



**Lambertville Municipal Utilities Authority
Regular Meeting
Wednesday, June 3, 2015, 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended
Meeting Minutes**

The meeting was called to order at 6:00 p.m. by Vice Chairperson Uhl with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on February 12, 2015 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: Vincent Uhl-Vice Chairperson, Robert Hayes-Secretary, Paul Rotondi-Treasurer, Joseph Polizzi-Member, Russell Lambert Alternate-1

Megan Ruf-Alternate-2 entered the meeting after roll call during the public hearing portion of the meeting.

Absent: Janine MacGregor- Chairperson

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

Pledge of Allegiance.

Mr. Uhl led the public in the Pledge of Allegiance.

Minutes.

The minutes of the May 6, 2015 meeting were approved on a motion made by Mr. Rotondi and seconded by Mr. Polizzi followed by a unanimous roll call vote by all members present, except for Mr. Hayes and Mr. Lambert who abstained as they were not present. MOTION CARRIED.

Public Hearing.

THE CONNECTION FEE:

Mr. Watts stated for the record that there were no members of the public in attendance. Ms. 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 \$5,486.00. This is \$158.00 more than the current fee of \$5,328.00. He continued to clarify that the fee was calculated in accordance with the provisions 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. Mr. Horn asked the Board if there were any

questions or comments for the proposed connection fee. Seeing no questions or concerns, Mr. Uhl requested a motion to approve Resolution 029-2015 setting forth the connection fee of \$5,486.00 commencing July 1, 2015.

Resolution 029-2015 “Approving the Connection Fee”

WHEREAS, after a public hearing held by the Lambertville Municipal Utilities Authority (“Authority”) on June 3, 2015, 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, 2015 through June 30, 2016 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 \$5,486.

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Lambertville Municipal Utilities Authority that commencing on July 1, 2015 sewer connection fees are hereby established at \$5,486 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.

Effective on June 3, 2015.

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			

Mr. Hayes made a motion to adopt Resolution 029-2015 approving a connection fee \$5,486 effective July 1, 2015. Mr. Rotondi seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED

THE RATE SCHEDULE: Based on the Authority’s current financial information Bowman & Company, LLP did not recommend any rate increases for the upcoming fiscal year. Mr. Watts stated that “the Authority typically sets the rates and they remain the same” until such time as the budget would constitute a change. Mr. Horn reviewed the current rate schedule which is billed per equivalent dwelling unit (EDU) based on the type of unit: residential, commercial, senior citizen or industrial. He stated that the residential rate at \$452.00 per year has remained the same since 2010. Seeing no other comments Mr. Uhl requested the Board pass Resolution #030-2015 maintaining the user fees for fiscal year 2015-2016.

Resolution 030-2015 “Approving the User Charge Amounts”

WHEREAS, after a public hearing held by the Lambertville Municipal Utilities Authority (“Authority”) on June 3, 2015, 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, 2015 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, 2015 through June 30, 2016.

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 3, 2015.

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			

Mr. Hayes made a motion adopting Resolution 030-2015 approving the rate schedule effective July 1, 2015. Mr. Rotondi 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 close the public hearing portion of the meeting. Mr. Rotondi seconded the motion. An affirmative roll call vote was taken in favor of the motion by all members present. MOTION CARRIED

Public Comment.

There were no members of the public in attendance.

Correspondence.

1. 600 River Road, PA: The additional capacity request was approved in letter dated May 14, 2015.

2. NJ Department of Labor: The Authority has earned the Governor's Continued Excellence Award due to no loss time accidents for 2014.
3. 64 Perry Road: Mr. Horn issued a Connection Permit and advised the owner of the conditions to connect to the Authority's sanitary sewer facilities in a letter dated June 2, 2015.

Chairpersons Report.

There was no report for the month of May.

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 updating the Operations and Maintenance manual.

Mr. Horn expects Mr. Matteson to begin his annual inspection shortly.

Executive Directors Report – Thomas Horn.

JUNE 2015 OPERATIONS & MAINTENANCE:

Treatment Facility: The staff is performing routine maintenance on many of the tanks. There have been no issues to report.

COLLECTION SYSTEM: Swan St. Generator: There has been no change on this.

ODOR ISSUES: Mr. Horn took a moment to review the odor action plan. The Board reviewed the spread sheets he had prepared entitled *Odor Call Summary and Sludge Levels* with the Board for the month of May. There was one odor call to report from South Union Street. The staff's investigation indicated that odors could have been caused by weather conditions and that ACUA was in the process of picking up a sludge load.

UNION/ PERSONNEL ISSUES: Mr. Watts advised that "the Board can and should go into closed session for the purpose of discussing personnel matters". The Board then decided to complete all other matters before the Board prior to convening in to closed session.

Mr. Horn notified the Board that a utility person would be out at a minimum of two weeks due to surgery.

REGULATORY ISSUES: The Authority continued monitoring of the biofilter for our permit.

ADMINISTRATIVE ISSUES: Hazardous Mitigation Grant: No new developments.

Energy Savings: Mr. Horn has signed the contract with Adirondack Energy Conservation, LLC for the energy saving devices and the payment is in the meeting items to be approved.

NJ MEL Elected Officials Online Training: Deadline was June 1st.

CHAMBER OF COMMERCE REQUEST: The Lambertville-New Hope Chamber of Commerce has requested that the Authority cover the cost of the comfort stations for the Food Fest to be held June 11, 2015. The Board discussed supporting the Chamber in an email vote as Mrs. MacGregor was unable to attend this meeting. At this time Mr. Uhl requested a motion to approve Resolution 035-2015 authorizing payment for the comfort stations at Food Fest.

Resolution 035-2015 *“Authorizing Payment of Comfort Stations at the June 11, 2015 Food Fest”*

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby authorizes payment for the portable comfort stations during Food Fest on June 11, 2015 on behalf of the Chamber of Commerce in an amount not to exceed \$1,000.00.

The Resolution shall be effective immediately upon adoption.

Adopted: June 3, 2015

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			

Mr. Hayes made a motion to approve Resolution 035-2015 authorizing in an amount not to exceed \$1,000 towards the cost of the comfort stations at the Food Festival on June 11, 2015. Mr. Rotondi seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED

2016 BUDGET: Mr. Horn reviewed the important items in the introduced 2016 budget with the Board. Recently, the Authority received electronic confirmation that the proposed budget was approved by the DCA. He then asked the Board if agreeable, to pass Resolution 031-2015 adopting the 2016 budget.

Resolution 031-2015 *“Adopt the 2016 Budget”*

WHEREAS, the Annual Budget and Capital Budget/Program for the Lambertville Municipal Utilities Authority for the fiscal year beginning July 1, 2015 and ending, June 30, 2016 has been presented for adoption before the governing body of the Lambertville Municipal Utilities Authority at its open public meeting of June 3, 2015; 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 \$ 1,909,741, Total Appropriations, including any Accumulated Deficit, if any, of \$1,921,384 and Total Unrestricted Net Assets utilized of \$72,000 and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$145,000 and Total Unrestricted Net Assets planned to be utilized of \$145,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Lambertville Municipal Utilities Authority, at an open public meeting held on June 3, 2015 that the Annual Budget and Capital Budget/Program of the Lambertville Municipal Utilities Authority for the fiscal year beginning, July 1, 2015 and, ending, June 30, 2016 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.

Effective on June 3, 2015.

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

Mr. Hayes made a motion approving Resolution 031-2015 authorizing the adoption of the Budget for fiscal year 2015-2016. Mr. Rotondi seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED

SODIUM BISULFITE CONTRACT: Mr. Horn reviewed the bid results showing that Miracle Chemical Company was the lowest apparent bidder. The bid was reviewed by Mr. Watts for legal completeness and recommended awarding the contract for the supply of sodium bisulfite for two years.

Resolution 032-2015 *“Awarding the Contract for the Supply of Sodium Bisulfite for the Period of July 1, 2015 to June 30, 2017”*

WHEREAS, the Lambertville Municipal Utilities Authority (“LMUA”) uses sodium bisulfite solution for sewage treatment; and

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

WHEREAS, three (3) bids were received and publicly opened and read aloud on Wednesday, June, 3 2015; 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 3, 2015 as follows:

1. Miracle Chemical Company is hereby awarded the Contract for the supplying of the Authority’s sodium bisulfite solution and shall be required to enter into a contract as per the bid documents at the unit price of \$1.875 per gallon and in the amount of \$37,500.00 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.

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			

Mr. Hayes made a motion to pass Resolution 032-2015 awarding a two year contract for the supply of sodium bisulfite to Miracle Chemical Company. Mr. Rotondi seconded the motion. An affirmative roll call was taken by all members present. **MOTION CARRIED**

SODIUM HYPOCHLORITE CONTRACT: Mr. Horn reviewed the bid results showing that Miracle Chemical Company was the lowest apparent bidder. The bid was reviewed by Mr. Watts for legal completeness and recommended awarding the contract for the supply of sodium hypochlorite for two years.

Resolution 033-2015 *“Awarding the Contract for the Supply of Sodium Hypochlorite for the Period of July 1, 2015 to June 30, 2017”*

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 is above the bid threshold; and

WHEREAS, four (4) bids were received and publicly opened and read aloud on Wednesday, June, 3 2015;
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 3, 2015 as follows:

1. Miracle Chemical Company 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 \$1.075 per gallon and in the amount of \$51,600.00 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.

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			

Mr. Hayes made a motion to pass Resolution 033-2015 awarding a two year contract for the supply of sodium hypochlorite to Miracle Chemical Company. Mr. Uhl seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED

Chief Financial Officer's Report - Kathy Leary.

Mr. Rotondi made a motion to approve the bill lists for May. Mr. Hayes 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 no new developments to report.

Closed Session

Mr. Hayes made a motion to approve Resolution 034-2015 to go to closed session for the purpose of discussing personnel matters. Mr. Rotondi seconded the motion. An affirmative roll call vote was taken in favor by all members present. MOTION CARRIED

Resolution 034-2015 *“Authorizing a Closed Session at the June 3, 2015 Regularly Scheduled Meeting of the Lambertville MUA to Discuss Personnel Salaries Pertaining to Non-Union Employees”*

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 3, 2015 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.

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

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			

The LMUA Board convened in closed session at 6:19 p.m.

The LMUA Board re-convened in regular session at 6:34 p.m.

After convening from closed session the Board agreed to move the below Resolution 036-2015.

Resolution 036-2015 *“Establishing Non-Union Employee Salaries”*

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

WHEREAS, Mr. Horn recommended a 4% raise for non-union employees based on overall performance and in acknowledgment of their dedication to the Authority; and

WHEREAS, The LMUA Board of Commissioners concur with his recommendation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby approves a 4% raise effective July 1, 2015 and that the following salaries be established:

Employee	Title	Salary
Kathy Leary	Chief Financial Officer	\$58,240.00
Melissa Ege	Administrative Assistant	\$36,400.00

The Resolution shall be effective immediately upon adoption.

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			

Mr. Hayes made a motion to approve Resolution 036-2015 establishing non-union employee salaries effective July 1, 2015. Mr. Rotondi seconded the motion. An affirmative roll call vote was taken in favor of the motion by all members present. **MOTION CARRIED**

Adjournment.

The meeting adjourned at 6:34p.m. with a motion made Mr. Rotondi 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 5, 2015.