



**Lambertville Municipal Utilities Authority  
Tuesday, November 2, 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, Helen Pettit-Member, Jacqueline Middleton-Alternate I, Holly Havens-Alternate II entered during correspondence at 6:10 p.m.

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

**Minutes.**

The minutes from the October 5<sup>th</sup> regular session was approved with a correction on page 2 and one change on page 3 as indicated by Ms. Pettit with a motion made by Mr. Rotondi and seconded by Mr. Uhl.

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

**Correspondence.**

1. 2 Curley Lane Sewer Billing Suspension: In a letter dated October 7, 2021, the Authority conditionally approved the request for billing suspension received October 6, 2021. The owner was required to pay their open third quarter and to cap their sewer line servicing the property. The Authority inspected October 26<sup>th</sup> and confirmed the lateral was sufficiently capped.
2. 4 Curley Lane Sewer Billing Suspension: In a letter dated October 21, 2021, the Authority conditionally approved the request for billing suspension received October 21, 2021. The owner was required to pay their open third quarter and to cap the sewer line servicing the property. The Authority inspected October 29<sup>th</sup> and confirmed the lateral was sufficiently capped.
3. 21 Swan Street: Request for balance adjustment & billing suspension was received via email November 1, 2021. The property was deemed unsafe by the City of Lambertville due to damage from a fire that occurred March 30, 2021. Mrs. Ege is waiting to receive confirmation from Suez that the water has been disconnected. The Board reviewed the proposed balance adjustment of -\$360.41 covering the period from March 30<sup>th</sup> through the fourth quarter ending October 31<sup>st</sup>. Mr. Horn recommended the Board grant the request pending the payment of delinquent sewer balance in the amount of \$812.82 covering up to the date of the fire. He will also confirm with Suez that the water connection has been disconnected. The Board agreed to conditionally approve the balance adjustment and billing suspension upon meeting the two conditions. A resolution will be prepared for the December 7<sup>th</sup> meeting for the Board to memorialize their decision.

**Chairpersons Report-Janine MacGregor.**

Mrs. MacGregor made a motion to approve the purchase of eight Thanksgiving turkeys for the Authority employees.

Resolution 037-2021 *Thanksgiving Turkeys for Authority Employees*

**WHEREAS**, the Lambertville Municipal Utilities Authority (“Authority”) would like to recognized and show their appreciation for their employees by providing turkeys for Thanksgiving; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Lambertville Municipal Utilities Authority, approve the purchase of Thanksgiving turkeys for the Authority employees in an amount not to exceed \$300.00.

The Resolution shall be effective immediately upon adoption.

**Moved: Mrs. MacGregor**

**Second: 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

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

TREATMENT FACILITY & COLLECTIONS SYSTEM OPERATIONS & MAINTENANCE FOR NOVEMBER 2021: The operations staff have finished the repairs to the exterior plant lighting. They are working on replacement of exterior doors at the Swan pump station.

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

UNION/ PERSONNEL: Mr. Horn had hired a new employee on October 25<sup>th</sup> to fill the open position of Entry Level Operator.

REGULATORY: Biofilter and carbon unit continue to be monitored. Mr. Horn noted that during the pandemic the NJ DEP had relaxed some of their sampling requirements for the treatment plant from weekly to biweekly, however this has recently been returned to the normal weekly schedule.

NJIB Loan: Mr. Horn reported that the Authority closed on escrow this past Friday, 10/29/21 and the bond closing will be held in November. We should have final debt service numbers for the December meeting.

### **Memo: Planned Vacation.**

Mr. Horn notified the Board of his planned vacation from 11/8/21-11/12/21.

### **Memo: Capital Planning.**

Mr. Horn has updated his planned capital projects from 2019 through 2027 to include Ida damages and their impact on capital planning. He noted, there are several items that are not time critical and can be delayed. The replacement media for the Biofilter will be delayed until December. The remaining work on the two clarifier tanks will be delayed until spring 2022. Mr. Horn is planning on delaying the inspection of the two force mains until FY2023. Instead, he plans to inspect the sewer lines in the street. The replacement vehicle for the dump truck will be delayed until more critical items are completed.

The Board discussed the completed CCTV work and the importance of identifying and rating sewer lines in the collection system in need of repair. Mr. Horn then recommended the Authority auction off the current CCTV camera van as it is not used enough by our employees. It would be more time effective to contract the rest of the TV work out. In agreement, the Board directed Mr. Horn to prepare a resolution to approve the auction of the camera van for the December 7<sup>th</sup> meeting.

**Memo: Tropical Storm Ida Update.**

Mr. Horn updated the Board on damages from Ida and the financial impact incurred. The Authority has flood insurance on the pumping stations which would cover only the replacement of interior items. Anything not covered by our flood insurance, the Authority would get 75% back from FEMA.

The out-of-pocket costs to date include:

Location	Total Damages	25% After FEMA
Swan Pump Station	Sensor \$3,000	\$750
Plant Control Building Boiler	Labor for exterior cleanup \$835.37	\$208.85
	Boiler \$26,647	\$6,700
N. Union Pump Station	Generator \$64,170	\$16,050
	Transfer Switch \$7,290	Insurance
	Emergency Generator Rental \$1,000/ month	25%
	Standby Pump Rental \$2,709/ month	25%

Mrs. MacGregor requested that in the future, the Ida updates be included in the Capital Planning Memo. A discussion incurred on the rehabilitation of the N. Union pump station and specifically raising the generator. The height would depend on the 100-year flood elevation and the City’s codes. Depending on the direction the Authority goes, this project could be categorized as either a Hazard Mitigation or Code Compliance grant.

**Memo: Route 518 Sewer Line.**

CDM Smith was out to inspect the exterior of the pipe this past month. There is some corrosion on the exterior, however the interior will need to be inspected by CCTV before a determination can be made on the condition. Should the condition be acceptable, Mr. Horn recommends the Authority perform visual inspections on the pipe annually. If the pipe shows more signs of corrosion, then a reinspection of the interior may be necessary. Should this pipe need to be replaced, Mr. Horn recommends moving the pipe from under the bridge and hanging it to the outside of the bridge to avoid future damages from creek debris.

**Chief Financial Officer's Report.**

Mr. Rotondi made a motion to approve the bill list for November. Mr. Uhl seconded the motion.

Governing Body Member	<u>Recorded Vote:</u>			Not Voting	Not Present
	Aye	Nay	Abstain		
Janine MacGregor	X				
Vincent Uhl	X				
Paul Rotondi	X				

**LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY**  
**Regular Meeting November 2, 2021, 6:00 pm**  
**Held in Person & Conference Call**  
**Minutes, Page 5**

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 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 December 7, 2021.*