



**Lambertville Municipal Utilities Authority
Regular Meeting Minutes
Tuesday, August 7, 2018, 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended**

The meeting was called to order at 6:02 p.m. by Chairwoman McGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on Thursday, May 10, 2018 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, Vincent Uhl-Vice Chairperson, Paul Rotondi-Treasurer, Joseph Polizzi-Member

Absent: Robert Hayes-Secretary, Russell Lambert Alternate-1& Megan Ruf-Alternate-2

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

Pledge of Allegiance.

Chairwoman MacGregor led the public in the Pledge of Allegiance.

Minutes.

The regular & closed session minutes of the June 5, 2018 meeting were approved in a motion made by Mr. Rotondi and seconded by Mr. Uhl. An affirmative roll call was taken by all members present except for Mr. Polizzi who abstained as he was absent. MOTION CARRIED.

Public Comment.

There were no members of the public in attendance.

Correspondence.

1. Chamber of Commerce: In a letter dated June 6, 2018 the Authority approved the sponsorship of the portable comfort stations in the amount of \$480.00 for the 2018 Pride 5K Run.
2. CWA Local 1032: In a letter dated July 9, 2018 the Authority advised the CWA Local 1032 that the Lambertville MUA does not deduct agency fees in addition to regular Union membership fees.
3. 52 N. Union Street: In a letter dated July 9, 2018 sewer capacity was approved for the use change from a single bedroom unit to a two bedroom unit.

4. City of Lambertville: In a letter dated July 11, 2018 the Authority confirmed the location of the sewer utilities in the area of George & Coryell Streets improvements.

Chairpersons Report.

Mrs. MacGregor spoke about having the pleasure of meeting the democratic candidate for Mayor, Julia Fahl. Mrs. MacGregor had taken an opportunity to discuss our future Capital Improvement plans and the effects on future rates. Ms. Fahl questioned the current rate schedule and asked why our billing is not based on usage rather than flat rated. The Board discussed concerns regarding the extensive changes that would need to be made in order to implement meter reading into our billing system. The Board is not opposed to the idea but feels that there would need to be a study done first to ensure its feasibility. The Board would like to the City to a future meeting to discuss our proposed capital plan, rates and to give a tour of our plant.

Mrs. MacGregor took some time to discuss the future capital plans and rates. She encouraged the Board to speak up and to voice their concerns and opinions. "Don't be worried about opposing a vote. Just be ready to support it if it should pass."

Engineers Update– CDM Smith, Inc.

The Engineers report is included in the Executive Director Report.

Executive Directors Report – Thomas Horn.

JULY & AUGUST 2018 OPERATIONS & MAINTENANCE:

Treatment Facility Operations and Maintenance.

Mr. Horn updated the Board on the following and reported no major issues of concern at the treatment plant over the past month.

Safety Inspection/ Loss Control Report: Mr. Horn updated the Board on the progress of the recommended safety issues that needed to be addressed at the pump stations. They included warning signs, correcting trip hazards, involving the staff in accident prevention training, updating our confined space policy and equipment. The staff has completed all of the signage, the trip hazards are currently being fixed by a contractor, and at our recent safety meeting the staff watched insurance videos on accident prevention. The confined space program and equipment are currently being worked on.

ODOR ISSUES: There were no calls in June or July concerning odors.

UNION/ PERSONNEL ISSUES: Nothing to discuss.

REGULATORY ISSUES: Continued monitoring of the biofilter and carbon unit.

The Authority has received a pre-draft permit in order to give us an opportunity to review and make any comments or corrections needed before being issued as a draft. Mr. Horn noted that the DEP did not change our requirement to determine if limits are required for non domestic discharges. We completed and submitted

documents to DEP. They responded to say that this will be updated before the draft permit is issued. He also reported that they have included the DRBC required testing as monitor only.

ADMINISTRATIVE ISSUES:

Swan Pump Station: The reimbursement of \$75,000 has been received from FEMA. We have contacted NJ OEM, SHMO Sfc. Waugh to inquire about any additional monies we may be eligible for. We will keep the Board informed on any information that is received.

Swan Creek Resiliency Project: The City’s engineer had sent the needed information to Judith Yeany in June to start the process of swapping land for the project. The Board expressed concern that there may be environmental issues on the property the City would acquire for the land swap. There is a question of if there is contamination, who would be responsible for the remediation.

Wastewater Management Plan: Mr. Horn advised the Board that it is time for the County to update our WMP and has a meeting tomorrow with County Planner, Ken Bogen to discuss what assistance they are requesting of the MUA.

ILLICIT CONNECTIONS:

The Board reviewed the draft ordinance prepared by Mr. Horn and reviewed by Mr. Watts. Mr. Watts explained that the ordinance is simple and that the Authority did not feel the need to include industrial parameters because there are no industrial contributors to the wastewater system at this time. Mr. Horn recommended that the Board endorse this Ordinance and request that the City adopt it in order to help enforce prohibited connections into the system like sump pumps and storm drains.

**Resolution 031-2018
Approving a City Ordinance for Illicit Connections**

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Lambertville Municipal Utilities Authority (LMUA) support the adoption of a City of Lambertville Ordinance which will help enforce prohibited illicit connections into the sewer system as regulated under Chapter 4-1, Sewer Use Rules and Regulations.

BE IT FURTHER RESOLVED, that this resolution shall take immediate effect.

Mr. Uhl made a motion to approve Resolution 031-2018 authorizing a City ordinance to enforce illicit connections. Mr. Rotondi seconded the motion. An affirmative roll call 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			

REMEMBRANCE OF JUNE BAFFA TONELLI:

The Board took a moment to discuss the remembrance of June Baffa Tonelli, mother of Chairwoman MacGregor who had passed this past Monday, July 30, 2018. In lieu of flowers the family requested donations to be made to the Alzheimer's Association or Williams Syndrome Association. Mrs. MacGregor spoke fondly about the memory of her mother and that she appreciated the Board's concerns and kind gesture of a donation. After a short discussion the Board agreed to authorize a donation to the Williams Syndrome Association in honor of Chairwoman MacGregor's mother.

Mr. Rotondi made a motion to authorize a donation to be made in honor of June Baffa Tonelli, mother of Chairwoman MacGregor to the Williams Syndrome Association for \$100.00. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION PASSED.

MEMO PRIORITIZATION OF PROPOSED CAPITAL PROJECTS:

Mr. Horn reviewed his memo dated August 2, 2018 with the Board showing the top six recommended capital improvements listed by priority to be funded to the NJIB. Beginning at the top priority is sewer rehabilitation on Swan and N. Union Streets, replace roofs at the treatment plant, purchase clarifier mechanisms, rehabilitate the chemical building, repave the plant and access road and finally repair drain lines in the control and belt filter press buildings.

Mr. Horn explained that the long term loan interest rate will be locked in at the time the Board decided to commit to the financing. Sewer rate increases can be revisited once known and the long term cash flow analyses spreadsheet can be revised at that time. The Board discussed concerns over the timing of rate changes since we had just increased them last year. Mr. Watts suggested that the Board hold a special meeting in the future concerning rates where we can better inform the residents of our long term financial position.

Resolution 032-2018 Authorizing the Application for a New Jersey Infrastructure Bank loan to Finance Capital Improvements to the Treatment Plant & Collection System

WHEREAS, the Lambertville Municipal Utilities Authority's ("LMUA") Engineer, CDM Smith have put together a five year plan of recommended Capital Improvements which are necessary in order to maintain the treatment plant and collections system; and

WHEREAS, the LMUA’s Financial Advisor, Acacia Financial Group Inc. prepared a long term financial analyses detailing the effect of a new loan against our projected revenue and expenses over a ten year period; and

WHEREAS, our Financial Advisor recommends alternate funding for the recommended Capital Improvements through the New Jersey Infrastructure Bank (NJIB) based on this financial analyses; and

WHEREAS, the Executive Director, Thomas Horn has prepared a prioritized list of Capital Projects to be funded under NJIB financing; and

WHEREAS, the LMUA Commissioners have determined that it is in the best interest of the LMUA to proceed with the application and other documents required for the Loan.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of August 7, 2018 as follows:

1. Thomas F. Horn, P.E., Executive Director is hereby authorized to act as the Applicant/ Owner to represent the LMUA in all matters relating to the project including all documents and to take any and all actions necessary to implement this Resolution.
2. The Resolution shall be effective immediately upon adoption.

Mr. Uhl made a motion to approve Resolution 032-2018 authorizing a loan application to the NJIB for Capital Improvements. Mr. Rotondi seconded the motion. An affirmative roll call 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			

MEMO ENGINEER PROPOSALS:

Mr. Rotondi asked Mr. Horn if the Authority received any other RFPs for the Planning Document or the Asset Management Plan Development. Mr. Horn explained that he did not seek any other engineering firms because CDM Smith is our contract engineer and have done some similar work for us in the past. Mr. Uhl said he would like to see more clarification on the hourly rates, a broken down budget and details on the proposed personnel. After a discussion the Board feels the proposal should be more specific to our utility.

In response to the Board’s concerns Mr. Horn will ask that Mr. Matteson, Authority Engineer from CDM Smith attend our September 4th meeting with a more detailed proposal. Mr. Uhl will email some of his specific concerns to the Board and Mr. Horn to address at our September meeting. Resolution 034-2018 was then tabled for further review pending additional information at our September meeting.

After reviewing additional supporting documents on CDM Smith’s proposal the Board had no other concerns moved the below resolution for awarding a contract to CDM Smith for providing an environmental planning document for our list of prioritized capital improvements.

Resolution 033-2018
Awarding a Contract to CDM Smith for Professional Engineering Services
to Provide an Environmental Planning Document for
the NJDEP/ NJIB Loan for Capital Improvements to the
Treatment Plant & Collections System

WHEREAS, the Lambertville Municipal Utilities Authority’s (“LMUA”) has determined a prioritized list of Capital Projects for Treatment and Collection system improvements to be funded by the NJDEP/ NJIB; and

WHEREAS, the LMUA is in need of professional Engineering services to provide an Environmental Planning Document in accordance with NJ AC 7:22-10.4 and required by NJIB; and

WHEREAS, CDM Smith has submitted their proposal dated July 5, 2018 for professional engineering services for the environmental planning document; and

WHEREAS, the Executive Director, has reviewed the proposal and recommends that the LMUA award a contract for the work included in the proposal.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of August 7, 2018 as follows:

1. CDM Smith is hereby awarded the contract for professional engineering services for the Environmental Planning Document required by NJDEP/ NJIB as per their proposal dated July 5, 2018, in an amount not to exceed \$15,000.
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.

Mr. Rotondi made a motion to approve Resolution 033-2018 authorizing a awarding a contract to CDM Smith to provide an Environmental Planning Document for the NJDEP/ NJIB loan. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor of the motion 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			

Chief Financial Officer’s Report - Kathy Leary.

Mr. Rotondi made a motion to memorialize the bill lists for July and approve the bills list for August. Mr. Uhl 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 no issues of concern this month.

Adjournment.

**The meeting adjourned at 7:01 p.m. with a unanimous voice vote taken 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 September 4, 2018.