



**Lambertville Municipal Utilities Authority
Reorganization Meeting
Tuesday, February 6, 2018, 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended
Meeting Minutes**

The meeting was called to order at 6:00 p.m. by Chairwoman MacGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on Thursday, January 12, 2017 & Thursday December 14, 2017 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. Leary called the roll as follows:

LMUA Board:

Present: Janine MacGregor- Chairwoman, Vincent Uhl-Vice Chairman, Robert Hayes-Secretary, Paul Rotondi-Treasurer, Joseph Polizzi-Member, Russell Lambert-Alternate 1

Absent: Megan Ruf-Alternate 2

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

Pledge of Allegiance.

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

Minutes.

The minutes of the January 2, 2018 regular meeting was approved on a motion made by Mr. Hayes and seconded by Mr. Uhl followed by a unanimous roll call vote by all members present, except for Mr. Polizzi who abstained as he was absent. MOTION CARRIED.

Reorganization.

Resolutions:

Election of Authority Positions: At this time Mrs. MacGregor moved to approve **Resolutions 002, 003, 004, 005-2018** appointing the Authority's officer's positions for 2018. Mr. Uhl seconded the motion. A unanimous voice vote was taken in favor by all members present. MOTION CARRIED

Governing Body Member	Voice Vote			
	Aye	Nay	Abstain	Absent
Janine MacGregor	X			
Vincent Uhl	X			
Robert Hayes	X			
Paul Rotondi	X			
Joseph Polizzi	X			

1. Resolution 002-2018 Appointment of Chairperson:

WHEREAS, Janine MacGregor was appointed by the Mayor and City Counsel of Lambertville to serve as a commissioner of the Lambertville Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Janine MacGregor as Chairperson for a term of one (1) year or until reappointed.

The Resolution shall be effective immediately upon adoption.

2. Resolution 003-2018 Appointment of Vice Chairperson:

WHEREAS, Vincent Uhl was appointed by the Mayor and City Counsel of Lambertville to serve as a Commissioner of the Lambertville Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Vincent Uhl as Vice Chairperson for a term of one (1) year or until reappointed.

The Resolution shall be effective immediately upon adoption.

3. Resolution 004-2018 Appointment of Secretary:

WHEREAS, Mr. Hayes was appointed by the Mayor and City Counsel of Lambertville to serve as a Commissioner of the Lambertville Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Mr. Hayes as Secretary for a term of one (1) year or until reappointed.

The Resolution shall be effective immediately upon adoption.

4. Resolution 005-2018 Appointment of Treasurer:

WHEREAS, Paul Rotondi was appointed by the Mayor and City Counsel of Lambertville to serve as a Commissioner of the Lambertville Municipal Utilities Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Paul Rotondi as Treasurer for a term of one (1) year or until reappointed.

The Resolution shall be effective immediately upon adoption.

Other Resolutions

At this time Mrs. MacGregor moved to approve **Resolutions 006, 007, 008-2018** approving the Authority’s meeting schedule, Mrs. Ege as the Recording Secretary and Mrs. Leary as the Custodian of Funds for 2018. Mr. Rotondi seconded the motion. A unanimous voice vote was taken in favor by all members present. **MOTION CARRIED**

Governing Body Member	Voice Vote			
	Aye	Nay	Abstain	Absent
Janine MacGregor	X			
Vincent Uhl	X			
Robert Hayes	X			
Paul Rotondi	X			
Joseph Polizzi	X			

1. Resolution 006-2017 “Establishing 2018 Board Meeting Schedule and Designating Official Newspapers”

BE IT RESOLVED by the Lambertville Municipal Utilities Authority (the “Authority”) that the following matters are hereby determined in accordance with the provisions of the Open Public Meetings Act, N. J. S. A. 10-4-6 et seq.

The regular meetings of the Lambertville Municipal Utilities Authority to be held during the period from February 6, 2018 through February 5, 2019 are to be held at the Authority’s office located at Lambert Lane Extended, Lambertville New Jersey at 6:00 p.m. on the first Tuesday of the month unless otherwise advertised on the dates set forth below:

March 6, 2018	September 4, 2018
April 3, 2018	October 2, 2018
May 1, 2018	November 6, 2018
June 5, 2018	December 4, 2018
July (time to be determined)	January 8, 2019
August 7, 2018	February 5, 2019

The “*Hunterdon County Democrat*”, be designated as the official newspaper and that official notices may also be published in the daily newspaper, “*The Trenton Times*” to meet time requirements pursuant to N.J.S.A.40:53-1 et seq.

A certified copy of this resolution shall, within seven (7) days of its adoption, be posted, until modified, in the office of the Authority at Lambert Lane Extended, Lambertville, New Jersey, the Authority’s web site, and provided to the Lambertville City Clerk’s office.

This resolution shall take immediate effect.

2. **Resolution 007-2018** “*Appointing Melissa Ege as the Custodian of Records and Recording Secretary to the Board*”

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoint Melissa Ege as Custodian of Records and Recording Secretary to the Board for a term of one (1) year.

The Resolution shall be effective immediately upon adoption.

3. **Resolution 008-2018** “*Designating Kathy Leary as Custodian of Funds*”

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lambertville Municipal Utilities Authority that Kathy Leary be designated as Custodian of all funds for the Authority for a term of one (1) year.

The Resolution shall be effective immediately upon adoption.

4. **Resolution 009-2018** “*Designation of Official Depository*”

Mr. Hayes made a motion authorizing Resolution 009-2018 designating the Bank of Princeton as the official depository. Mr. Rotondi seconded the motion. An affirmative roll call vote was taken by all members present. **MOTION CARRIED**

WHEREAS, section N.J.S.A. 40A:5-14 of New Jersey Administrative Code requires that each public agency shall annually adopt a cash management plan designating official depositories being in this State and organized under the laws of the United States; and

WHEREAS, the official depository shall file with the Chief Financial Officer a statement indicating that the bank is a public depository as defined by the Governmental Unit Deposit Protection Act N.J.S.A. 17:9-41.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lambertville Municipal Utilities Authority as follows:

That the following named bank shall be allowed to be used as Depositories for all Authority Funds:

Bank of Princeton

The Resolution shall be effective immediately upon adoption.

Governing Body Member	Roll Call Vote			
	Aye	Nay	Abstain	Absent
Janine MacGregor	X			
Vincent Uhl	X			
Robert Hayes	X			
Paul Rotondi	X			
Joseph Polizzi	X			

Mr. Hayes moved to approve **Resolutions 010, 011, 012, 013, 014-2018** authorizing signatures on Authority Bank Accounts, Appointing Certifying Officer for PERS and Supervisor of Certifying officer, appointing JIF Representatives, Personnel Officers and Authorizing Mr. Horn to sign all DEP forms, permits and all other permits for 2018. Mr. Uhl seconded the motion. A unanimous voice vote was taken in favor by all members present. MOTION CARRIED

Governing Body Member	Voice Vote			
	Aye	Nay	Abstain	Absent
Janine MacGregor	X			
Vincent Uhl	X			
Robert Hayes	X			
Paul Rotondi	X			
Joseph Polizzi	X			

5. Resolution 010-2018 “*Authorizing Signatures on Authority Bank Accounts*”

WHEREAS, on February 6, 2018 the Commissioners of the Lambertville Municipal Utilities Authority met to hold the annual reorganization; and

WHEREAS, they designated the following employees as signers on Authority Bank Accounts.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lambertville Municipal Utilities Authority that through February 6, 2018 checks drawn or withdraws from these accounts be signed as follows:

Collection Account:
 Kathy Leary-CFO or Thomas F. Horn-Executive Director

Payroll Account:
 Kathy Leary-CFO, Thomas F. Horn-Executive Director or
 Melissa S. Ege-Administrative Assistant

Bank of Princeton, LMUA Improvement Savings Account:
 Kathy Leary-CFO or Thomas F. Horn-Executive Director

BE IT FURTHER RESOLVED that the accounts listed below be signed by two of the following officers, requiring that one be either the Chairperson or Vice Chairperson and one be either the Secretary or Treasurer:

- Vice Chairperson
- Chairperson
- Secretary
- Treasurer

Improvement Fund
 Operating Account

The Resolution shall be effective immediately upon adoption.

6. **Resolution 011-2018** “*Appointing Certifying Officer for PERS and Supervisor of the Certifying Officer*”

WHEREAS, under the procedures of the New Jersey Division of Pensions and Benefits there states a requirement to designate a Certifying Officer for PERS and a Supervisor to the Certifying Officer.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lambertville Municipal Utilities Authority that Kathy Leary, CFO is hereby appointed as Certifying Officer for PERS and Thomas F. Horn, Executive Director is hereby appointed as Supervisor to the Certifying Officer for a term of one (1) year

The Resolution shall be effective immediately upon adoption.

7. **Resolution 012-2018** “*Appointing 2018 JIF Representatives*”

WHEREAS, pursuant New Jersey Joint Utilities Authority Law each participating Utility Authority shall appoint one Commissioner and one Safety Coordinator. In addition, each member may appoint one alternate to attend either regular or special meetings on behalf of the Utility Authority in the absence of the Fund Commissioner and one alternate safety coordinator; and

WHEREAS, the Fund Commissioner is authorized to cast one vote and endorse all necessary paperwork pertaining to the fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Thomas F. Horn, P.E. as the Commissioner and Safety Coordinator and Melissa S. Ege as Alternate Commissioner and Alternate Safety Coordinator for a term of one (1) year.

The Resolution shall be effective immediately upon adoption.

8. **Resolution 013-2018:** “*Appointing Robert Hayes and Joseph Polizzi as Personnel Officers*”

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby appoints Robert Hayes and Joseph Polizzi as Personnel Officers for a term of one (1) year.

The Resolution shall be effective immediately upon adoption.

9. **Resolution 014-2018** “*Authorizing Mr. Horn to endorse all New Jersey Department of Environmental Protection Forms, Sludge Permits, Sewer Extension Permits and all Other Permits*”

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby authorizes Thomas F. Horn to endorse all New Jersey Department of Environmental Protection forms, Sludge Permits, Sewer Extension Permits and all other permits for a term of one (1) year.

The Resolution shall be effective immediately upon adoption.

Appoint Professionals

Mrs. MacGregor stated for the record that each of the professional contracts are awarded through the “Fair and Open” process.

Mrs. MacGregor asked the Board if there were any questions on Resolution 015-2018. Seeing none she requested a motion to approve.

1. Resolution 015-2018 “Authorizing Professional Service Contracts for Engineer, Special Projects Engineer and Alternate Engineer”

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Municipal Utilities Law, to retain services of persons who will render professional services to the Authority as it may determine necessary for its operation; and

WHEREAS, the Authority has determined that it is necessary and advisable that it retain the services of Professional Engineers to serve as Engineer, Special Projects Engineer and Alternate Engineer; and

WHEREAS, N.J.S.A. 40A:11-5 requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contracts themselves must be available for public inspection; and

WHEREAS, pursuant to the Fair and Open Process bids were received on January 19, 2018 for Engineer, Special Projects Engineer and Alternate Engineer; and

WHEREAS, the bid proposals and documents have been reviewed and the bidders have been found to be the most advantageous, price and other factors considered; and

WHEREAS, the Authority’s CFO has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn is hereby authorized and directed to execute an agreement with the following individuals for the period through February 5, 2019.
 - a. Howard S. Matteson, P.E., BCEE of CDM-Smith to serve as Engineer not to exceed an hourly rate (range \$30.50.00-93.25) and \$750 per meeting not to exceed \$9,000 yearly as specified in contract.
 - b. Dennis Yoder, Remington & Vernick Engineers to serve as Special Projects Engineers not to exceed an hourly rate (range \$69-\$170) as specified in contract.
 - c. Michael K. McAloon, PE, Suburban Consulting to serve as Alternate Engineer not to exceed an hourly rate (\$130-\$160) as specified in contract.
2. Contracts are awarded on the condition that Contractor complete and sign the *Statement of Ownership Disclosure*, N.J.S.A. 52:25-24.2 (P.L 1977, c.33 as amended by P.L. 2016, c.43) and made a part of their agreement.
3. The Authority shall publish notice of this action as required by law.
4. 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			

Mr. Hayes made a motion to approve Resolution 015-2018 awarding the professional service contracts for Engineer to CDM-Smith, for Special Projects Engineer to Remington & Vernick Engineers and Suburban Consulting, through February 6, 2018. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor by all members present. MOTION CARRIED

2. Resolution 016-2018 “Authorizing Professional Service Contracts for Auditor and Special Projects Auditor”

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Municipal Utilities Law, to retain services of persons who will render professional services to the Authority as it may determine necessary for its operation; and

WHEREAS, the Authority has determined that it is necessary and advisable that it retain the services of Professional Auditors to serve as Auditor and Special Projects Auditor; and

WHEREAS, N.J.S.A. 40A:11-5 requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contracts themselves must be available for public inspection; and

WHEREAS, pursuant to the Fair and Open Process bids were received on January 19, 2018 for Auditor and Special Projects Auditor; and

WHEREAS, the bid proposals and documents have been reviewed and the bidders have been found to be the most advantageous, price and qualified; and

WHEREAS, the Authority’s CFO has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn is hereby authorized and directed to execute an agreement with the following individuals for the period through February 5, 2019.
 - a. Robert J. Butvilla of Suplee, Clooney & Company, to serve as Auditor not to exceed \$150.00 hourly rate, \$23,200.00 Statutory Audit as specified in contract.
 - b. Carol A. McAllister of Bowman & Company, LLP to serve as the Special Projects Auditor not to exceed an hourly range \$50.00-\$232.00 as specified in contract.
2. The Authority shall publish notice of this action as required by law.
3. The Resolution shall be effective immediately upon adoption.

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

Mr. Rotondi made a motion to approve **Resolution 016-2018** awarding the professional service contracts for Auditor to Suplee, Clooney & Co. and Special Projects Auditor to Bowman & Co. through February 5, 2019. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor by all members present. **MOTION CARRIED**

3. Resolution 017-2018 *“Authorizing Professional Service Contract for Financial Advisor”*

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Municipal Utilities Law, to retain services of persons who will render professional services to the Authority as it may determine necessary for its operation; and

WHEREAS, the Authority has a need to acquire financial services; and

WHEREAS, N.J.S.A. 40A:11-5 requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contracts themselves must be available for public inspection; and

WHEREAS, pursuant to the Fair and Open Process bids were received on January 19, 2018 for Financial Advisor; and

WHEREAS, the bid proposals and documents have been reviewed and the bidders have been found to be the most advantageous, price and qualified; and

WHEREAS, the Authority’s CFO has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn is hereby authorized and directed to execute an agreement with Acacia Financial Group to serve as Financial Advisor, not to exceed hourly rate (range \$50.00-250.00) & \$15,000 per bond issue as specified in the contract for the period through February 6, 2018.
2. The Authority shall publish notice of this action as required by law.
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			

Mr. Rotondi made a motion to approve Resolution 017-2018 awarding the professional service contract for Financial Advisor to Acacia Financial Group through February 5, 2019. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor by all members present. MOTION CARRIED connected.

4. Resolution 018-2018 *“Authorizing a Professional Service Contract for Legal/Labor Attorney and Bond Counsel”*

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Municipal Utilities Law, to retain services of persons who will render professional services to the Authority as it may determine necessary for its operation; and

WHEREAS, the Authority has determined that it is necessary and advisable that it retain the services of Professional Attorneys to serve as Legal/ Labor Attorney and Bond Counsel; and

WHEREAS, N.J.S.A. 40A:11-5 requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contracts themselves must be available for public inspection; and

WHEREAS, pursuant to the Fair and Open Process bids were received on January 19, 2018 for Legal/ Labor Attorney and Bond Counsel; and

WHEREAS, the bid proposals and documents have been reviewed and the bidders have been found to be the most advantageous, price and qualified; and

WHEREAS, the Authority’s CFO has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn is hereby authorized and directed to execute an agreement with the following individuals for the period through February 5, 2019.
 - a. C. Gregory Watts of Watts, Tice & Skowronek, to serve as Legal/ Labor Attorney not to exceed \$175.00 hourly rate as specified in the contract.
 - b. Capehart & Scatchard to serve as Bond Counsel, not to exceed \$205.00 blended hourly rate, \$35,000 plus \$1.10 per thousand dollars of bonds issued and others as specified in the contract. The position is appointed with the provision that no work may occur until the ongoing litigation with Black River & Western is settled.
2. The Authority shall publish notice of this action as required by law.
3. The Resolution shall be effective immediately upon adoption.

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

Mr. Hayes made a motion to approve **Resolution 018-2018** awarding the professional service contracts for Legal/Labor Attorney to Watts, Tice & Skowronek and Bond Counsel to Capehart & Scatchard through February 5, 2019. Mr. Rotondi seconded the motion. An affirmative roll call was taken in favor by all members present. **MOTION CARRIED**

The contract for Special Projects Attorney was not awarded as Mr. Horn did not feel this position would be needed currently.

5. Resolution 019-2018 *“Authorizing Professional Service Contracts for Risk Manager Consultant”*

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Municipal Utilities Law, to retain services of persons who will render professional services to the Authority as it may determine necessary for its operation; and

WHEREAS, the Authority has determined that it is necessary and advisable that it retain the services of Risk Manager; and

WHEREAS, N.J.S.A. 40A:11-5 requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contracts themselves must be available for public inspection; and

WHEREAS, pursuant to the Fair and Open Process bids were received on January 19, 2018 for Risk Manager; and

WHEREAS, the bid proposals and documents have been reviewed and the bidders have been found to be the most advantageous, price and qualified; and

WHEREAS, the Authority’s CFO has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn is hereby authorized and directed to execute an agreement with Fairview Insurance Agency to serve as Risk Manger, not to exceed six percent (6%) of LMUA’S annual assessment as stipulated by New Jersey Municipal Utility Joint Insurance Fund for the period through February 5, 2019.
2. The Authority shall publish notice of this action as required by law.
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			

Mr. Hayes made a motion to approve **Resolution 019-2018** awarding the professional service contract for Risk Manager to Fairview Insurance Agency through February 5, 2019. Mr. Rotondi seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED

Public Comment.

There was no public in attendance.

Correspondence.

1. Delaware River Towns Chamber of Commerce: A request for funding of Shad Fest comfort stations was received and reviewed by the Board. Mrs. MacGregor suggested we prepare a resolution for the Board to move at the March 6th meeting, which was agreeable for the Board.
2. NJ Department of Labor: The Authority was awarded the Governor's Safety Award for no loss time accidents in 2017.

Chairwoman's Report.

Mrs. MacGregor had nothing new to report.

Engineers Report – CDM Smith, Inc.

The Annual Inspection Report was accepted via Resolution 001-2018 by the Board at the January 2, 2018 meeting.

Executive Directors Report – Thomas Horn.

FEBRUARY 2018 OPERATIONS & MAINTENANCE:

TREATMENT FACILITY: Mr. Horn reported that the influent screen had broken and is currently being repaired. Normal plant maintenance continued.

COLLECITON SYSTEM: Normal maintenance took place this past month.

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

REGULATORY ISSUES:

Local Limit Analysis: No response for NJ DEP.

Discharge Permit Renewal: No response from NJ DEP.

ADMINISTRATIVE ISSUES: The confined space draft agreement is currently in the Fire Commission Attorney's hands. The 2017 Audit report and the South Franklin Street sewers were discussed later in the meeting.

SWAN STREET P.S. RESILIENCY PROJECT: No updates.

Swan Pump Station Memorandum.

The electrical and HVAC work had been completed. The contractor is finishing up gas piping and wiring for the generator. The gas company started service on January 12th. The pumps are installed and operational. The staff is currently working on final cleanup and demolition of old equipment. The diesel pump is the last big item to be removed.

Mr. Horn will prepare a spreadsheet showing the budget and end costs of the total project.

Request for Sewer Service Area Change Memorandum.

The Authority received a request for capacity from the property owner at Block 1072, Lot 3. This is currently outside of our sewer service area. The Board would need to approve this request and then the Authority would need to apply to change our service area through NJ DEP. Mr. Horn would need to get an estimate from CDM Smith to do the work involved. Then Authority would need to decide if the home owner is responsible to expand the service area.

S. Franklin Street Water & Sewer: The Board then discussed including the homes located at the end of S. Franklin Street in our service area. The Authority will need to ascertain if all of the residents would be agreeable to sewer and the costs would need to be communicated to them. Mr. Horn will get an estimate from the engineer. After the Board has reviewed the estimate Mr. Horn will send out a letter to the residents asking them to come to a regular Board meeting to discuss.

FY 2017 AUDIT REPORT: The final report was sent via email to the Board on January 30th for their review. The Board took time to review the provided hard copy of the audit report. Mr. Horn summarized the revenue verses the expenses for the past year. The Board reviewed the comments section of the report that shows "none." There was some discussion on budgeting for capital projects and the five year plan. Mr. Watts suggested that the Board request that the Auditor be present during the budget review meeting to recommend any changes or improvements. Seeing no further questions or concerns Mrs. MacGregor moved Resolution 020-2018.

Resolution 020-2018 "Accepting the FY 2017 Audit"

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of the Audit for the year fiscal year ended June 30, 2017 has been filed with the Division of Local Government Services pursuant to N.J.S.A. 40A:5-15, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit: R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Lambertville Municipal Utilities Authority of the City of Lambertville hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON FEBRUARY 6, 2018.

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 020-2018 to accept the FY 2017 Audit Report as written. Mr. Uhl seconded the motion. An affirmative roll call was made 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 list for January. Mr. Rotondi 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.

Confined Space Agreement: Mr. Horn had sent a follow up letter on January 16, 2018 to Chairman Komjathy regarding the status of the agreement. Mr. Watts has been in touch with the Fire Commission's Attorney. The Fire Department is currently working on their counter offer. In the meantime, Fire Commission has assured the Authority that coverage will be supplied in the event of an emergency regardless of the status of the agreement.

Adjournment.

The meeting adjourned at 7:05 p.m. with 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 March 6, 2018.