



**Lambertville Municipal Utilities Authority  
Regular Meeting  
Wednesday, December 7, 2016, 6:00 PM  
Lambertville Wastewater Treatment Facility,  
Lambert Lane Extended  
Meeting Minutes**

The meeting was called to order at 6:03 p.m. by Mr. Uhl with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on Thursday, February 11, 2016 to The Hunterdon County Democrat, 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 Chairman, Robert Hayes-Secretary, Joseph Polizzi-Member, Russell Lambert-Alternate

Janine MacGregor- Chairwoman, entered the meeting shortly after the Pledge of Allegiance at 6:04 p.m.

Absent: Paul Rotondi-Treasurer and Megan Ruf-Alternate 2

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

**Pledge of Allegiance.**

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

**Minutes.**

**The minutes of the October 5, 2016 regular session meeting were approved in a motion by Mr. Hayes. Mr. Uhl seconded the motion. Affirmative roll call was taken by all members present except for Mrs. MacGregor who abstained as she was absent. MOTION CARRIED**

**The minutes of the November 2, 2016 regular and closed sessions were not approved as Mrs. MacGregor was the only member who attended and therefore we did not have a quorum from that meeting.**

**Public Comment.**

There was no public in attendance.

## **Correspondence.**

1. 19 Swan Street: The Authority received a letter dated November 8, 2016 from Mr. Kobasa requesting a billing change and credit. The Authority understands that before Mr. Kobasa purchased the property on June 26, 2015, the property was billed incorrectly for one additional unit. He is requesting a credit for the billing difference to be issued for the past period covering of June 26, 2015 through July 31, 2016. According to Authority rules and regulations the home owner is responsible for notifying us of any use or unit changes. The Authority did not receive proper notification and the billing was never changed.

Because the property was converted from a two unit residential property to a single unit prior to Mr. Kobasa's ownership, the Board agreed to correct the billing error and issue a credit on the sewer account for the five quarters overpaid.

**Mrs. MacGregor made a motion to grant Mr. Kobasa's request for billing change and billing adjustment in the total amount of \$565.00. Mr. Uhl seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED**

2. Carlucci: Mr. Horn reviewed the offer letter sent to Mr. Carlucci hiring him to fill the open position of Operator/ Utility Person, dated November 18, 2016. He officially started November 28, 2016 and will be subject to a six month probationary period.

## **Chairwoman's Report.**

Employee End of Year Bonuses: At this time Mrs. MacGregor recommended the Board discuss bonuses for the employees in closed session towards the end of the regular meeting.

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

CDM Smith did not submit a report as Mr. Horn outlined their work for November in his Operations Report.

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

OPERATIONS & MAINTENANCE: No issues of concern for the month of November. Personnel worked on normal maintenance.

COLLECTION SYSTEM: The Authority is currently working on repairing the grinder and has replaced the outside lights at the Swan Street pump station.

ODOR ISSUES: There were no calls concerning odors in November.

UNION/ PERSONNEL ISSUES: Mr. Horn has hired a replacement for the open entry level position. Mr. Carlucci started November 28, 2016.

REGULATORY ISSUES: The Authority continues monitoring the biofilter and carbon unit.

ENVIRONMENTAL JIF: The Authority's annual inspection was performed this month. There was one point taken for the floor drains in the sludge room that runs to the plant. There were no other recommendations made at that time.

LAB: The Authority's contract lab has missed four samples this past month that are part of our DRBC requirement. Mr. Horn explained that this is a docket approval not a permit. He will be sending them a letter from the lab stating that they had missed those tests and that the LMUA is not at fault. He will let the Board know should there be any consequences from this.

ADMINISTRATIVE ISSUES: Mr. Horn continues to update our agreement with the Fire Department for our confined space program.

Audit: Suplee Clooney has completed their annual audit review for FY 2015-2016. They are now working on their report.

Energy Saving Devices: Adirondack has issued a preliminary report stating the Authority's savings for the first year are averaging at 23%. Mr. Horn will request back-up for this and organize a spreadsheet showing the variables.

SWAN STREET PUMPING STATION: The replacement pumps are ordered and are expected to be delivered in mid-January.

HAZARDOUS MITIGATION GRANT: There are no new updates on the generator. Once portions of the rehab project are complete we can begin work on the generator.

SWAN CREEK P.S. RESILIENCY PROJECT: The next DEP meeting is scheduled for December 13<sup>th</sup>. Following this, on December 20<sup>th</sup> Mr. Horn will be meeting with the City and affected residents to advise them of project updates.

JANUARY & FEBRUARY MEETING DATES:

**Resolution 041-2016** *Authorize a Change in the Regularly Scheduled Meeting Dates for 2017*

**BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority that the following regularly scheduled meeting dates have been changed and are hereby determined in accordance with the provisions of the Open Public Meetings Act, N. J. S. A. 10-4-6 et seq.

- January regular meeting scheduled for Wednesday, January 4, 2017 at 6:00 p.m. has been changed to **Tuesday, January 3, 2016 at 6:00 p.m.**
- February reorganization meeting scheduled for Wednesday, February 1, 2017 at 6:00 p.m. has been changed to **Tuesday, February 7, 2017 at 6:00 p.m.**

**BE IT FURTHER RESOLVED** that this 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 memorialize their previous email vote to approve Resolution 041-2016 authorizing a change in the regularly scheduled meeting dates for 2017. Mr. Uhl seconded the motion. An affirmative roll call was taken by all members present in favor of the motion. MOTION CARRIED**

TURKEY TROT:

**Resolution 038-2016** *Authorizing the Payment of Portable Comfort Stations at the Two Town Turkey Trot*

**BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority (LMUA) would like to support the Delaware River Towns Chamber of Commerce’s 5K run, 1 mile health walk titled the Two Town Turkey Trot held on Thanksgiving, November 24, 2016.

**BE IT FURTHER RESOLVED** the LMUA would like to cover the costs of the portable comfort stations at the event in an amount, not to exceed of \$1,000.00.

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. Uhl made a motion to memorialize their previous email vote to approve Resolution 038-2016 authorizing payment of up to \$1,000 towards the costs of portable comfort stations at the Two Town Turkey Trot. Mrs. MacGregor seconded the motion. An affirmative roll call was taken in favor by all members present. MOTION CARRIED**

**PUBLIC AGENCY COMPLIANCE OFFICER:**

**Resolution 039-2016** *Appointing Thomas F. Horn as the Public Agency Compliance Officer for Lambertville Municipal Utilities Authority*

**WHEREAS**, section 17:27-3.5 of the New Jersey Administrative EEO Code requires that each public agency shall annually appoint a Public Agency Compliance Officer to ensure that municipal contracts comply with the policy of the State of New Jersey to promote equal employment opportunity and affirmative action with regard to public contracts.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Thomas F. Horn as the Public Agency Compliance Officer for a term of one (1) year.

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 039-2016 appointing Thomas F. Horn as the LMUA's Public Agency Compliance Officer for a term of one year. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor by all members present. MOTION CARRIED**

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

**Mr. Uhl made a motion to approve the bill list for November. 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.**

Attorney Watts had nothing new to report.

**Closed Session.**

**Resolution 040-2016** *Authorizing a Closed Session at the December 7, 2016 Regularly Scheduled Meeting of the Lambertville MUA to Discuss Personnel Issues*

**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, December 7, 2016 at The LMUA Sewerage Treatment Facility located at Lambert Lane Extended, Lambertville for the purpose of discussing personnel issues.

**BE IT FURTHER RESOLVED** that it is anticipated that action will be taken at the conclusion of the closed session.

**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.

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 040-2016 authorizing a closed session for personnel matters and it was anticipated that the Board will take action when they reconvene in regular session. Mr. Uhl seconded the motion. An affirmative roll call was taken by all members present in favor of the motion. MOTION CARRIED**

The LMUA Board convened in closed session at 6:31 p.m.

The LMUA Board re-convened in regular session at 6:40 p.m.

**Resolution 042-2016 Authorizing End of Year Bonuses for Employees**

**WHEREAS**, Mrs. MacGregor recommended year-end bonuses for the staff based on overall performance and in acknowledgment of their dedication to the Authority.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby approves year-end bonuses as per Mr. Horn's memo dated December 8, 2016.

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			

**Mrs. MacGregor made a motion to approve Resolution 042-2016 authorizing end of year bonuses for the staff as written in Mr. Horn's memo dated December 8, 2016. Mr. Lambert seconded the motion. A unanimous roll call vote was taken by all members present in favor of the motion. MOTION CARRIED**

**Adjournment.**

**The meeting adjourned at 6:42 p.m. with a motion made Mrs. MacGregor and seconded by Mr. Lambert. 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 January 3, 2016*