

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

August 2, 2022, 6:00 pm

Lambertville Wastewater Treatment Facility,
3 Bridge Street, Lambertville

In Person/ Conference Call Meeting Minutes
Call In # 978-990-5000 Access Code: 2646329



The meeting was called to order at 6:01 p.m. by Chairwoman MacGregor who read the statement of compliance with the Open Public Meetings Act, by adoption of *Resolution 006-2022* setting forth meeting dates for 2022-2023. Notification was additionally published on Thursday, February 10, 2022, to the Hunterdon County Democrat and also noticed in the Times of Trenton. A copy of the notice and agenda were posted on the web sites of the LMUA www.lambertvillemua.com and the City of Lambertville www.lambertvillenj.org.

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

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

Minutes.

The minutes from the June 7, 2022, in-person regular & closed sessions were approved in a motion made by Mr. Rotondi and seconded by Mrs. MacGregor with corrections made on pages 6 & 8 as indicated by Ms. Pettit and followed by a unanimous roll call vote except for Mr. Uhl and Ms. Pettit who abstained as they were 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 for Secondary Clarifier Maintenance: In a letter dated June 16, 2022, notification was sent to NJDEP of the planned secondary clarifier maintenance.
2. Allen Street Permit & Capacity Verification: In a letter dated June 17, 2022, confirmed extending the connection permit issued for block 1094, lots 1, 2 & 3 on June 22, 2021.

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3. 320 N. Union Street Confirmation of Sewer Suspension: In a letter dated July 6, 2022, billing suspension was approved as of September 1, 2021, due to flood damages from Ida.
4. Commons Area Capacity Verification: In a letter dated July 18, 2022, capacity was verified for the proposed addition of 189 dwelling units located on Grant Avenue and Coryell Road.
5. Phillips Barber Capacity Verification: In a letter dated July 20, 2022, capacity was verified for the proposed expansion of the existing medical office by 8,267 GSF. Mr. Horn confirmed that the plant is currently at 51% of total capacity as of July.

Chairperson's Report-Janine MacGregor.

Mrs. MacGregor reviewed the letter from Donald Hart thanking the Authority for their help with unblocking a storm drain located by Coryell and Main Streets.

Executive Director's Report-Thomas Horn.

OPERATIONS REPORT FOR JULY & AUGUST 2022: Mr. Horn reported that the parts were replaced in one of the secondary clarifiers in June and the other will be done in September.

ODOR CONTROL: There were a few calls last month which were determined to be from spreading manure at a nearby farm.

UNION/ PERSONNEL: None.

REGULATORY: Biofilter and carbon unit continue to be monitored.

ADMINISTRATIVE ISSUES: The State has approved the FY 2023 budget.

Memo-TS IDA.

Swan St. Pump Station & Treatment Plant: This claim is under final review by FEMA before reimbursement is issued.

N. Union Street P.S.: The claim for facilities damages is under final review. The flood insurance payment of \$66,928.05 for the approved portion of the damages was deposited and proof of payment was submitted to FEMA. Suburban's Environmental Planning Document is currently under review by FEMA.

The next step would be to hire an engineer to design the plans and specifications for the replacement pumping station. A discussion occurred on the timing to apply to the I-Bank for a loan. Ms. Pettit felt that we should not wait until we receive FEMA's approval. Mr. Horn explained that the Authority will not know what to apply for until we know what FEMA will approve.

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Memo-Raritan Pointe.

Mr. Horn reported that when the builder completed construction of the townhomes, the sewer main easement was never transferred to the Authority. Normally after a development is completed, an easement is turned over to the Authority. Raritan Pointe HOA has approved the easement transfer agreement and completed an inspection of the sewers. In addition to Raritan Pointe, Mr. Horn has recently learned that there are three properties without easements the sewer runs through to service the townhome complex. Mr. Watts recommended that the HOA handle acquiring the homeowner's approvals and he will prepare the easements to ensure that they are done properly. The Board in agreement, directed Mr. Horn to communicate and facilitate this with Raritan Pointe.

Memo-Miracle Chemical Co. Contract for Sodium Bisulfite.

The Authority was contacted by Miracle Chemical Co. to request relief from their contract to supply sodium bisulfite, which is due to terminate June 30, 2023. Impacted by the pandemic, their supplier has significantly increased their price. Mr. Horn discussed the matter with Mr. Watts prior to this meeting and replied to their request that we were unable to accommodate them based on the condition in the current contract. Ms. Pettit recommended that additional language be added to the next contract that would give the Authority the option to offer relief in emergent conditions. A discussion occurred on the impact this could have on our relationship with the company, however the Board decided not to offer relief from the contract.

Shared Service Agreement with Lambertville & West Amwell.

RESOLUTION 037-2022 *Resolution Authorizing the Entry into a Shared Services Agreement Among the City of Lambertville, the Township of West Amwell and the Lambertville Municipal Utilities Authority for Use of Municipal and Authority Equipment*

WHEREAS, Local Units of the State of New Jersey are authorized to enter into a Shared Services Agreement as permitted by N.J.S.A. 40A:65-1 et seq.; and

WHEREAS, the City of Lambertville, the Township of West Amwell, and the Lambertville Municipal Utilities Authority own equipment which the other entities have a periodic but not sustained use for to accomplish various tasks; and

WHEREAS, the sharing of equipment between these entities makes economic sense to all parties involved; and

WHEREAS, the City of Lambertville, the Township of West Amwell, and the Lambertville Municipal Utilities Authority have agreed to enter into a shared services agreement for the sharing of equipment; and

WHEREAS, the governing body of the Lambertville Municipal Utilities Authority has determined that approval of a shared services agreement is in the best interest of the Lambertville Municipal Utilities Authority.

NOW THEREFORE, be it resolved as follows;

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1. The governing body of the Lambertville Municipal Utilities Authority does hereby resolve and agree to enter into a shared services agreement with the City of Lambertville and the Township of West Amwell for the purpose of the sharing of equipment.
2. This resolution shall become effective in accordance with law.

Motion: Mrs. MacGregor

Second: Ms. Pettit

| Governing Body Member | Recorded Vote: | | 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 | |

Resolution 038-2022 Approving Vacation Time for Melissa Ege, Effective July 1, 2022

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby approves an increase in vacation days for Melissa Ege from fifteen (15) days to twenty (20) days to begin on July 1, 2022, during her 10th year of service rather than at the start of her 11th year of service with the Authority.

Moved: Ms. Pettit

Seconded: Mr. Rotondi

| Governing Body Member | Recorded Vote: | | 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 | |

Request to Increase Sick Time Payout Policy.

The Board decided to discuss the matter in closed session after all other matters before the Board.

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Chief Financial Officer’s Report.

Mr. Rotondi made a motion to memorialize the bill list for June and approve the bill list for July. Mr. Uhl 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: | | 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.

No report.

Closed Session.

Resolution 0039-2022 Authorizing a Closed Session to Discuss Personnel Matters

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 2nd, 2022, at the Administrative Building located at the Treatment Plant, 3 Bridge Street, Lambertville for the purpose of discussing personnel matters pertaining to the sick time payout policy.

BE IT FURTHER RESOLVED that the matters discussed in the minutes of the closed session shall be disclosed 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: Mr. Rotondi

| Governing Body Member | Recorded Vote: | | Abstain | Not Voting | Not Present |
|-----------------------|----------------|-----|---------|------------|-------------|
| | Aye | Nay | | | |
| Janine MacGregor | X | | | | |
| Vincent Uhl | X | | | | |
| Paul Rotondi | X | | | | |

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| | | |
|----------------------|---|---|
| Russell Lambert | X | |
| Helen Pettit | X | |
| Jacqueline Middleton | | X |
| Holly Havens | | X |

Entered Closed Session: 6:40 p.m.

Mr. Watts stated for the record that the Authority could take formal action after the conclusion of closed session.

Reentered Open Session: 7:00 p.m.

Upon reentering open session, the Board directed Mr. Horn to prepare a resolution to approve the administrative personnel's request to increase the maximum sick time payout at the time of retirement from \$5,000 to \$10,000.

Public Comment.

At this time Mrs. Ege confirmed that there were no members of the public in attendance.

Adjournment.

The meeting adjourned at 7:01 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 September 6, 2022.