

# LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

## Regular Meeting

January 3, 2023, 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 6:02 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](http://www.lambertvillemua.com) and the City of Lambertville [www.lambertvillenj.org](http://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, Kathy Leary-CFO, C. Gregory Watts-Watts, Tice & Skowronek (attended via conference call)

### Minutes.

The minutes from the December 6, 2022, in-person regular and closed sessions were approved in a motion made by Ms. Pettit and seconded by Mr. Rotondi and followed by a unanimous roll call vote except for Mr. Uhl who abstained as he was 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. 51 Bridge Street: Sewer capacity verification was confirmed in a letter dated December 15, 2022. The proposed project plans to convert a single one-bedroom apartment to a 2-bedroom apartment to be located on the ground floor by reducing the retail space of the commercial unit.

### Chairperson's Report-Janine MacGregor.

Mrs. MacGregor had no report and just wanted to wish everyone a happy New Year.

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## **Executive Director's Report-Thomas Horn.**

OPERATIONS REPORT FOR JANUARY 2023: Mr. Horn reported that there were a few repairs made to broken pipes at the treatment plant due to freezing temperatures in December.

ODOR CONTROL: No calls concerning odors in December.

UNION/ PERSONNEL: No issues of concern.

REGULATORY: Biofilter and carbon unit continue to be monitored. On December 7<sup>th</sup> PEOSHA performed a follow up inspection in which a number of items were forwarded from OSHA for PEOSHA review. The Authority is currently working on completing the items noted by both inspections.

ADMINISTRATIVE ISSUES: Raritan Point easements are being worked on by our Attorney.

The professional RFPs were received December 20<sup>th</sup> and are currently being reviewed by the subcommittee.

FY2022 Audit started in December.

### **Memo-TS IDA.**

N. Union P.S.: The rental costs for the generator and pump have been approved for reimbursement.

FEMA should be obligating the preliminary funding for the full cost of the replacement pumping station project by the end of this week.

Mr. Horn is currently reviewing the design proposals from CDM Smith and Suburban that were received December 15<sup>th</sup>. He will also be sending out a request for determination to the D&R Canal Commission for permit requirements.

### **Asset Management Plan & Capital Plan.**

Mr. Horn reviewed his spreadsheet entitled *Capital Projects, Projected Costs and Schedule* with the Board. This outlined the updated planned work to the collections system, plant and pumping stations that need to be addressed through 2029. Mr. Horn will review and correct some of the spreadsheet calculated items. The projects will then be incorporated into our 10-year plan for budgeting.

### **WMP Capacity Evaluation.**

Mr. Horn reviewed his report dated December 22, 2022, on Lambertville MUA's Wastewater Management Plan (WMP). Mr. Horn compiled flows from the 2018 County update, current and the buildout flow. He explained that the buildout flow is the projected addition of any undeveloped lot connecting to the system within the service area. Mr. Horn noted that Stockton was close to their buildout flow. There was a discussion on Bucks County W&SA contract flow limit. Mr. Horn will keep the Board informed of any new developments from Bucks' request for additional capacity. Once the Authority has a firm number, the Board will need to determine if there is enough existing capacity at the treatment plant to accommodate an increase in flows from Bucks County.

**2023 Professional Services Contracts for Award 02/07/23.**

The Board reviewed the 2023 Professional Services bid tabulation sheet that showed the current and past year’s submitting companies and their proposal amounts for professional services. The contracts review committee now consisting of Ms. Pettit and Mr. Rotondi, will be in to review the proposals in more detail and give their recommendations before the February 7<sup>th</sup> reorganization meeting.

**Chief Financial Officer’s Report.**

There was a discussion on the first of the year cost increases to health insurance and pension employer contributions. The Board asked how the vehicle fuel bill has been.

Mr. Rotondi made a motion to approve the bill list for January. Ms. Pettit 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 attended via conference call and did not have any issues or new developments to report.

**Public Comment.**

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

**Adjournment.**

The meeting adjourned at 6:51 p.m. with a motion made by Ms. Pettit seconded by Mr. Rotondi 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 February 7, 2023.*