



**Lambertville Municipal Utilities Authority
Regular Meeting
Wednesday, May 4, 2016, 6:00 PM
Lambertville Wastewater Treatment Facility,
Lambert Lane Extended
Meeting Minutes**

The meeting was called to order at 6:00 p.m. by Secretary Hayes 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: Robert Hayes-Secretary, Paul Rotondi-Treasurer and Russell Lambert-Alternate 1

Absent: Janine MacGregor- Chairwoman, Vincent Uhl-Vice Chairman, Joseph Polizzi-Member and Megan Ruf-Alternate 2

Also Present: Thomas F. Horn, P.E.-Executive Director and Kathy Leary-CFO

Pledge of Allegiance.

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

Minutes.

The minutes of the April 6, 2016 regular meeting was approved on a motion made by Mr. Rotondi and seconded by Mr. Lambert followed by a unanimous roll call vote by all members present. MOTION CARRIED.

Public Comment.

There was no public in attendance.

Correspondence.

1. NJ MEL: The Board took a moment to review the 2015 Annual Report outlining our excess liability efforts and accomplishments.

Chairwoman's Report.

Chairwoman MacGregor was not in attendance. The plant flow schematic and walk-through has been postponed until all Board members are available.

Mr. Horn relayed that Mrs. MacGregor did have a few changes the flow schematic that she would like complete before the next meeting. She would also like to remind the Board to complete the Elected Officials training through the MEL.

Engineers Report – CDM Smith, Inc.

There was no activity for the month of April therefore CDM-Smith did not submit a report. Mr. Matteson continues to work the engineering for the resizing of the pumps at the Swan Street pump station.

Flow Schematic Update: Mr. Matteson has just finished this.

Executive Directors Report – Thomas Horn.

MAY 2016 OPERATIONS & MAINTENANCE:

Treatment Facility: There were no plant issues and no odor complaints to report for April. Staff worked on replacing light fixtures and a water line.

COLLECTION SYSTEM: Mr. Horn reported that the staff worked on normal maintenance of the stations.

UNION/ PERSONNEL ISSUES: We are in the process of updating our Personnel Manual as an insurance requirement.

Mr. Mulligan slipped and fell in the press room on April 26, 2016. This was immediately reported to our insurance and he was sent directly to one of the covered emergent care facilities. He missed one day of work and returned to full duty May 2, 2016.

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

ADMINISTRATIVE ISSUES:

FY 2017 Budget: This was submitted for DCA approval and should be back in time to adopt at our June 1st meeting.

Hazardous Mitigation Grant: Mr. Matteson is working on finalizing the pumps. Mr. Horn expects this to be out to bid in June. Then the generator can be addressed.

Swan Creek Flood Protection Project: Mr. Horn has a meeting this Friday, May 6th with the City and representatives of the flood hazard reduction group to discuss the project's eligibility for their grant program. He will continue to keep the Board informed of any new developments.

Financial Disclosure Statements: All required Board members and staff have completed their disclosures prior to the April 30th deadline.

NJ MEL: Each commissioner who completes the online training will earn a \$250.00 credit towards the Authority's insurance premium. An email reminder was sent out to remind the Board. These are due by June 1st.

Winter Storm Jonas: The LMUA is in process of finalizing their submission.

Connection Fee: Bowman & Co. were out April 28th to calculate this year's connection fee. The rate hearing for the connection fee is scheduled for the June 1st meeting. A notice will be placed in the newspaper on May 12, 2016 in accordance with the Open Public Meetings Act.

Annual Report Recommendations: Mr. Horn has prepared a list of the recommendations made by CDM-Smith from our last annual inspection. He has separated the list into two categories, capital and operating.

Chief Financial Officer's Report - Kathy Leary.

Mr. Rotondi made a motion to approve the bill list for April. Mr. Lambert 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 was not in attendance.

Adjournment.

The meeting adjourned at 6:06 p.m. with a motion made Mr. Rotondi 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 June 1, 2016.