



Lambertville Municipal Utilities Authority
Tuesday, October 1, 2019, 6:00 PM
Wastewater Treatment Facility,
3 Bridge Street
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, February 14, 2019 to The Hunterdon County Democrat, also noticed The Times of Trenton. 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, Paul Rotondi-Treasurer, entered during correspondence at 6:08 p.m., Russell Lambert-Secretary Helen Pettit-Member, Jacqueline Middleton-Alternate I & Michael Gaudio-Alternate II

Absent: Vincent Uhl-Vice Chairman

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO, Greg Watts-Attorney, Watts, Tice and Skowroneck

Pledge of Allegiance.

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

Public Comment.

None.

Minutes.

The minutes of the September 3, 2019 regular session meeting were approved in a motion made by Ms. Pettit and seconded by Mr. Lambert and followed by a unanimous roll call vote by all members present except for Ms. Middleton who abstained as she was absent. MOTION CARRIED

Correspondence.

1. 17 N. Franklin Street: A request from the owner of 17 N. Franklin Street was received September 5, 2019 for the additional residential unit that had been erroneously charged since September 13, 2014. This billing error had occurred after the owner had inadvertently registered the property as three residential units when it should have been two residential units.

Mr. Watts advised that our rule is that the "Authority takes immediate steps to correct a billing issue when it arises and that the issuance of billing credits are at the discretion of the Board". Mr. Watts also pointed out that even though this was an error made by the owner, they did not receive services for the additional unit billed and he considered it to be a "fair and equitable" request. Ms. Pettit pointed out that

the Authority bases their budget on a certain number of units for projecting revenues for the following fiscal year. Any request for billing adjustments should be handled on a case by case basis. The Board discussed both sides of the mistake and felt that there should be some standardized way written in our rules and regulations to handle a situation like this. Then there was a discussion on ways to improve on City communication and how we can notify the City on future billing/ unit changes as well as be notified by them. Mrs. Ege confirmed that she is copying the City on all changes and has received notifications from the Construction Office and Planning Board.

Mrs. Ege confirmed that the account's billing units have been corrected going forward. A discussion on issuing a billing credit towards the account occurred.

Mrs. MacGregor made a motion to approve a three year billing credit for the one overbilled residential unit to be applied towards future billings on account 30060 servicing 17 N. Franklin Street. Mr. Lambert seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED

2. 80 Lambert Lane, Unit A: In a letter dated September 12, 2019 the owner of 80 Lambert Lane was notified of a billing change in Condo Unit A. Upon our inspection on September 10, 2019 the Authority had decided to change the number of commercial billing units from (4) four to (3) three based on total square footage of the shared office space.
3. 80 Lambert Lane, Unit B&C: In a letter dated September 12, 2019 the owner of 80 Lambert Lane was notified that their sewer billing at Condo Units B & C would resume immediately. After contacting the water company, Suez on September 12th the Authority had learned that both units have the capability of water service and are in habitable condition therefore billing should resume based on our rules and regulations.
4. 52 N. Union Street: A change in use & billing units was confirmed in a letter dated September 18, 2019. The owner is proposing an additional commercial unit to be located on the second floor of the building that currently has one commercial use on the ground floor and one residential use on the third floor. Therefore an additional commercial unit shall be added to their sewer bill to make two commercials and one residential unit at the address.
5. Highland Ave. & Stryker St.: A letter confirming capacity dated September 25, 2019 was sent to the architect proposing the subdivision at Block 1063 Lot 6. In conjunction with the subdivision they are proposing the addition of a single family home on the lot.

Chairpersons Report.

Mrs. MacGregor made the Board aware of her recent sewer lateral repair at her property. During the repair process she met a couple of our operators who came to mark out the sewer connection in the street. She was very impressed with their professionalism.

Executive Directors Report – Thomas Horn.

TREATMENT FACILITY: Mr. Horn reported that ACUA was down for biannual maintenance September 23 through October 7th. During that time period we took one load to Stony Brook.

COLLECTION SYSTEM: Normal maintenance.

ODOR CONTROL: There were no calls concerning odors in September.

UNION/ PERSONNEL: None.

REGULATORY: Biofilter and carbon unit are being tested routinely.

ADMINISTRATIVE ISSUES: The Authority's Auditor had been contacted to schedule our yearend Audit on FY2019. PEOSH was in for an unannounced routine inspection on September 23rd. The inspector cited the Authority on a number of minor things throughout the plant including: installation of railings at three separate exterior stairs, replacement of ladder safety labels, and installation of a step by one of our storage areas. Mr. Horn will share the official report with the Board once it is received.

WMP UPDATE: There were no recent changes on this. The Board discussed the inclusion of the end of S. Franklin Street and Mr. Corboy's property. The Board agreed that this can be removed from the report until new developments emerge.

Memo-Status of Capital Improvements.

COLLECTION SYSTEM WORK-2019B PROJECT:

The TV inspection and jetting work was completed by the contractors the week of September 9th. The next phase involves the sewer main lining and manhole rehabilitation set to begin October 7th. There are two night time sections at N. Union Street from Bridge to Church Streets and Swan Street from Franklin to S. Main Streets. The remaining locations on Swan Street from S. Main to S. Union Streets and N. Union Street from Delevan to York Streets will be done during the day. The contractor has installed the NJ IB notice of sewer work sign at the Swan Street P.S. as required by law.

TREATMENT PLANT WORK-2019A PROJECT:

Roofs, clarifier parts, repaving the plant and access road specifications are waiting for final approval from DEP to advertise to bid. Mr. Horn expects to advertise these by the end of October. Depending on timing the contracts may be awarded to begin in the Spring.

The Board reviewed the spreadsheet Mr. Horn had organized to show a detailed breakdown of each Capital Improvement project. Mrs. MacGregor suggested that he combine his monthly memo into the spreadsheet by adding a column for project status. Also, "Sewer Rehab" column should be changed to "Collections System Work." Ms. Pettit asked why there was such a difference between Tom's and the Engineer's construction

estimate under the Chemical Building Project and Drain Lines. Mr. Horn's numbers were a best guess that didn't include labor and specific requirements from the I-Bank.

The Disinfection facilities and drain repairs are still in the design phase.

ASSET MANAGEMENT PLAN-CDM Smith continues to add to their asset inventory list.

Chief Financial Officer's Report - Kathy Leary.

Mr. Rotondi made a motion to approve the bill list for September. Ms. Pettit 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 matters to discuss.

Correspondence Continued.

In connection with the recent increase of capacity verification letters Ms. Pettit had asked if the Authority has a way of tracking new projects. Mr. Horn explained that capacity verification is a short term commitment which is no guarantee that the project will be connected. Once a new small project either purchases a permit or a larger project enters into a developer's agreement to connect then we track that flow as being committed. Mr. Horn also explained that the plant has sufficient capacity to handle any small projects.

Adjournment.

The meeting adjourned at 6:49 p.m. with a motion made by Mrs. MacGregor and seconded by Ms. Middleton and followed by 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 November 5, 2019.