



**Lambertville Municipal Utilities Authority
Regular Meeting Minutes
Tuesday, December 5, 2017, 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended**

The meeting was called to order at 6:03 p.m. by Mrs. MacGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on Thursday, February 16, 2017 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, Robert Hayes-Secretary, Joseph Polizzi-Member & Russell Lambert Alternate-1

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

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

Pledge of Allegiance.

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

Minutes.

The regular session minutes of the November 7, 2017 meeting were approved in a motion made by Mr. Polizzi. Mr. Lambert seconded the motion. An affirmative roll call was taken in favor of the motion by all members present except for Mr. Hayes who abstained as he was absent. MOTION CARRIED

Public Comment.

There were no members of the public in attendance.

Correspondence.

1. Capacity for Academy Hill subdivision was approved in a letter dated November 17, 2017.
2. Capacity for 42 York Street subdivision was approved in a letter dated November 17, 2017.
3. Capacity for 17 Wilson Street minor subdivision was approved in a letter dated November 21, 2017.
4. DRBC NOV Settlement Agreement was signed and sent with the settlement amount on November 27, 2017.
5. Eurofins: Mr. Horn sent a request for the DRBC settlement reimbursement to our account manager on December 5, 2017. Since the violations due to laboratory error and not by any negligence of the Authority the Board is seeking reimbursement.

Chairpersons Report.

Mrs. MacGregor tabled the employee end of year bonuses for the scheduled closed session.

Engineers Update– CDM Smith, Inc.

Annual Inspection Report: Mr. Horn has reviewed this and expects to have the final report shortly.

Executive Directors Report – Thomas Horn.

DECEMBER 2017 OPERATIONS & MAINTENANCE:

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

COLLECTION SYSTEM: The Authority will eventually need to repair the sewer main on N. Union Street between Delevan and York Streets.

ODOR ISSUES: The LMUA did not receive any calls for odors in November.

REGULATORY ISSUES: Routine testing was conducted to monitor the biofilter and carbon unit.

Local Limit Analysis: No updates on this.

Discharge Permit Renewal: No updates on this. Mr. Horn explained that the application was submitted this past June and it continues as is until a new permit is issued.

ADMINISTRATIVE ISSUES:

Confined Space: The draft agreement is currently under attorney review by the fire district.

S. Franklin Street Water & Sewer: No new updates.

FY 2017 Audit: Suplee Clooney was in this past month to begin the FY 2016-2017 Audit.

SWAN STREET P.S. RESILIENCY PROJECT: No new updates on this.

SWAN PS MEMORANDUM: Mr. Horn reported that the generator delivery was pushed back until next Monday-Tuesday but the contractor will be in this Friday to do some prep work to remove the old generator. Once this is delivered we can expect three weeks for installation.

The bypass pumping system is complete, the plumbing is finished and the mechanical and electrical systems are 90% done. Staff is now working on connecting the VFD's and control panels with conduits to the pump locations.

HVAC: The heating unit and all duct work have been installed with the exception of a small intake piece which will be installed after the generator is delivered.

Elizabethtown Gas Co. is scheduled to begin installation December 12th. This may need to be changed so that it will not conflict with the generator being delivered.

Mechanical and Plumbing: The contractor has finished all work with the exception of seeding the disturbed work area. This will be done in the spring. This item came under the original proposal by about \$140,000.

Hazardous Mitigation Grant: A letter of request was sent to the Hazardous Mitigation Grant Program on November 21, 2017 to extend the project completion date to July 31, 2017. This was requested due to the delays on the generator delivery and gas installation. We have not yet heard a response.

PUBLIC AGENCY COMPLIANCE OFFICER:

Mr. Horn recommended the Board review the proposed resolution appointing a public agency compliance officer. Mrs. MacGregor, seeing no other recommendations from the Board asked for a motion to pass Resolution 048-2017.

RESOLUTION 048-2017 *Appointing Thomas F. Horn as Public Agency Compliance Officer*

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 approve resolution 048-2017 appointing Mr. Horn as the Authority's Public Agency Compliance Officer for 2018. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED

Chief Financial Officer's Report - Kathy Leary.

Mr. Hayes made a motion to approve the bill lists for December. 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.

Mr. Watts had no issues to report.

Closed Session.

Resolution 049-2017 *Authorizing a Closed Session to Discuss Personnel Matters*

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 5, 2017 at The LMUA Treatment Facility located at Lambert Lane Extended, Lambertville for the purpose of discussing personnel matters.

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 | | | Absent |
|--------------------------|---------------|-----|---------|--------|
| | Aye | Nay | Abstain | |
| Janine MacGregor | X | | | |
| Vincent Uhl | X | | | |
| Robert Hayes | X | | | |
| Paul Rotondi | | | | X |
| Joseph Polizzi | X | | | |
| Russell Lambert | X | | | |

Mrs. MacGregor made a motion to move to closed session via Resolution 049-2017 to discuss personnel matters pertaining to end of year bonuses. Mr. Uhl seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED

Mrs. MacGregor also noted that action is anticipated after at the conclusion of closed session.

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

The LMUA Board re-convened in regular session at 6:26 p.m.

Upon re-entering regular session Mrs. MacGregor wished to thank all of the staff for another year of hard work and would like to show their appreciation by adopting Resolution 050-2017.

Resolution 050-2017 *Resolution to Approve Year End 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 1, 2017.

The Resolution shall be effective immediately upon adoption.

| 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 | | | |

Mrs. MacGregor made a motion to pass Resolution 050-2017 approving yearend bonuses for the employees. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED

Adjournment.

The meeting adjourned at 6:28 p.m. with a motion made by Mrs. MacGregor 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 January 2, 2018.