



**Lambertville Municipal Utilities Authority  
Regular Meeting Minutes  
Tuesday, September 4, 2018, 6:00 PM  
Lambertville Wastewater Treatment Facility,  
Lambert Lane Extended**

The meeting was called to order at 6:02 p.m. by Chairwoman McGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on Thursday, February 15, 2018 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, Paul Rotondi-Treasurer, Joseph Polizzi-Member, Russell Lambert Alternate-1 & Megan Ruf-Alternate-2 entered after minutes were approved at 6:10 p.m.

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO, C. Gregory Watts-Attorney, Watts Tice & Skoronek, Howard Matteson, P.E.-CDM Smith, Mr. Corboy-Member of the Public

**Pledge of Allegiance.**

Chairwoman MacGregor led the public in the Pledge of Allegiance.

**Minutes.**

**The regular session minutes of the August 7, 2018 meeting were approved in a motion made by Mr. Rotondi and seconded by Mr. Uhl. An affirmative roll call was taken by all members present except for Mr. Hayes who abstained as he was absent. MOTION CARRIED.**

**Public Comment.**

Mr. Corboy was in attendance to discuss the inclusion of his property at 2 Rock Rd. West in the Waste Water Management Plan. He explained that the property was once in the plan but was omitted by mistake during the last update. The property is vacant land located within City limits. Mr. Horn has submitted the necessary paperwork to DEP to have this re-included in the Waste Water Management Plant. The Authority is waiting for DEP's approval.

Mr. Corboy then advised the Board that the City is planning on performing road improvements to Rock Rd. West this fall. Once this is done there will be a five year moratorium on all road openings. Mr. Corboy then passed around photos showing the conditions of the road after a major storm. Mr. Corboy requested approval from the Board to be able to run his lateral from the main to the street curb prior to being included into the WMP. Mr. Horn said that we can approve a conditional permit allowing the installation of his lateral to the curb. After a discussion the Board agreed with Mr. Horn's recommendation.

Mrs. MacGregor asked that Mr. Horn talk to the City to coordinate the lateral installation before road work begins.

### **Correspondence.**

1. NJ DEP: A draft Surface Water Renew Permit Action has been issued by the DEP. This is scheduled to be published in the Democrat on Thursday and on placed in the DEP bulletin to start the 30 day comment period.

### **Chairpersons Report.**

Mrs. MacGregor had nothing to report.

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

Authority Engineer, Howard Matteson, is in attendance to review his proposal for the Asset Management Plan. Mr. Matteson explained what a basic asset management plan is and why it is important to have one. Since Mr. Matteson is the Authority Engineer he has a lot of institutional knowledge, he explained that he will be able to create a comprehensive data compilation of all of the Authority's assets. This includes reviewing the condition and cataloging all pumps, pipes, any equipment used to run the plant and pumping stations. Each piece of equipment would get its own rating of risk scoring that will assign its own Probability of Failure (PoF) and Consequence of Failure (CoF). Then they will be able to calculate and project when an asset will need to be replaced or repaired and can include an estimated cost.

An Asset Management Plan will help the Authority determine the funds needed in the bank and for any loan application. The main purpose of the plan is to become more pro-active then reactive in this area.

Mr. Matteson proposed that he would be the technical lead on the project. He has prepared plans for the Florham Park Sewerage Utility and Rahway Valley Sewerage Authority as well as being co-chair of the AEA Asset Management Planning Subcommittee. He proposed Joe Ridge, Vice President of CDM Smith, as the financial lead on the project. Mr. Ridge has extensive experience in assessing the fiscal and economic impact of capital projects on municipal governments and authorities.

The Board then reviewed Mr. Matteson's email dated 8/31/18 which gave more detail on budget and costs for each of the seven tasks listed. They include data compilation, asset inventory, risk and project prioritization, GIS (Geographical Information System) which is a detailed mapping of the sewer mains, capital plan, sewer system investigation and asset management plan report.

Mr. Matteson speculates that the sewer system investigation will probably reveal major repair/ replacements are needed moving this to a top priority. He also said that we should expect certain items that the Authority may not be thinking or aware of to be near or at the top of the list.

The Plan would need to be updated yearly and integrated into the Authority's budget. Mr. Matteson expects that the DEP will make it mandatory for Authority to have one in place before they will be eligible to apply for a NJIB loan.

Mr. Uhl requested to see a detailed list of which staff will be working on each of the tasks. Also, he asked what would be included in the GIS? Mr. Matteson said there would be sewer lines, manholes, pipe diameters and some elevations. The Authority hasn't had a strong need for such a detailed sewer map so it has not been done.

Mr. Matteson explained that as long as the grant is linked to a loan the Authority will be eligible for it. Answering Mr. Uhl's question, the sewer main inspections would be performed by sub-contractors as part of the grant.

Seeing no other issues the Board thanked Mr. Matteson for attending the meeting and answering all of the questions and concerns.

The Board then discussed the pros and cons of opening up the Asset Management Plan work to other engineering firms and issuing a formal request for proposals. They discussed the timeline in which this would need to be done in conjunction with our NJIB loan. After a discussion the Board decided that an RFP would not work within the time they needed and would like Mr. Horn to request two more proposals from two additional firms in order to get other view points. No action was taken on Resolution 035-2018.

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

### **SEPTEMBER 2018 OPERATIONS & MAINTENANCE:**

#### **Treatment Facility Operations and Maintenance.**

The staff have repaired one of our sludge pumps at the plant. Staff did not have any heat related incidents.

ACUA begins their biannual maintenance from September 20<sup>th</sup> through October 4<sup>th</sup>.

**Collection System:** A contractor had been in to chemically treat for roots in 6 sewer sections with root problems.

**ODOR ISSUES:** There were no calls in August concerning odors.

**UNION/ PERSONNEL ISSUES:** Two employees have been out for non-work related surgeries. The first employee has now returned to regular duty.

Employee manuals and Personnel Policies are on the agenda for a biannual update due to changes in the laws. The JIF makes the changes in the policy which the Board needs to review and if agreeable approve via resolution. Mr. Watts recommended that the Board approve all of the included changes on the draft policies.

#### **Resolution 034-2018 Adopting Personnel Policies and Procedures**

**WHEREAS**, it is the policy of Lambertville Municipal Utilities Authority "LMUA" to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not

limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General’s guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

**WHEREAS**, the LMUA has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW, THEREBY, BE IT RESOLVED** by the LMUA that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED** that this manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the LMUA.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as “employment at will.”

**BE IT FURTHER RESOLVED** that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Personnel Officers and the Legal/ Labor Attorney shall assist the Executive Director in the implementation of the policies and procedures in this manual.

**BE IT FURTHER RESOLVED**, that this Resolution shall be effective immediately upon adoption.

**Mr. Hayes made a motion to approve Resolution 034-2018 adopting the updates to the Personnel Policies and Procedures. Mr. Rotondi seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED**

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

**REGULATORY ISSUES:** Monitoring continued of the biofilter and carbon unit.

**Local Limits:** A letter to the DEP concerning our local limits was received with no new comments.

**ADMINISTRATIVE ISSUES:**

**Swan Pump Station:** Staff continues to remove remaining conduits.

**Safety Inspection/ Loss Control Report:** Mr. Horn updated the Board on the progress: The confined space program and equipment are currently being worked on. The sidewalks at the plant and N. Union P.S. have been replaced.

**Draft ordinance for illicit connections:** This was on the City's August 17<sup>th</sup> agenda. We have not heard anything from them and will follow up on this.

**WMP Update:** Mr. Matteson has sent in our future service area.

**MEMO NJIB Application for Proposed Capital Plan:**

Mr. Horn reviewed his memo dated August 31, 2018 with the Board updating them on the loan application to NJIB. Mr. Horn has completed the first step in the application process by submitting two project information forms online for the collections and treatment plant work.

The next step will require the submission of the Environmental Planning document with a letter of intent to the NJIB and DEP.

An engineering reviewer has been assigned to the project.

**MEMO ENGINEER PROPOSALS:**

Mr. Horn reviewed his memo dated August 30, 2018 with the Board. He has solicited proposals from Suburban Consulting Engineers and CME Associates for engineering services for the design work needed for the approved capital projects. The proposals will include the design, preparation of plans, specifications and acquisition of any DEP permits required. Mr. Horn expects to have the proposals for the Board's review and action for the October meeting.

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

**Mr. Rotondi made a motion approve the bills list for August. 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 no issues of concern this month.

**Adjournment.**

**The meeting adjourned at 7:16 p.m. with a unanimous voice vote taken by all members present. MOTION CARRIED.**

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Respectfully submitted,

*Melissa S. Ege*

Melissa S. Ege,  
Administrative Assistant

*Approved at the regularly scheduled Lambertville MUA Board meeting held on October 2, 2018.*