



LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

April 4, 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 6:05 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 and the City of Lambertville www.lambertvillenj.org.

Pledge of Allegiance.

Roll Call. Ms. 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

Minutes.

The minutes from the March 7, 2023, regular meeting was approved in a motion made by Mr. Rotondi and seconded by Mr. Lambert with corrections made on pages 2 & 3 and followed by a unanimous roll call vote except for Mr. Uhl who abstained as he was absent. 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	

Correspondence.

1. NJDEP: Notice of Application Approval from NJ-I Bank dated March 7, 2023, for the Authority's Environmental Planning Document.
2. NJDEP: Lab Renewal Notice dated March 1, 2023, for the 2024 fiscal year was received and the Authority's application has been submitted.

3. NJDCA: Notice was received on April 4, 2023, that the 2023 Financial Disclosures are delayed due to a recent change in Legislature. The DCA will keep the local municipal entities informed once the changes are approved.

Chairperson's Report-Janine MacGregor.

Mrs. MacGregor did not have anything to report at this time.

Executive Directors Report-Thomas Horn.

OPERATIONS REPORT FOR APRIL 2023: Mr. Horn reported that the staff started the biannual tank cleaning and repaired some flights in the primary clarifier. The staff completed maintenance on a small pump at the Swan pump station. There was an issue with one of the VFD's, "Variable Frequency Drives" that failed earlier this week at the N. Union pump station. Mr. Horn has ordered a replacement. The staff had to use the backup VFD until the alternate VFD could be switched over.

ODOR CONTROL: No calls for March.

UNION/ PERSONNEL: No issues.

REGULATORY: Biofilter and carbon unit continue to be monitored.

ADMINISTRATIVE ISSUES:

The Raritan Pointe agreements have been updated and sent out to the homeowners this past month.

The Auditor is finishing up the FY2022 Audit. Mr. Horn explained that there were some difficulties due to the transfer to the new financial and billing software. The staff are working with Edmunds to correct the issues.

NJ DEP had been out to the plant this past month to complete their annual inspection. Their report is forthcoming.

Mr. Horn reminded the Board to complete the annual elected officials training.

Memo-North Union Pump Station Replacement.

Mr. Horn reported that the reimbursement for the costs of the preliminary engineering design and some contracted work was received this past month. Carroll Engineering has submitted the 30% drawings and Mr. Horn and staff are in the process of reviewing them.

The NJ DEP have approved the Environmental Planning Document and labeled it as level one project which requires a TWA for construction, a land use permit and Delaware Raritan Canal Commission review. Applications for these permits will be submitted when the 60% drawings are completed.

Mr. Horn finished by stating that he has reminded Carroll Engineering to submit timely bills on a regular basis as work is performed each month.

Memo-PROPOSED BUDGET FOR FY2024.

Mr. Horn reviewed his prepared memo and spreadsheet shared with the Board March 15th for their review. He is proposing an overall budget increase of 0.3% in overall expenses. There are operational increases in labor, polymer, odor control chemicals, electricity, water, outside lab work and uniforms. There are also increases in social security, unemployment, pension, health insurance, general insurance, auditing, postage and computer services.

Revenue: The Board discussed the projected revenue of \$2,233,216 against the operational increases. After a discussion, the Board decided they would like to review a small increase once the Financial Analysis Spreadsheet is updated.

Mrs. MacGregor recommended that the Authority pursue an updated energy audit as well as reconsider solar and hydro alternative energies.

Financial Analysis Spreadsheet: Mr. Horn is waiting for the FY 2022 Audit Report to update the projected 10-year plan. Mrs. MacGregor pointed out that this spreadsheet is assuming that there is no new debt service. Mr. Horn will need to add his estimated amounts for the pump station project with the audit numbers.

Mr. Horn reviewed the numbers in Resolution 023-2023 explaining where each number comes from on the budget.

Capital Budget: The Board pointed out that except for the 2025 projects, the rest would be funded from Capital reserves. Ms. Pettit requested that Mr. Horn attach the State form used to determine the amounts in the resolution to further explain the numbers.

FY2024 AUTHORITY BUDGET RESOLUTION LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY Resolution 023-2023

FISCAL YEAR: FROM: July 1, 2023 TO: June 30, 2024

WHEREAS, the Annual Budget and Capital Budget for the Lambertville Municipal Utilities Authority for the fiscal year beginning, July 1, 2023 and ending, June 30, 2024 has been presented before the governing body of the Lambertville Municipal Utilities Authority at its open public meeting of April 4, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 2,233,216, Total Appropriations, including any Accumulated Deficit if any, of \$2,230,861 and Total Unrestricted Net Position utilized of 76,230; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$242,500 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$242,500; and

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

April 4 2023, 6:00 pm

Held In Person & Conference Call

Minutes, Page 4

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Lambertville Municipal Utilities Authority, at an open public meeting held on April 4, 2023, that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Lambertville Municipal Utilities Authority for the fiscal year beginning, July 1, 2023 and ending, June 30, 2024 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Lambertville Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on June 6, 2023.

Motion: Mr. Rotondi

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	

New Business.

Ms. Pettit discussed the issue of global warming with sewer treatment plants as a major contributor. Mr. Horn explained that our plant does not produce methane gas.

The Board thought it would be nice to send a card to the Authority's attorney, Greg Watts who has been home receiving treatment for an illness.

Memo-Checks Greater than \$5,000.

At the March meeting the Board requested a separate memo explaining expenditures over \$5,000. There are three expenses this month that include: S/H Date Site for \$8,900 for the repairs and annual inspection of our fire alarms. JCP&L for \$12,615.44 for the monthly electric usage, and State Health Benefits for \$20,961.07 for health insurance. Mr. Rotondi asked for additional clarification on the bill payments for CBIZ Insurance, the Authority's

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY
Regular Meeting
April 4 2023, 6:00 pm
Held In Person & Conference Call
Minutes, Page 5

Risk Manager, the Bank of New York for trustee fees for administering our bond trusts and Fyer Fyter for the yearly fire alarm monitoring services.

Chief Financial Officer's Report.

Mr. Rotondi made a motion to approve the bill list for April. 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	

Public Comment.

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

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 May 2, 2023.