



## LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

### Regular Meeting

March 7, 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 6:06 p.m. by Chairwoman MacGregor who read the statement of compliance with the Open Public Meetings Act, by adoption of *Resolution 005-2023* setting forth meeting dates for 2023-2024. Notification was published on Thursday, February 23, 2023, 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.** Ms. Ege called the roll as follows:

LMUA Board:

Present: Janine MacGregor-Chairwoman, Paul Rotondi-Treasurer, Russell Lambert-Secretary, Helen Pettit-Member

Absent: Vincent Uhl-Vice Chairman, Jacqueline Middleton-Alternate I, Holly Havens-Alternate II

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO

### Minutes.

The minutes from the February 7, 2023, reorganization & regular meeting were approved in a motion made by Ms. Pettit and seconded by Mr. Rotondi with corrections made on pages 2, 3, 6, 12, 13, 14, 15, 16 & 17 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

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**Correspondence.**

Mr. Horn reported that there was no correspondence received prior to sending out the meeting packet. However, there was a letter from the State that he will discuss in his report.

**Chairpersons Report-Janine MacGregor.**

Mrs. MacGregor had nothing to report.

**Executive Directors Report-Thomas Horn.**

OPERATIONS REPORT FOR MARCH 2023: Mr. Horn reported that the staff replaced a valve on our plant water system and the chain from the grit collection mechanism. There was a discussion on valve replacement in relation to our asset management plan. Mr. Horn explained that valves are not included in the plan.

ODOR CONTROL: No calls for February.

UNION/ PERSONNEL: No issues.

REGULATORY: Biofilter and carbon unit continue to be monitored.

**ADMINISTRATIVE ISSUES:**

Mr. Watts will get the changes completed to the Raritan Pointe agreements and out to the homeowners this month.

The Auditor is finishing up the FY2022 Audit.

Bucks County Water & Sewer Update: There have been no official updates on their request for increased treatment capacity. Mr. Horn had learned that Bucks has been evaluating their force main across the bridge to determine if there is sufficient capacity for the proposed increased flow.

JIF: Safety award was achieved by the Authority for 17 years of “No Loss Time” or no accidents resulting in an employee losing time from work and the yearly safety incentive was achieved for completing the required safety training.

**NJ MEL: Elected OFFICIAL TRAINING.**

Mr. Horn discussed the elected official’s annual online training through the Authority’s insurance. Once completed, each commissioner earns \$250.00 insurance credit towards the Authority’s 2023 assessment.

**Memo-TS IDA.**

Mr. Horn reported that the costs of the preliminary engineering design for the replacement pump station along with some contracted work have been submitted and approved for reimbursement from FEMA. The construction cost will be added to the claim once there is a good figure. Mr. Horn and David Rose, The

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Authority’s Operations Supervisor attended a kickoff meeting to go over some concepts for the design. The preliminary drawings are expected in four weeks.

**Memo-PROPOSED CAPITAL BUDGET FOR FY2024.**

Mr. Horn reviewed his prepared memo and spreadsheet describing his proposed capital budget for the next six years. Mr. Horn had asked our Special Projects Engineer, Carroll Engineering, to conduct preliminary evaluations on the projects that have been identified by our Asset Management Plan. Then the Authority will have a projection of costs and scope of work when planning capital projects. The Board reviewed Mr. Horn’s proposed projects which he recommends financing in a short-term loan that would start in FY 2025. In addition to collection system rehab, he would like to replace his vehicle and the 2008 Ford truck in the upcoming fiscal year capital budget. Then there was a discussion on the amount of projects and if the Authority should try to spread out the projects instead of financing for a short-term loan. Mr. Horn explained that the most cost-effective way to complete projects is through an NJ I-Bank loan. Once the 2022 Audit is completed, he can update our ten-year plan for budgeting and user fee increases. Mr. Horn recommends that the Board consider increasing the user fees by a small amount in order to keep up with capital and maintenance costs.

**Memo-VACATION.**

Mr. Horn advised the Board that he will be away on vacation between the 21<sup>st</sup> and the 31<sup>st</sup>. During his absence, the staff have been made aware of what needs to be done.

**Chief Financial Officer’s Report.**

Mr. Rotondi made a motion to approve the bill list for March. Mrs. MacGregor seconded the motion. Then there was a discussion of the following bill payments: City of Lambertville payment, Mr. Horn’s laptop replacement, the valve replacement and the employers pension contribution. After a brief explanation on each item, an affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED

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

**Public Comment.**

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

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**Adjournment.**

The meeting adjourned at 6:58 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 April 4, 2023.*