



**Lambertville Municipal Utilities Authority**  
**Tuesday, October 5, 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 6:03 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, Paul Rotondi-Treasurer, Russell Lambert-Secretary, Jacqueline Middleton-Alternate I, Holly Havens-Alternate II

Absent: Helen Pettit-Member

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO, C. Gregory Watts-Watts, Tice & Skowroneck

**Minutes.**

The minutes from the September 7<sup>th</sup> regular session was approved with a correction on page 2, under the *Chairperson's Report* as indicated by Mrs. MacGregor with a motion made by Mrs. MacGregor and seconded by Mr. Uhl.

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. Ron Rappaport, 1-5 Klines Court: In a letter dated September 17, 2021, Mr. Horn responded to Mr. Rappaport's concerns on the recent rate increases stating that there was a period between 2010 and 2017 where rates did remain the same due to efficiencies. The Board then had a financial analysis conducted

**LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY**

**Regular Meeting October 5, 2021, 6:00 pm**

**Held in Person & Conference Call**

**Minutes, Page 2**

along with the development of a long-term capital improvement plan which is now used in rate determination to ensure the continued efficient operation of the LMUA.

2. NJ DEP: In a letter dated September 24, 2021, Mr. Horn explained the conditions experienced at our N. Union pump station the night of tropical storm Ida. He indicated that the pumping station was offline between 7:30 pm on September 1<sup>st</sup> through 4:00 a.m. on September 2<sup>nd</sup> due to flooding. The on-call personnel did not call the DEP hotline to notify them of the offline equipment during the storm event or immediately after. Mr. Horn assured DEP that he will be reviewing our Operation and Maintenance Manual and Emergency Response Plan to ensure the correct protocols are followed in the future.

**Chairpersons Report-Janine MacGregor.**

Mrs. MacGregor stated that she was appreciative of all the extra work the LMUA employees were doing because of the storm and asked them to be mindful of their regular duties.

**Executive Directors Report-Thomas Horn.**

TREATMENT FACILITY & COLLECTIONS SYSTEM OPERATIONS & MAINTENANCE FOR OCTOBER 2021: Mr. Horn reported that the staff have been working on running new electric to the outside plant lights because the old wiring had failed.

The staff have been working on the replacement doors at the Swan pump station. This was a planned maintenance item as recommended by CDM Smith.

ODOR CONTROL: There were no calls for odors this past month.

UNION/ PERSONNEL: Mr. Horn is currently conducting interviews for the open entry level operator position. He stated that a good candidate has been found and he will be sending out an offer letter shortly.

REGULATORY: Biofilter and carbon unit continue to be monitored

ADMINISTRATIVE ISSUES:

NJIB Loan: Mr. Horn anticipates the long-term loan to close by early November with the rates remaining relatively low.

The replacement media for the biofilter is expected to be completed by the end of October.

The LMUA is now a member of the NJ Sustainable Energy Joint Meeting cooperative.

**Memo: Capital Projects Update.**

National Water Main Cleaning Co. has nearly completed their contract for the inspection and cleaning of a portion of the sewer mains. Mr. Horn reviewed the marked-up sewer map with the Board showing the inspected areas. He will review the final inspection report once available and update the Board on the recommended repairs. Once CDM Smith has finished their report on the inspection, Mr. Horn will bring it before the Board for their review and acceptance.

**LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY**

**Regular Meeting October 5, 2021, 6:00 pm**

**Held in Person & Conference Call**

**Minutes, Page 3**

Clarifier parts: The installation of the replacement parts has been delayed due to TS Ida damages that need to be addressed first.

**Memo: Tropical Storm Ida Update.**

Mr. Horn notified the Board that the Preliminary Damage Assessment, (PDA) and the Request for Public Assistance, (RPA) have been submitted. Insurance claims have been filed with our primary insurer, NJUA JIF and with our flood insurer, Selective. The claims have been denied by our primary insurance due to the areas being in the 100-year flood plain. The flood insurance did send out an adjuster to inspect and we are waiting to get that report.

Swan Pump Station: The gas sensor located in the wet well was replaced along with repairs to the driveway and surrounding ground that were washed out. There was a significant amount a debris around the station that has been cleared by the operations staff. Our flood insurance has indicated that they will be denying all outside damages.

Plant Control Building: The chemical feed pump failed and has been replaced. Mr. Horn is requesting quotes for the replacement boiler. He also indicated that the flow did reach above the peak limit during the storm

N. Union Pump Station: This location did sustain the most damage. The generator and transfer switch, electrical and control equipment as well as the VFDs will need to be replaced. Mr. Horn is in the process of receiving quotes for the work. The flood insurance did indicate that they would not cover the cost of a replacement generator. This will be submitted to FEMA for assistance. The Board discussed the remediation of the generator with concerns for installing the replacement above flood elevation.

**Memo: Route 518 Sewer Line.**

The city informed us of a degraded sewer pipe located underneath the bridge over the Swan Creek, closest to Quarry Street on Route 518. After investigation, Mr. Horn confirmed the pipe was in fact a sewer line and in need of repair. Our engineer, CDM Smith is recommending that a liner be installed in the corroding pipe and that the outside of the pipe wrapped to prevent further degradation. Mr. Horn recommended the Board approve membership into Buy Board Cooperative for the project work. Mr. Watts recommended that the Authority request a letter from CDM Smith indicating that the degraded sewer pipe is an urgent matter of public health and safety that needs to be addressed quickly. Then the Authority will be covered should there be a need to look for a contractor outside of the cooperative.

**Memo: Membership in the National Purchasing Co-Operative.**

Mr. Horn outlined his recommendation to join the cooperative Buy Board as they have several contractors that could be used for the sewer main work. He explained that there is no cost to join and that the Authority is under no obligation to use the contracts. The Board in favor of his recommendation, moved Resolution 036-2021. After the motion, Mrs. MacGregor asked for a budget update showing the impact of this project.

**Resolution 036-2021**  
**Authorizing a Membership in Buy Board National Purchasing Cooperative**

**WHEREAS**, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Cooperative Contracts Law N.J.S.A. 40A:11-11(5) to participate as a member of the Buy Board National Purchasing Cooperative (Buy Board) for the purchase of various goods and services; and

**WHEREAS**, Buy Board was formed pursuant to Maryland Code Annotated, State Fin. And Proc. 13-110 and Rhode Island General Laws 16-2-9.2 as a cooperative to serve cities, counties, towns, public or private schools, political subdivisions in the United States including instrumentalities of a governmental unit and non-profits; and

**WHEREAS**, the Authority is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b) (3); and

**WHEREAS**, the Authority desires to be a Participating Member of Buy Board with contract purchasing benefits in accordance with the terms and conditions of the applicable contracts; and

**WHEREAS**, the Buy Board’s Board of Directors has determined that Participating Members have no financial or organizational liability to Buy Board or its organization activities.

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

1. The Executive Director is hereby authorized and directed to apply for membership in the Buy Board National Purchasing Cooperative (Buy Board).
2. The agreement to be executed by and between the Authority and Buy Board shall remain in force or until either party elects to dissolve the Agreement by written notice.
3. The Resolution shall be effective immediately upon adoption.

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

<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	

**Chief Financial Officer’s Report.**

Mr. Rotondi made a motion to approve the bill list for October. Mrs. MacGregor seconded the motion.

**LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY**  
**Regular Meeting October 5, 2021, 6:00 pm**  
**Held in Person & Conference Call**  
**Minutes, Page 5**

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	

**Attorney’s Report.**

Mr. Watts had no issues or updates to report.

**Public Comment.**

There was no public in attendance.

**Adjournment.**

The meeting adjourned at 6:45 p.m. with a motion made by Mrs. MacGregor seconded by Mr. Rotondi 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 November 2, 2021.*