

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

November 1, 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 6:03 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, Helen Pettit-Member, Jacqueline Middleton-Alternate I, Holly Havens-Alternate II

Absent: Russell Lambert-Secretary

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

Minutes.

The minutes from the October 4, 2022, in-person regular session was approved in a motion made by Ms. Pettit and seconded by Mr. Rotondi with a correction made on page 1 as indicated by Ms. Pettit and followed by a unanimous roll call vote. 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 | |

Correspondence.

1. 34 S. Main Street: Notification was sent on October 13, 2022, of a billing adjustment made to their account adding an additional commercial unit. As of this afternoon, the Authority did receive a letter of protest arguing that the second unit is not a legal unit. Ms. Ege will follow up with the Tax Assessor before sending out a reply.

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2. NJDEP: Notice of Equipment Offline was sent on October 21, 2022, for the planned maintenance of a secondary clarifier.
3. 140 & 142 Swan Street: Capacity confirmation was sent on October 25, 2022, for the proposed construction of (2) three-bedroom residential units.

Chairperson’s Report-Janine MacGregor.

Mrs. MacGregor would like to show the Board’s appreciation by authorizing the purchase of Thanksgiving turkeys for the employees.

**Resolution 041-2022
Thanksgiving Turkeys for Authority Employees**

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) would like to recognize 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 \$350.00.

The Resolution shall be effective immediately upon adoption.

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

| 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 | | | | | |
| Helen Pettit | X | | | | |
| Jacqueline Middleton | X | | | | |
| Holly Havens | | | | X | |

Executive Director’s Report-Thomas Horn.

OPERATIONS REPORT FOR NOVEMBER 2022: Mr. Horn reported that the replacement parts for the last secondary clarifier were replaced.

The Stockton force main developed a leak in the section under the Route 29 bridge over the Alexauken Creek. Lambertville MUA was contacted first on October 22nd and then upon investigation, it was determined to be Stockton’s responsibility. Some emergency repairs were made during the day of the initial discovery, but Mr. Horn anticipates additional repairs to the line will be needed. There was a discussion on the cause of the leak. Mr. Horn explained that it is not unordinary given the age of the pipe.

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ODOR CONTROL: No calls concerning odors in October.

UNION/ PERSONNEL: Mr. Horn's three-year employment contract is up for renewal.

REGULATORY: Biofilter and carbon unit continue to be monitored.

ADMINISTRATIVE ISSUES:

Mr. Watts has prepared the three separate property easements needed for Raritan Pointe.

Memo-Vacation.

Mr. Horn notified the Board that he will be on vacation from November 11th through November 18th.

Memo-TS IDA.

Treatment Plant & Swan P.S.: The FEMA reimbursement of about \$14,000 was received this month. Mr. Horn explained that there was an assumed flood insurance deduction determined by FEMA because the plant is in a flood plain and not covered by flood insurance.

N. Union P.S.: This project has moved to the next review phase where various groups within FEMA for environment, historical, insurance, mitigation, scope of work and overall cost review the project. Mr. Horn reported that our engineer estimates the total construction cost to be around \$1.6 million.

On October 28th Mr. Horn met with representatives of NJDEP to do a site visit at the N. Union pump station and to go over any questions regarding the Environmental Planning document. Our FEMA representative has confirmed that they will cover the costs to rebuild the station up to the 500-year flood elevation. The DEP representatives also advised Mr. Horn to begin requesting quotes for the engineering and design of the replacement station.

Mrs. MacGregor made a motion to authorize Mr. Horn to solicit engineering proposals for the replacement design of the N. Union pump station. Mr. Uhl seconded the motion saying that a resolution reflecting the Board's decision will be memorialized at the December 6th meeting.

| 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 | |

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Requests for 2023 Professional Qualifications.

Ms. Pettit and Mr. Uhl have been updating the requests for professional qualifications for the coming year. In the past, the Authority had not always received uniform responses and the Board feels that a new format will help. Ms. Pettit had a few more items to finish up before the Authority is ready to advertise. After a discussion, the Board decided that 4-5 weeks is sufficient for submissions and will plan to receive them by December 20th.

**Resolution 043-2022
Requests for Professional Proposals for 2023**

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the Municipal Utilities Law, to retain services of persons who will render professional services to the Authority as it may determine necessary for its operation; and

WHEREAS, the Authority has determined that it is necessary and advisable to solicit proposals pursuant to the Fair and Open Process for the following professional positions:

- Engineer
- Special Projects Engineer
- Auditor
- Special Projects Auditor
- Financial Advisor
- Bond Counsel
- Legal/ Labor Attorney
- Risk Manager

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, authorize Mr. Horn to solicit professional proposals for contracts beginning February 7, 2023.

The Resolution shall be effective immediately upon adoption.

Moved: Mrs. MacGregor

Second: Mr. Uhl

| 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 | |

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The Board made the decision to discuss Mr. Horn’s employment contract in open session. Mr. Horn had one change to his current contract. He requested (5) five additional vacation days that could be used during the course of his three-year contract. After a discussion the Board was in agreement with his request and passed Resolution 042-2022 approving his three-year contract.

**Resolution 042-2022
Approving a Contract with Thomas F. Horn, Executive Director**

WHEREAS, at the regularly scheduled Board meeting of the Lambertville Municipal Utilities Authority (LMUA) the matter of the renewal of a three (3) year Employment Contract for Executive Director, Thomas F. Horn was reviewed; and

WHEREAS, the current Employment Contract’s three (3) year term is through November 14, 2022; and

WHEREAS, the Board agreed that they would like to renew Mr. Horn’s Employment Contract for an additional three (3) years; and

WHEREAS, Mr. Horn will receive 5 additional paid vacation days that may be used anytime during the course of his three (3) year contract term; and

WHEREAS, his contract shall reflect his current salary of \$140,233.00; and

WHEREAS, all other contract terms and conditions currently in effect will remain the same.

NOW, THEREBY, BE IT RESOLVED by the Board of Commissioners of the Lambertville Municipal Utilities Authority at the meeting of November 1, 2022, hereby approve a three (3) year Employment Contract with Thomas F. Horn, Executive Director for the period of November 15, 2022 through November 14, 2025.

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately upon adoption.

Moved: Mrs. MacGregor

Seconded: Mr. Uhl

| 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 | |

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Chief Financial Officer’s Report.

Mr. Rotondi made a motion to approve the bill list for October. Mrs. MacGregor 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> | | 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 report.

Public Comment.

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

Adjournment.

The meeting adjourned at 6:50 p.m. with a motion made by Mrs. MacGregor seconded by Ms. Middleton and followed by an 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 6, 2022.