 170 Old York Road, New Hope, PA: The capacity request for two additional dwellings was approved May 6, 2016.
2. NJ Environmental Infrastructure Trust: A notice of refunding Bond Series 2016A-R2 was received May 31, 2016. Mr. Horn explained that the Authority was included in the refinancing opportunity for our combination truck loan. Since the EIT was able to secure a better rate the Authority will see a savings of \$27,512 in total debt service repayments.

Chairwoman's Report.

The newly revised plant flow schematic was reviewed by the Board. The one adjustment Mrs. MacGregor requested was to change the title from *The Lambertville Regional Pollution Control Facilities* to *Lambertville Municipal Utilities Authority*, and on the next line *Regional Pollution Control Facilities*. The only other minor change was to make the piping to the old sludge storage tank a dotted line to show that it is not currently in use. Should the Board not have any other changes to this we will be ready to print out the final copy.

Engineers Report – CDM Smith, Inc.

There was no activity for the month of May therefore CDM-Smith did not submit a report. Mr. Matteson has finished the engineering for the resizing of the pumps at the Swan Street pump station.

Executive Directors Report – Thomas Horn.

OPERATIONS & MAINTENANCE: Treatment Facility: There were no plant issues to report. Staff completed painting several buildings at the main plant.

COLLECTION SYSTEM: Mr. Horn reported that the staff worked on normal maintenance of the stations. Staff started painting the Swan Street pumping station.

ODOR ISSUES: There were no odor complaints to report for May. The carbon was changed in the filter press scrubber to prevent odor issues. This was last changed two years ago.

UNION/ PERSONNEL ISSUES: We have sent the updated Personnel Manual to Attorney Watts for review. Mr. Horn expects these to be ready to approve by our August meeting. This needs to be done by October 1st.

REGULATORY ISSUES: The Authority continues monitoring the biofilter and carbon unit. Mr. Horn continues to update our spill prevention plan.

ADMINISTRATIVE ISSUES:

Annual Report Recommendations: Mr. Horn had prepared a list of the recommendations made by CDM-Smith from our last annual inspection. This was discussed at the May meeting. Mrs. MacGregor took a moment to review this as she was not able to attend the previous meeting. She suggested that the Board review this periodically to keep up with the progress. Mr. Horn recommended updating it quarterly in our regular meetings.

NJ MEL: Each commissioner who completes the online training will earn a \$250.00 credit towards the Authority's insurance premium. An email reminder was sent out to remind the Board. These were due by June 1st.

Winter Storm Jonas: The Authority had submitted their public assistance request and all required back up documentation to FEMA on May 12, 2016. This is now in the review process.

SWAN STREET PUMPING STATION: CDM-Smith has completed the pump design and specifications and the Authority is now ready to advertise for bids. Mr. Horn requested authorization from the Board to bid the replacement pumps.

Mr. Hayes made a motion to authorize Mr. Horn to solicit for bids for the purpose of supplying replacement pumps for the Swan Street pumping station. Mr. Rotondi seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED

HAZARDOUS MITIGATION GRANT: No changes on the generator.

FY 2017 BUDGET: The DCA had a few minor comments and changes that have been completed and the proposed budget is now approved by the DCA. Mr. Horn recommended that the Board adopt the budget. It must be sent to the DCA for their final approval.

Resolution 024-2016 "Adoption of the 2017 Budget"

WHEREAS, the Annual Budget and Capital Budget/Program for the Lambertville Municipal Utilities Authority for the fiscal year beginning July 1, 2016 and ending, June 30, 2017 has been presented for adoption before the governing body of the Lambertville Municipal Utilities Authority at its open public meeting of June 1, 2016; 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 \$ 1,901,498, Total Appropriations, including any Accumulated Deficit, if any, of \$1,940,652 and Total Unrestricted Net Position utilized of \$72,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$182,500 and Total Unrestricted Net Position planned to be utilized of \$107,500; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Lambertville Municipal Utilities Authority, at an open public meeting held on June 1, 2016 that the Annual Budget and Capital Budget/Program of the Lambertville Municipal Utilities Authority for the fiscal year beginning, July 1, 2016 and, ending, June 30, 2017 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.

Mr. Hayes made a motion to approve Resolution 024-2016 adopting the 2017 Budget for fiscal year 2016-2017. Mr. Polizzi seconded the motion. An affirmative call vote was taken by all members present. MOTION CARRIED

Governing Body Member	Recorded Vote			Abstain	Absent
	Aye	Nay			
Janine MacGregor	X				
Vincent Uhl					X
Robert Hayes	X				
Paul Rotondi	X				
Joseph Polizzi	X				
Russell Lambert	X				

SWAN CREEK RESILIENCY PROJECT:

Eligibility of the flood gate portion of our application is now under review. Mr. Horn and Mr. Rotondi met with a representative from the NJEIT at the beginning of May to discuss the project. According to the representative there are a number of funding sources available. One possibility is a grant through a DEP resiliency group but we may not fit the qualification parameters. Mr. Horn feels that this is still worth applying for. There is also regular EIT and Community Block money we may also be eligible for.

Mr. Horn and our Engineer, Howard Matteson met with a representative from the DEP group at the pump station to discuss the importance of this project. While onsite they noted several reasons why this plan could be eligible including the force main, pumping station, the water company's equipment building and our only access to the plant could be impacted. The next step will be to set up a meeting with a DEP permit coordinator. Mr. Horn will keep the Board updated on any new developments.

Chief Financial Officer's Report - Kathy Leary.

Mr. Hayes made a motion to approve the bill list for May. Mr. Polizzi 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.

Closed Session.

Mr. Horn recommended that the Board move to go into closed session in order to discuss raises for the non-union personnel for FY 2016-2017.

Resolution 025-2016 *Authorizing a Closed Session*

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 1, 2016 at The LMUA Sewerage Treatment Facility located at Lambert Lane Extended, Lambertville for the purpose of discussing personnel salaries pertaining to non-union employees.

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.

Mrs. MacGregor made a motion to approve Resolution 025-2016 “Authorizing a Closed Session to Discuss Personnel Salaries Pertaining to Non-Union Employees” Mr. Hayes seconded the motion. An affirmative roll call vote was taken by all members present. MOTION CARRIED

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			

The LMUA Board convened in closed session at 6:38 p.m.

The LMUA Board re-convened in regular session at 6:54 p.m.

After convening from the closed session the Board agreed to move the below Resolution 026-2016

Resolution 026-2016 Establishing Non-Union Salaries

WHEREAS, the Lambertville Municipal Utilities Authority (“LMUA”) finds it necessary to establish a specific salary for specific reasons; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby approves the following salaries effective July 1, 2016 and that the following salaries be established:

Employee	Title	Salary
Thomas F. Horn	Executive Director	\$116,600
Kathy Leary	Chief Financial Officer	\$60,000
Melissa Ege	Administrative Assistant	\$38,000

Mrs. MacGregor made a motion to approve Resolution 026-2016 establishing non-union employee salaries effective July 1, 2016. Mr. Hayes seconded the motion. An affirmative roll call vote was taken in favor of the motion by all members present. MOTION CARRIED

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			

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Adjournment.

The meeting adjourned at 6:56 p.m. with a motion made Mr. Rotondi and seconded by Mr. Polizzi. 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 3, 2016.