



**Lambertville Municipal Utilities Authority**  
**Tuesday, August 3, 2021, 6:00 PM**  
**Lambertville Wastewater Treatment Facility,**  
**Administration Building**  
**3 Bridge Street, Lambertville**  
**Call In# 978-990-5000 Access Code: 2646329**  
**Meeting Minutes**

The meeting was called to order at 6:02 p.m. by Chairwoman MacGregor who read the statement of compliance with the Open Public Meetings Act, by adoption of *Resolution 005-2021* setting forth meeting dates for 2021-2022. Notification was additionally published on Thursday, June 10, 2021 to the Hunterdon County Democrat and also noticed in the Times of Trenton. A copy of the agenda was posted on the web sites of the LMUA and the City of Lambertville.

**Pledge of Allegiance.**

**Roll Call.** Mrs. Ege called the roll as follows:

LMUA Board:

Present: Janine MacGregor-Chairwoman, Vincent Uhl-Vice Chairman (attended via conference call), Paul Rotondi-Treasurer, Russell Lambert-Secretary, Helen Pettit-Member, Jacqueline Middleton-Alternate I, Holly Havens-Alternate II

Absent: Kathy Leary-CFO, C. Gregory Watts-Watts, Tice & Skowroneck

Also Present: Thomas F. Horn, P.E.-Executive Director

**Minutes.**

The minutes from the June 1, 2021 virtual rate hearing and regular meeting were approved with 1 correction on page 11 as indicated by Mrs. Pettit with a motion made by Mr. Rotondi and seconded by Mr. Lambert and followed by a unanimous roll call vote except for Mr. Uhl who abstained as he was absent. MOTION CARRIED

Governing Body Member	Recorded Vote:			Not Voting	Not Present
	Aye	Nay	Abstain		
Janine MacGregor	X				
Vincent Uhl			X		
Paul Rotondi	X				
Russell Lambert	X				
Helen Pettit	X				
Jacqueline Middleton				X	
Holly Havens				X	

**Correspondence.**

1. NJDEP: Written notice dated June 28, 2021 confirming Mr. Horn's telephone call that the primary clarifier would be offline for two weeks for maintenance.

**LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY**

**Regular Meeting August 3, 2021, 6:00 pm**

**Held In Person & Conference Call**

**Minutes, Page 2**

2. NJDEP: Written notice dated July 9, 2021 confirming the completion of the maintenance and that the primary clarifier was online.
3. NJDEP: Written notice dated July 14, 2021 of preplanned maintenance on the two secondary clarifiers to begin in September.
4. 15-17 Bridge Street: Capacity verification was given in a letter dated August 2, 2021 for the proposed conversion for an existing ground floor retail space to a bakery.
5. 39 Ferry Street-Capacity verification was given in a letter dated August 2, 2021 for the proposed addition of 3 - three bedroom townhouses.

**Chairpersons Report-Janine MacGregor.**

Mrs. MacGregor would like to do something to recognize the staff for their dedicated work ethic during the pandemic. Mr. Horn will come up with a few ideas and follow up with the Board after the meeting.

**Executive Directors Report-Thomas Horn.**

**TREATMENT FACILITY & COLLECTIONS SYSTEM OPERATIONS & MAINTENANCE FOR JULY/ AUGUST 2021:** The staff worked on the grinder pump and replaced doors at the Swan Street pump station. The staff resolved some issues at the Ferry Street pump station.

**ODOR CONTROL:** There were no calls in June/ July.

**UNION/ PERSONNEL:** Updates to the Personnel Manual will be completed for the September 7<sup>th</sup> meeting. Mr. Horn and the Personnel Committee have a few questions pertaining to the section for youth protection and how it applies to the Authority.

**REGULATORY:** Biofilter and carbon unit continue to be monitored and the right to know surveys are completed.

**ADMINISTRATIVE ISSUES:**

**Accounting/ billing program:** Edmunds has finished the software transfer for Finance and Payroll modules which went live in July. They are currently working on the Utility Billing transfer and expect it to go live by the end of August.

**NJIB Loan:** Long term financing will take place in the fall.

The replacement media for the biofilter was delivered July 21<sup>st</sup> and installation is planned for October.

Mr. Horn reported that the FY2022 Budget was approved by the DCA and the new contracts for the supply of hypochlorite and bisulfite are in place.

### **Memo-Status of Capital Improvements.**

Mr. Horn reviewed his spreadsheet entitled *Capital Projects 2019-2021, August Update* with the Board. He reported that the replacement parts for the primary clarifiers have been installed and he plans to start work on the secondary clarifiers in the fall.

### **Energy Co-op Membership.**

Mr. Horn recommends the Authority become a member of the New Jersey Sustainable Energy Joint Meeting (NJSEM) in place of the South Hunterdon Regional Energy Co-operative (SHREC) which has dissolved. Mr. Horn explained that by joining the NJSEM the Authority would be eligible for energy savings for gas and electricity. The Board reviewed the information and particularly the *Joint Contract Joinder Agreement* which referenced the *Joint Contract*, a separate document outlining the terms and conditions of the co-operative agreement. The Board requested a copy of the *Joint Contract* to review before making their decision as the *Joinder Agreement* does not contain the specific details of the contract. Mr. Horn will get the *Joint Contract* and the bylaws for the Board to review. Resolution 031-2021 was tabled for the September 7, 2021 meeting.

### **Vacation Memo.**

Mr. Horn notified the Board of his planned vacation the week of August 27 through September 3<sup>rd</sup>.

### **Chief Financial Officer's Report.**

Mrs. Leary is on vacation and due to the timing of switching over from the old to the new financial system the bills for June and July are not available for tonight's meeting. A resolution memorializing the bills for June and July will be done at the September 7, 2021 meeting.

### **Attorney's Report.**

Mr. Watts was not in attendance.

### **Closed Session.**

The Board moved the below resolution to go into closed session to discuss ongoing contract negotiations between the Authority and the Union as well as the salaries pertaining to the non-union personnel.

#### **Resolution 032-2021 Authorizing a Closed Session to Discuss Personnel Contracts & Salaries**

**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 Tuesday, August 3, 2021, at the Administrative Building located at the Treatment Plant, 3 Bridge Street, Lambertville for the purpose of discussing Personnel matters pertaining to contracts & salaries.

**BE IT FURTHER RESOLVED** that the matters discussed in and minutes of the closed session shall be disclosed

**LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY**  
**Regular Meeting August 3, 2021, 6:00 pm**  
**Held In Person & Conference Call**  
**Minutes, Page 4**

to the public when the reason for confidentiality no longer exists.

The Resolution was adopted by a call of ayes and nays as follows:

**Moved: Mrs. MacGregor**  
**Seconded: Ms. Pettit**

<b>Governing Body Member</b>	<b><u>Recorded Vote:</u></b>		<b>Abstain</b>	<b>Not Voting</b>	<b>Not Present</b>
	<b>Aye</b>	<b>Nay</b>			
Janine MacGregor	X				
Vincent Uhl	X				
Paul Rotondi	X				
Russell Lambert	X				
Helen Pettit	X				
Jacqueline Middleton				X	
Holly Havens				X	

**The LMUA Board convened into closed session at 6:29 p.m.**

**Resume Open Session.**

**The LMUA Board re-convened into regular session at 6:52 p.m.**

Mrs. MacGregor moved Resolution 033-2021 authorizing the contract agreement with the CWA, AFL-CIO subject to the ratification of the Union staff representative and the negotiations committee person.

**Resolution 033-2021**  
**Authorizing a Four Year Contract with the Communications**  
**Workers of America, AFL-CIO Union Employees**

**WHEREAS**, at the regularly scheduled Board meeting of the Lambertville Municipal Utilities Authority (herein referred to “the Authority”) the matter of the four year contract with the Communications Workers of America, AFL-CIO (herein referred to “the Union”) was reviewed; and

**WHEREAS**, a Memorandum of Agreement has been reached with representatives of the Union and the Authority’s Personnel Committee on the terms of a four year contract for the period of July 1, 2021 through June 30, 2025; and

**WHEREAS**, the Board has reviewed the Memorandum of Agreement and agrees with the conditions as set forth in the agreement and attached hereto.

**NOW, THEREFOR, BE IT RESOLVED**, by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of August 3, 2021 hereby ratify and approve the terms and conditions of said Agreement by and between the Communications Workers of America, AFL-CIO effective July 1, 2021 through June 30, 2025.

Effective: July 1, 2021

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting August 3, 2021, 6:00 pm

Held In Person & Conference Call

Minutes, Page 5

**Moved: Mrs. MacGregor**

**Seconded: Mr. Lambert**

Governing Body Member	<u>Recorded Vote:</u>		Abstain	Not Voting	Not Present
	Aye	Nay			
Janine MacGregor	X				
Vincent Uhl	X				
Paul Rotondi	X				
Russell Lambert	X				
Helen Pettit	X				
Jacqueline Middleton				X	
Holly Havens				X	

Mrs. MacGregor then made a motion to approve Resolution 034-2021 establishing non-union salaries effective July 1, 2021 as listed in the resolution but would particularly like to acknowledge Mrs. Ege for her hard work and brought her salary up to \$48,000.

Resolution 034-2021  
Establishing Non-Union Salaries  
Effective July 1, 2021

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby approves the following Non-Union salaries & raises effective July 1, 2021:

	Salary
Thomas Horn, Executive Director	\$136,480
Kathy Leary, Chief Financial Officer	\$70,230
Melissa Ege, Administrative Assistant	\$48,000
David Rose, Operations Supervisor	\$77,525

**Moved: Mrs. MacGregor**

**Seconded: Ms. Pettit**

Governing Body Member	<u>Recorded Vote:</u>		Abstain	Not Voting	Not Present
	Aye	Nay			
Janine MacGregor	X				
Vincent Uhl	X				
Paul Rotondi	X				
Russell Lambert	X				
Helen Pettit	X				
Jacqueline Middleton				X	
Holly Havens				X	

**Public Comment.**

There was no public in attendance.

**New Hope, PA Developments.**

Ms. Havens asked if the Authority receives connection fees for new developments in New Hope, PA. Mr. Horn explained that connection fees are not part our agreement with Bucks County W&SA. They pay to reserve a certain amount of capacity which is included in their quarterly rate calculation along with debt service and any new capital projects at the treatment plant.

**Adjournment.**

The meeting adjourned at 7:01 p.m. with a motion made by Mrs. MacGregor seconded by Ms. Pettit and followed by a unanimous voice vote 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 ~~August 3, 2021~~ September 7, 2021.