



**Lambertville Municipal Utilities Authority**  
**Tuesday, January 4, 2022, 6:00 PM**  
**Virtual Regular Meeting Minutes Held Via Zoom**  
Link: <https://us02web.zoom.us/j/85112530336>

Meeting ID: 851 1253 0336

The meeting was called to order at 6:04 p.m. by Chairwoman MacGregor who read the statement of compliance with Open Public Meetings Act Open, 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 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. A copy of the notice and agenda were posted on the web sites of the LMUA [www.lambertvillemua.com](http://www.lambertvillemua.com) and the City of Lambertville [www.lambertvillenj.org](http://www.lambertvillenj.org).

Instructions on how to participate in the meeting are posted on the website of the LMUA and will be read into the record during the Public Participation portion of the meeting if there is public in attendance.

**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

Also Present: Thomas F. Horn, P.E.-Executive Director, C. Gregory Watts-Watts, Tice & Skowronek, Kathy Leary-CFO, Howard Matteson, CDM Smith

## **Minutes.**

The minutes from the December 7, 2021, regular session and closed session meeting were approved in a motion made by Mrs. MacGregor and seconded by Mr. Uhl and followed by a unanimous roll call vote by all members present. MOTION CARRIED

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	

## **Engineer's Report.**

Authority Engineer Howard Matteson, CDM Smith, shared his presentation for the North Union Pump Station, entitled *Code Compliance Analysis and Hazard Mitigation Plan* dated January 4, 2022, via screenshare with the Board. The presentation outlines the reasons why the Authority should consider a Hazard Mitigation Plan instead of Code Compliance disaster design which would allow the Authority to go above and beyond the local

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flood ordinance. Mr. Matteson further explained that it would be prudent for the Authority to go above the code, or the 500-year flood elevation to give the station more protection. The Authority should contact their flood insurance carrier to ask if there would be an impact on our premium should the station get raised above the 500-year flood elevation.

There was a discussion on the pre-Ida condition of the station as it has not been in compliance with current electrical codes since 2005. Both the current generator and some electrical equipment are located below the 100-year flood elevation and did incur flood damage during the storm.

The Board discussed the different types of funding available from FEMA depending on the type of plan the Authority agrees to pursue. The Code Compliance program would be eligible for funding from FEMA's Public Assistance program and the Hazard Mitigation program would be eligible for funds through the Hazard Mitigation Grant program.

Mr. Matteson explained the process involved when applying for an HMG program and specifically FEMA's requirements. CDM Smith would assess potential strategies to help mitigate the risk of flooding including relocation, reconstruction, redesign of the station. Their findings would be organized into a Hazard Mitigation Plan, "HMP" which is required to be eligible for any of the FEMA funding programs.

Mr. Matteson discussed the HMP process along with Hunterdon County's HMP which ranks potential natural disasters as hazards. Severe weather is ranked as the top hazard on their plan.

CDM Smith is recommending the possible relocation of the pump station as well as an increase in elevation and floodproofing of electrical equipment. Mr. Horn then requested approval from the Board to submit a formal request to the City proposing the relocation of the pump station to the City owned open space adjacent to the pump station. Mr. Matteson explained that this would not only aid in the construction of a new building, but it would illuminate the need for a bypass system. There was a discussion on the property restrictions and the Board questioned if it is considered NJDEP Green Acres open space. The Board then directed Mr. Horn to formally inquire about the City open space and the feasibility of building the new pump station there.

Mr. Matteson outlined the key components for the Authority's HMP. He also discussed FEMA's Benefit-Cost Analysis, "BCA" which is a specific tool that FEMA utilizes when approving new applications. The BCA is a calculation that weighs the benefits against the construction and maintenance costs to ensure the project feasible. Mr. Matteson will be running several BCA's to identify the best option for the new station.

Mr. Matteson anticipates completing the draft HMP by January 31<sup>st</sup> and finalizing the report by February 28<sup>th</sup>. The Board asked that they have the final report a week prior to their March 1<sup>st</sup> meeting to ensure enough time to review and comment prior to approval. Ms. Pettit asked if there are any steps the Authority should take to harden the current pump station prior to the upgrade. Mr. Matteson explained that there is not much the Authority can do given the current situation. He anticipates the new station construction to take about two years to complete. Mr. Uhl asked if Mr. Matteson was aware of the recent changes to the City flood ordinance. Mr.

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Matteson understood Mr. Uhl's position and explained that the station would need to be elevated regardless of the ordinance changes because the current electric components are not to code. Ms. Pettit asked Mr. Horn to ensure the operations staff are involved in the proposed mitigation plan for their effective operational input of the station.

Mr. Matteson concluded his presentation and reiterated that he will get the draft HMP in advance of next month's meeting. The Board then thanked Mr. Matteson for attending and he exited the meeting.

**Correspondence.**

1. 266 N. Union Street retroactive billing suspension & reimbursement request was received via email December 13, 2021. The Board reviewed the request from the homeowner who sustained heavy damages during TS Ida. The water is confirmed to be disconnected at the curb. Mr. Horn recommended the Board adopt a resolution to approve their request. The Board feels that the Authority should send out a notice to the residents indicating that there is sewer billing relief available for those who qualify. Mr. Horn confirmed that Mrs. Ege can put together a notice that would be placed on all the sewer bills. The Board then directed Mrs. Ege to put together language for a notice that will be reviewed for the next meeting.

**Resolution 001-2022 Approval of Retroactive Billing Suspension & Account Credit for 266 N. Union Street**

**WHEREAS**, the Lambertville Municipal Utilities Authority ("Authority") received a written request from the owner of 266 N. Union St. for the suspension of sewer charges retroactive to the date of Tropical Storm Ida, September 1, 2021, and reimbursement of \$133.00 paid covering that same period; and

**WHEREAS**, Under Chapter 7-6: Condition of Suspension of Sewer User Fees of the Authority Rules & Regulations, the requirements for suspension of sewer fees are as follows:

- a. A unit is rendered uninhabitable (which determination will be made in the sole discretion of the Authority) by fire or natural disaster, AND the water supply is turned off at the curb or the well is inoperable.
- b. The building or unit sewer connection into the Authority's system is capped.

**WHEREAS**, the requesting property had sustained considerable flood damage that occurred during Tropical Storm Ida; and

**WHEREAS**, Suez confirmed that the water service had been disconnected; and

**WHEREAS**, Mr. Horn recommends that the Board approve the suspension retroactively to the date of the flood on September 1, 2021 and the reimbursement request of \$133.00 paid 12/13/21 as an account credit to be applied towards future billings.

**NOW, THEREFORE, BE IT RESOLVED** by the Lambertville Municipal Utilities Authority that based upon the unique circumstances set forth in this Resolution, it hereby approves the retroactive suspension of sewer charges effective September 1, 2021, and thereby issuing a billing adjustment and credit of \$133.00 to account 10490.

**Moved: Mrs. MacGregor**

**Seconded: Ms. Pettit**

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<b>Governing Body Member</b>	<b>Recorded Vote:</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	

2. NJDEP Compliance Inspection Report dated December 14<sup>th</sup> and inspected on December 6, 2021. Mr. Horn advised the Board that there was a minor compliance issue of cleaning the chlorine contact tank but no major violations.

**Chairpersons Report-Janine MacGregor.**

Mrs. MacGregor had no additional issues to discuss.

**Executive Directors Report-Thomas Horn.**

OPERATIONS REPORT FOR JANUARY 2022: Mr. Horn reported no issues at the plant and collection system this past month.

ODOR CONTROL: No calls for December.

UNION/ PERSONNEL: No issues

REGULATORY: Biofilter and carbon unit continue to be monitored.

Mr. Horn was able to eliminate the air permit associated with the replaced boiler in the control building.

Mr. Horn is planning to replace the biofilter media over the winter.

ADMINISTRATIVE ISSUES: Professional RFPs are due back January 20<sup>th</sup> for award February 1.<sup>st</sup>

Our Auditors have been in working on the FY2021 audit.

NJ MEL: 2021 Elected Officials online training was sent out via email this morning. This is due by May 1st to receive the credit towards our insurance premium.

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**Memo-TS Ida Update.**

Mr. Horn has received quotes for the equipment that was damaged at North Union P.S. The Authority’s flood insurance carrier is currently reviewing these quotes. We have received reimbursement for building damages.

The boiler for the control building at the plant has been installed. Once this is paid, we will be able to submit this project for completion and reimbursement from FEMA. An inspection with FEMA will be scheduled for the end of January to review the sites that were affected by Ida.

**Chief Financial Officer’s Report.**

Mrs. MacGregor made a motion to approve the bill list for December. 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	<u>Recorded Vote:</u>				
	Aye	Nay	Abstain	Not Voting	Not Present
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 to report.

**Public Comment.**

At this time Mrs. Ege confirmed that there were no members of the public in attendance. Mrs. MacGregor thanked the Board members for their input on the hazard mitigation of the N. Union pump station and wished a happy new year to all.

**Adjournment.**

The meeting adjourned at 7:40 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 February 1, 2022.*