

**Lambertville Municipal Utilities Authority  
Regular Monthly Meeting  
Wednesday, September 5, 2012, 6:30 PM  
Lambertville Wastewater Treatment Facility, Lambert Lane Extended  
Meeting Minutes**

The meeting was called to order at 6:30 p.m. by the Chairman, Eric Richard with a statement of compliance with the Open Public Meetings Act, providing the required legal notice sent on Friday August 24 to The Hunterdon County Democrat, 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, Janine MacGregor-Vice Chairwoman, Robert Hayes-Treasurer, Vince Uhl-Member , Paul Rotondi-Alternate 1, Preston Klingseis-Alternate 2

Absent: Frank Kramer-Secretary

Also present: Greg Watts, Attorney, Watts, Tice and Skowronek; Thomas F. Horn, P.E., Executive Director

**Minutes.**

The minutes of the August 1, 2012 meeting were approved on a motion made by Mr. Rotondi and seconded by Mr. Uhl, followed by a unanimous roll call vote except for Mr. Richard and Mr. Uhl who abstained as they were both absent at the August meeting.

The closed session minutes of the August 1, 2012 meeting were approved on a motion made by Mr. Rotondi and seconded by Mr. Uhl, followed by a unanimous roll call vote except for Mrs. MacGregor and Mr. Hayes who abstained as they were both absent at the August meeting.

**Public Comment.**

No one from the public was in attendance.

**Correspondence.**

There was no correspondence to bring before the Board.

**Chairman's Report.**

The Chairman updated the Board on his odor action plan. Mr. Richard took a moment to review the spread sheets Mr. Horn had prepared entitled *Odor Call Summary and Sludge Levels* with the Board for the month of August. After reviewing the sheets Mr. Richard concluded that the LMUA is moving in the right direction. The odor calls are significantly down due to the implementation of the new operational recommendations. Mr. Richard informed the Board of the Mayor's request for the LMUA to come before City Council with an update. His suggestion at this time is to tentatively schedule a meeting for December at which time the final phase of the Biosolids Plan should be underway. He requested that Mr. Horn send Mayor and City Council a letter summarizing the Plan progress over the past three months.

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

Mr. Horn reviewed Mr. Matteson's report dated August 31, 2012 outlining his work this month. Mr. Matteson had visited the treatment plant on August 29 to meet with a representative from the DEP for the final inspection for the ARRA project. He is currently working on the paperwork to close the project. Once LMUA receives the necessary paper work from MBE, we will issue their final payment.

CDM-Smith is working on the Annual Inspection Report which is scheduled to be on the agenda for the October 3, 2012 meeting. Mr. Matteson has started reviewing the specifications for the Combination Sewer Cleaner with Mr. Horn.

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

August 2012 Operations and Maintenance: Mr. Horn reported that the treatment plant had no major problems this past month. The plant is back running normally since the RBC failure in July. The plant staff have been running and keeping the sludge storage tank levels down as shown in a daily log maintained by Mr. Horn entitled *Sludge Holding Tank Levels*. Mr. Horn has been monitoring and enforcing the covering of the grit dumpster as Mr. Richard had requested at last meeting. Odor calls for August: Calls have significantly decreased as there was only one reported odor complaint for this month.

The required corrections to our Standard Operating Procedures for the Authorities' lab were completed and are being submitted to the lab Auditor for approval. Mr. Horn reported that the DEP has issued a pre draft general permit for our plant tentatively to be effective January 1, 2013. This will require us to do extra coliform tests of our effluent.

Sludge Storage Tank Cover: The bids were received and on Thursday August 30. Mr. Horn, Authority Engineer Matteson and Attorney Watts reviewed the proposals and it was determined that they are in order. The bids are within the budgeted amount for the project. The Board discussed the bids in detail. It was their determination to award the contract for the supply of the Sludge Storage Tank Cover to HMT, Inc. as they were the lowest bidder. The tank cover should be up and operational by the first quarter of next year.

Mr. Richard made a motion to approve the below Resolution #4-2012 awarding HMT, Inc. the contract for the Sludge Storage Tank Cover in the amount of \$40,703.00. Mrs. MacGregor seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED

*Resolution to Award HMT, Inc. the contract for the Supply of the Biosolids Tank Cover*

## **Lambertville Municipal Utilities Authority**

### **Resolution Number 10-2012**

*Resolution to Award HMT, Inc. the Contract for the Supply of the Biosolids Tank Cover*

**WHEREAS**, the Lambertville Municipal Utilities Authority ("LMUA") requires modifications to its facilities for sludge handling including a cover over the new sludge holding tank; and

**WHEREAS**, the LMUA advertised for bids for a cover over the sludge holding tank; and

**WHEREAS**, two (2) bids were received and publicly opened and read aloud on Thursday, August 30, 2012; and

**WHEREAS**, the LMUA staff and Attorney 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 and engineering standpoint; and

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

**WHEREAS**, sufficient funds are available for the project.

**NOW, THEREFORE BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of September 5, 2012 as follows:

1. HMT, Inc. is hereby awarded the Contract for the Supplying of the Authority's Sludge Storage Tank Cover and shall be required to enter into a contract as per the bid documents in the amount of \$40,703.00.
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.

MOTION: Mr. Richard SECOND BY: Mrs. MacGregor	Governing Body			Recorded Vote	
	Member:	Aye	Nay	Abstain	Absent
	Eric Richard	X			
	Janine MacGregor	X			
	Frank Kramer				X
	Robert Hayes	X			
	Vincent Uhl	X			
	Paul Rotondi	X			

Adopted: September 5, 2012

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Robert Hayes, Treasurer

Mr. Horn asked the Board to review the proposed changes to the Rules and Regulations. The Rules and Regulations have been reviewed by the Special Projects Attorney and Staff. The Board took a moment to discuss the changes to the enforcement and the grease sections and at Mr. Horn's recommendation decided to pass a motion approving them.

Mr. Richard made a motion to approve the below Resolution amending the Sewer Use Rules and Regulations of the Lambertville Municipal Utilities Authority. Mrs. MacGregor seconded. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

*Resolution to Approve Changes to the Sewer Use Rules and Regulations*

**LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY**

**Resolution 9-2012**  
***AMENDMENTS TO SEWER USE RULES AND***  
***REGULATIONS***

**WHEREAS**, the Lambertville Municipal Utilities Authority (LMUA or the “Authority”), provides sanitary sewer service to various customers of the Authority under the terms and conditions set forth in the Authority’s Rules and Regulations; and

**WHEREAS**, NJAC 40:14 B et.seq. authorizes the Authority to adopt and amend the Rules and Regulations; and

**WHEREAS**, the LMUA’s Special Projects Attorney and staff have reviewed the Sewer Use Rules and Regulations and recommend revisions to the same; and

**WHEREAS**, the LMUA’s Board of Commissioners have reviewed recommended revisions; and

**WHEREAS**, said revisions to the Rules and regulations are acceptable to the Board of commissioners; and

**WHEREAS**, the Board of Commissioners of the LMUA deemed it necessary and advisable that LMUA amend its Rules and Regulations.

**NOW, THEREFORE BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of September 5, 2012 do hereby approve the revisions as to the Sewer Use Rules and Regulations as recommended; and

**BE IT FURTHER RESOLVED** that a copy of the Revised Sewer Use Rules and Regulations 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.

The Resolution shall be effective immediately upon adoption.

MOTION: Mr. Richard

SECOND BY: Mrs. MacGregor

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

Robert Hayes	X
Vincent Uhl	X
Paul Rotondi	X

September 5, 2012

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Robert Hayes, Treasurer

At this time the Board took a moment to look at the proposed logos designed by employee Mike Schneider. Out of the three submitted they decided on the logo marked #2 on the design sample list but with LMUA written out.

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

Mr. Hayes made a motion to approve the bill list for August. 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.**

At this time Attorney Watts had asked that the Authority to adopt a Resolution to go into closed session for the purpose of discussing litigation with Black River and Western.

Mr. Richard made a motion to adopt the below Resolution authorizing the Board to convene in closed session for the purposes of litigation. Mr. Hayes seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED.

*Resolution for Closed Session to discuss Personnel, contracts, possible litigation, acquisition of property and appointments.*

## **LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY**

### **RESOLUTION**

*“Authorizing a Closed Session at the September 5, 2012 Regularly Scheduled Meeting of the Lambertville Municipal Utilities Authority to Discuss One or More of the Following: Contracts, Personnel, Acquisition of Property, Possible Litigation”*

**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 September 5, 2012 at The LMUA Sewerage Treatment Facility located at Lambert Lane Extended, Lambertville for the purpose of discussing litigation regarding Black River and Western.

**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
Eric Richard	X			
Janine MacGregor				
Frank Kramer				X
Robert Hayes	X			
Vincent Uhl	X			
Paul Rotondi	X			
Preston Klingseis	X			

The LMUA Board convened in closed session at 6:59p.m.

The LMUA Board re-convened in regular session at 7:08 p.m.

### **Adjournment.**

The meeting adjourned at 7:09 p.m. with a motion made by Mr. Richard and seconded by Mrs. MacGregor. An affirmative voice vote was taken in favor of the motion by all members present.  
**MOTION CARRIED.**

Respectfully submitted,

Lambertville Municipal Utilities Authority  
Regular Monthly Meeting  
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Lambertville Wastewater Treatment Facility, Lambert Lane Extended  
Meeting Minutes  
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Melissa S. Ege  
Administrative Assistant

*Approved at the regularly scheduled Lambertville MUA Board meeting held on Wednesday,  
October 3, 2012.*