



**Lambertville Municipal Utilities Authority  
Regular Meeting  
Tuesday, August 1 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, July 6, 2017 to The Hunterdon County Democrat and 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- Chairperson, Robert Hayes-Secretary, Joseph Polizzi-Member, Russell Lambert Alternate-1 & Megan Ruf-Alternate-2

Absent: Vincent Uhl-Vice Chairperson, Paul Rotondi-Treasurer, Kathy Leary-CFO, C. Gregory Watts-Attorney, Watts Tice & Skoronek

Also Present: Thomas F. Horn, P.E.-Executive Director and Jacqueline Klapp-Court Reporter

**Pledge of Allegiance.**

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

**Minutes.**

**The regular and the closed session minutes of the June 6, 2017 meeting were approved on a motion made by Mr. Hayes and seconded by Mrs. Ruf followed by a unanimous roll call vote by all members present. MOTION CARRIED.**

**The minutes of the June 20, 2017 special joint session with the City of Lambertville were approved on a motion made by Mrs. MacGregor and seconded by Mr. Hayes followed by a unanimous roll call by all members present, except for Mr. Hayes and Mrs. Ruf who abstained as they were not present. MOTION CARRIED.**

**Public Hearing.**

**Mr. Polizzi made a motion to open the public hearing portion of the meeting. Mrs. Ruf seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED**

**THE RATE SCHEDULE:**

For the record, Mr. Horn stated there was no public in attendance. Mr. Horn reviewed the proposed rate schedule showing the projected increased user fees with the Board. Notice of the rate hearing was published in accordance with the law in the Hunterdon County Democrat on July 6, 2017. The residential user fee is proposed to increase to \$118.00 which is up \$5.00 per quarter. The commercial rate would increase to \$146.80

and the senior citizen rate to \$88.50 per quarter. The remainder of the rates would increase proportionally. Mr. Horn stated that the increase is justifiable due to the long term costs of our capital projects. Mrs. MacGregor noted that the increase is “regrettable but necessary” in order to “maintain the quality of effluent and keep the plant viable.” She then asked if the Board had any questions or concerns. Seeing none she requested a motion for Resolution 028-2017.

**Resolution 028-2017 Approving the User Charge Amounts**

**WHEREAS**, after a public hearing held by the Lambertville Municipal Utilities Authority (“Authority”) on August 1, 2017, 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 of our Capital Reserve Fund the Executive Director recommended an increase of our user fees.

**NOW, THEREFORE BE IT RESOLVED**, by the Commissioners of the Lambertville Municipal Utilities Authority that commencing on July 1, 2017 sewer use charge amounts will increase and are hereby established at \$472.00 per equivalent dwelling unit (EDU) per year for residential use, \$354.00 per EDU, per year for Senior Citizens; \$587.20 per EDU per year for commercial use and increased proportionally for all other rates as per the Rate Schedule dated July 1, 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 July 1, 2017.

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			
Megan Ruf	X			

**Mr. Hayes made a motion to approve Resolution 028-2017 approving the new rate schedule effective July 1, 2017. Mr. Polizzi seconded the motion. An affirmative roll call was taken in favor by all members present. MOTION CARRIED**

**At this time Mr. Hayes moved to close the rate hearing portion of the meeting. Mr. Polizzi seconded the motion. An affirmative voice vote was taken in favor by all members present. MOTION CARRIED**

## **Public Comment.**

There were no members of the public in attendance.

## **Correspondence.**

1. NJDEP: The Office of Quality Assurance deemed the Authority's 2017 Non-Potable Water Proficiency Test acceptable.
2. DRBC: The Authority's main docket renewal application was submitted in a letter dated June 30, 2017.
3. NJDEP: The Authority's main wastewater treatment permit was renewed in a letter dated June 30, 2017.
4. CWA: Request for the membership removal of David Rose was sent to Mr. Castella at the CWA Local 1032 on July 14, 2017.
5. 230 Swan St.: Verification of capacity and reconnection rules were sent in a letter dated July 18, 2017.
6. NJ DEP: The Authority received notice that the DEP approved WQMP amendment for Academy Hill.

## **Chairpersons Report.**

Mrs. MacGregor let the Board know about a odor complain she had received last Friday, July 28<sup>th</sup> at 8:04 p.m. The odor was located across the bridge in New Hope, PA and she asked that the Authority contact Bucks County W&S Authority.

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

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

Mr. Matteson continues to work on updating the Operations and Maintenance manual.

Mr. Matteson is working on his annual inspection report after completing his walkthrough in July.

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

### **JULY & AUGUST 2017 OPERATIONS & MAINTENANCE:**

The polymer change and savings was discussed. Once the old polymer is used the Authority will switch. The main plant experienced a low voltage issue at the same time each day for about a week. JCP&L installed a voltage meter at the plant to help track down the issue. The Authority has not experienced any additional issues since the meter installation and is waiting for the results.

Mr. Horn is attending the D&R Canal Commission meeting on August 16<sup>th</sup> to explain our odor control program.

**COLLECTION SYSTEM:** A sink hole was repaired on Delevan Street along with a cracked main. Our personnel then TV'd the rest of the main and found that it was in poor condition. Mr. Horn recommends going to bid for the complete replacement of the main on Delevan Street.

**ODOR ISSUES:** The Authority did not receive any complaints in June or July other than the complaint Mrs. MacGregor had received. The carbon in the biofilter was replaced this past month and the unit was also repaired.

**UNION/ PERSONNEL ISSUES:** Mr. Horn advised the Board to discuss in closed session. The Board then decided to complete all other matters before the Board prior to convening in to closed session.

**REGULATORY ISSUES:**

**Local Limit Analysis:** Mr. Horn is waiting to hear back but expects there to be no issues or changes.

**NJ DES Permit:** Mr. Horn has submitted the plant's main discharge permit through NJDEP and copied the DRBC.

**ADMINISTRATIVE ISSUES:** Confined Space Agreement- Mr. Watts is currently updating this and should have a draft by the September meeting.

**SWAN STREET PS RESILIENCY PROJECT:** Mr. Horn met with the National Park Services on Monday, June 12<sup>th</sup> to discuss the project. The National Park Services are not for or against the project. Historic preservation is reviewing and will let us know if they need additional materials.

**AUCTION OF SURPLUS PROPERTY:** Mr. Horn auctioned off the 2003 Ford F350 on Gov. Deals, Inc. The winning bid was just over \$8,000. There is a small fee for Gov. Deals services.

**SWAN STREET PUMPING STATION:** The staff is currently installing conduits in preparation of the new control panel and VFDs. The staff has replaced the lights with new LEDs. The staff has replaced exhaust fans and we have received and approved shop drawings for the HVAC equipment. The contractor should begin in August. The generator is expected to be delivered in October and installation should take around three weeks. The gas company is expected to begin work on the new line in August. The Authority had received the proposal from Gordian Corporation through the ESCNJ coop for the mechanical work.

**S. FRANKLIN STREET SEWER:** Mr. Horn met with the Mayor, NJ DEP and Suez to discuss the possibility of installing public water and sewer to the residents located south of Highland Ave. There are a total of 12 properties that need water service and 6-7 properties that need sewer service. There are three lots outside the sewer service area. These would need to be added to our wastewater plan and approved by the DEP before anything else could be done. Mr. Horn will keep the Board updated on any new developments.

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

**Mr. Hayes made a motion to memorialize the bills list for June. Mrs. MacGregor seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.**

**Mr. Hayes made a motion to approve the bill lists for July. Mrs. MacGregor 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. Horn noted that Mr. Watts had no new developments to report.

**Closed Session**

**Mrs. MacGregor made a motion to approve Resolution 037-2017 to go to closed session for the purpose of discussing personnel matters pertaining to salaries & contracts for Union & Non-Union Employees. Mr. Hayes seconded the motion. An affirmative roll call vote was taken in favor of all members present. MOTION CARRIED**

**Resolution 037-2017** *“Authorizing a Closed Session at the August 1, 2017 Regularly Scheduled Meeting of the Lambertville MUA to Discuss Personnel Contracts & Salaries”*

**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 Tuesday, August 1, 2017 at the LMUA Sewerage Treatment Facility located at Lambert Lane Extended, Lambertville for the purpose of discussing personnel matters pertaining to salaries & contracts.

**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:

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			

Megan Ruf X

The LMUA Board convened in closed session at 6:33 p.m.  
The LMUA Board re-convened in regular session at 7:10 p.m.

After convening from closed session, the Board having made no decisions moved to adjourn the meeting.

**Adjournment.**

**The meeting adjourned at 7:11p.m. with a motion made by Mrs. MacGregor 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 October 3, 2017.*