



LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

May 2, 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 6:01 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, Russell Lambert-Secretary, Helen Pettit-Member, Jacqueline Middleton-Alternate I, Holly Havens-Alternate II

Absent: Paul Rotondi-Treasurer

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

Minutes.

The minutes from the April 4, 2023, regular meeting was approved in a motion made by Ms. Pettit and seconded by Mr. Lambert 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. Will Serve: Capacity confirmation for the proposed project located at Grant Avenue and Coryell Road was sent on April 18th for the requested additional 200 dwelling units, including 40 COAH units.

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2. NJDEP: A letter dated April 4th outlined the findings from the Compliance Evaluation Inspection done on March 21st. The Authority was advised of five noncompliance issues. Mr. Horn reported that everything has been corrected except the concrete at the top of the old digester tanks which is scheduled to be repaired this summer.
3. Capital Projects Reimbursement Requests were sent on April 26th to Bucks County W&SA and Stockton Borough for their share of Capital Project costs financed by the Authority for the year.
4. NJDEP: Lab Audit Inspection Report dated April 27th from the onsite audit inspection done on April 11th reviewed the deficiencies that require correction in order to maintain lab operations.

Chairperson's Report-Janine MacGregor.

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

Executive Directors Report-Thomas Horn.

OPERATIONS REPORT FOR MAY 2023: Mr. Horn reported that the staff are painting the garage doors and started the biannual tank cleaning.

There are some leaks in the walls at the Swan pump station that are scheduled to be repaired.

ODOR CONTROL: No calls for April.

UNION/ PERSONNEL: No issues.

REGULATORY: Biofilter and carbon unit continue to be monitored. NJDEP conducted our annual lab audit.

ADMINISTRATIVE ISSUES:

The Raritan Pointe agreements have been updated with the most recent requested changes and sent out to the homeowners this past month. Mr. Horn expects them to be ready for the Board's approval at the June meeting.

The Auditor has issued a draft copy of the FY2022 audit report that he has reviewed. The auditor also issued a letter with some concerns. Electronic copies of the letter were emailed to the Board for their review. Mr. Horn anticipates that the Board will have sufficient time for review to accept the report by the June meeting. Ms. Pettit asked about the issues raised regarding bank reconciliation, general ledger, and payroll. Mr. Horn recommended that the Board discuss these in closed session.

The annual elected officials training is now available online to the Board. Ms. Ege preceding the meeting, sent out links to activate the Board's new logins. An additional email may need to be sent out with access directions for the training.

Memo-North Union Pump Station Replacement.

Mr. Horn reported that a final transition meeting was held on the 1st of May with FEMA and NJ OEM. The Authority is ready to close out all projects except for N. Union pump station and the management costs. Mr.

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Carroll Engineering is anticipating 60% design drawings by the week of May 22nd. Mr. Horn has a meeting scheduled for June 1st to review the design. JCP&L will be upgrading the electric to a higher voltage. Soil boring is scheduled for tomorrow.

Mr. Horn will also be scheduling a meeting with NJ DEP to review the plans, permits and procedures for the project.

Memo-PROPOSED CONNECTION & USER FEES.

Mr. Horn reviewed the prepared draft rate schedule which is planned to take effect July 1, 2023. Bowman & Company is currently calculating the connection fee and should have a number shortly. The user rates would be increased by 2% to the nearest whole number to make it easier for our rate payers to issue payment. He is proposing \$141.00 per quarter for residential customers, \$176.00 per quarter for commercial customers and \$106.00 per quarter for qualified senior citizens. The Board agreed with scheduling a rate hearing at our June 6th regular meeting. Notification will be advertised with the Democrat in print as well as online.

City of Lambertville Resolution 56-2023 Requesting \$76,320.00 from the Lambertville MUA, Pursuant to P.L. 2204, c.87.

Mr. Horn explained that this amount has been accounted for in the Authority's Budget. There is no need to approve the request via resolution.

Memo-LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP).

NJDCA has issued a notice to water and sewer utilities that are required to participate in the assistance program. Under the new law utilities must sign the DCA LIHWAP vendor agreement. Those that do not sign the agreement are prohibited from selling or enforcing a lien between April 5, 2023 and Sept. 30, 2023.

The Authority must include the bill insert with all bills and late notices along with required language on all of the bills and late notices. The Authority must send a list of delinquent customers to the NJ DCA on or by every 14th of the month from now until October 1st, 2023.

Utilities that do not comply will face daily fines of \$100-\$500.

Email-Checks Greater than \$5,000.

Mr. Horn reviewed the higher expenses with the Board including health insurance, electricity, the NJDEP discharge permit fee and the bill from Carroll Engineering for the N. Union pump station design.

Chief Financial Officer's Report.

Ms. Pettit made a motion to approve the bill list for May. Ms. Middleton 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	

Closed Session.

Resolution 024-2023 *Authorizing a Closed Session to Discuss Professional Contracts*

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, May 2, 2023, via in person for the purpose of discussing professional contracts and personnel matters.

BE IT FURTHER RESOLVED that the matters discussed in and 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: Ms. Middleton
Seconded: Mr. Lambert

Governing Body Member	<u>Recorded Vote:</u>		Abstain	Not Voting	Not Present
	Aye	Nay			
Janine MacGregor	X				
Vincent Uhl	X				
Paul Rotondi					X
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Minutes, Page 5

Mrs. MacGregor made a motion to go into closed session and stated that action may be taken on matters discussed upon reentering open session.

Start: 6:31 p.m.

Reconvene: 7:05 p.m.

Upon reentering open session, Mrs. MacGregor directed Mr. Horn to send the Authority Attorney request for proposals to Ms. Pettit and Mr. Uhl for their review and comments before sending it on to a short list of attorneys. The Authority was recently notified that Mr. Watts will no longer be able to practice law and as such the Authority must hire another Attorney for the remainder of the contract year. He will also notify the employees of a change in pay period from weekly to biweekly which will take effect July 1, 2023.

Mr. Horn also advised the Board that the State has made some comments and requested a few changes to the FY 2024 budget. The changes have been made and they are continuing their review. He anticipates that the budget will be ready to adopt at the June 6th meeting.

Public Comment.

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

Adjournment.

The meeting adjourned at 7:08 p.m. with a motion made by Mrs. MacGregor seconded by Mr. Uhl 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 June 6, 2023.



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Governing Body Member	<u>Recorded Vote:</u>		Abstain	Not Voting	Not Present
	Aye	Nay			
Janine MacGregor	X				
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The Resolution was adopted by a call of ayes and nays as follows:

Moved: Ms. Middleton
Seconded: Mr. Lambert

Governing Body Member	<u>Recorded Vote:</u>		Abstain	Not Voting	Not Present
	Aye	Nay			
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Public Comment.

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

Adjournment.

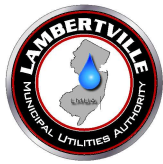
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Respectfully submitted,

Melissa S. Ege

Melissa S. Ege, Administrative Assistant

Approved at the regularly scheduled Lambertville MUA Board meeting held on June 6, 2023.



LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

May 2, 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 6:01 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, Russell Lambert-Secretary, Helen Pettit-Member, Jacqueline Middleton-Alternate I, Holly Havens-Alternate II

Absent: Paul Rotondi-Treasurer

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

Minutes.

The minutes from the April 4, 2023, regular meeting was approved in a motion made by Ms. Pettit and seconded by Mr. Lambert 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. Will Serve: Capacity confirmation for the proposed project located at Grant Avenue and Coryell Road was sent on April 18th for the requested additional 200 dwelling units, including 40 COAH units.

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Minutes, Page 2

2. NJDEP: A letter dated April 4th outlined the findings from the Compliance Evaluation Inspection done on March 21st. The Authority was advised of five noncompliance issues. Mr. Horn reported that everything has been corrected except the concrete at the top of the old digester tanks which is scheduled to be repaired this summer.
3. Capital Projects Reimbursement Requests were sent on April 26th to Bucks County W&SA and Stockton Borough for their share of Capital Project costs financed by the Authority for the year.
4. NJDEP: Lab Audit Inspection Report dated April 27th from the onsite audit inspection done on April 11th reviewed the deficiencies that require correction in order to maintain lab operations.

Chairperson's Report-Janine MacGregor.

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

Executive Directors Report-Thomas Horn.

OPERATIONS REPORT FOR MAY 2023: Mr. Horn reported that the staff are painting the garage doors and started the biannual tank cleaning.

There are some leaks in the walls at the Swan pump station that are scheduled to be repaired.

ODOR CONTROL: No calls for April.

UNION/ PERSONNEL: No issues.

REGULATORY: Biofilter and carbon unit continue to be monitored. NJDEP conducted our annual lab audit.

ADMINISTRATIVE ISSUES:

The Raritan Pointe agreements have been updated with the most recent requested changes and sent out to the homeowners this past month. Mr. Horn expects them to be ready for the Board's approval at the June meeting.

The Auditor has issued a draft copy of the FY2022 audit report that he has reviewed. The auditor also issued a letter with some concerns. Electronic copies of the letter were emailed to the Board for their review. Mr. Horn anticipates that the Board will have sufficient time for review to accept the report by the June meeting. Ms. Pettit asked about the issues raised regarding bank reconciliation, general ledger, and payroll. Mr. Horn recommended that the Board discuss these in closed session.

The annual elected officials training is now available online to the Board. Ms. Ege preceding the meeting, sent out links to activate the Board's new logins. An additional email may need to be sent out with access directions for the training.

Memo-North Union Pump Station Replacement.

Mr. Horn reported that a final transition meeting was held on the 1st of May with FEMA and NJ OEM. The Authority is ready to close out all projects except for N. Union pump station and the management costs. Mr.

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Carroll Engineering is anticipating 60% design drawings by the week of May 22nd. Mr. Horn has a meeting scheduled for June 1st to review the design. JCP&L will be upgrading the electric to a higher voltage. Soil boring is scheduled for tomorrow.

Mr. Horn will also be scheduling a meeting with NJ DEP to review the plans, permits and procedures for the project.

Memo-PROPOSED CONNECTION & USER FEES.

Mr. Horn reviewed the prepared draft rate schedule which is planned to take effect July 1, 2023. Bowman & Company is currently calculating the connection fee and should have a number shortly. The user rates would be increased by 2% to the nearest whole number to make it easier for our rate payers to issue payment. He is proposing \$141.00 per quarter for residential customers, \$176.00 per quarter for commercial customers and \$106.00 per quarter for qualified senior citizens. The Board agreed with scheduling a rate hearing at our June 6th regular meeting. Notification will be advertised with the Democrat in print as well as online.

City of Lambertville Resolution 56-2023 Requesting \$76,320.00 from the Lambertville MUA, Pursuant to P.L. 2204, c.87.

Mr. Horn explained that this amount has been accounted for in the Authority's Budget. There is no need to approve the request via resolution.

Memo-LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP).

NJDCA has issued a notice to water and sewer utilities that are required to participate in the assistance program. Under the new law utilities must sign the DCA LIHWAP vendor agreement. Those that do not sign the agreement are prohibited from selling or enforcing a lien between April 5, 2023 and Sept. 30, 2023.

The Authority must include the bill insert with all bills and late notices along with required language on all of the bills and late notices. The Authority must send a list of delinquent customers to the NJ DCA on or by every 14th of the month from now until October 1st, 2023.

Utilities that do not comply will face daily fines of \$100-\$500.

Email-Checks Greater than \$5,000.

Mr. Horn reviewed the higher expenses with the Board including health insurance, electricity, the NJDEP discharge permit fee and the bill from Carroll Engineering for the N. Union pump station design.

Chief Financial Officer's Report.

Ms. Pettit made a motion to approve the bill list for May. Ms. Middleton 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	

Closed Session.

Resolution 024-2023 *Authorizing a Closed Session to Discuss Professional Contracts*

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, May 2, 2023, via in person for the purpose of discussing professional contracts and personnel matters.

BE IT FURTHER RESOLVED that the matters discussed in and 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: Ms. Middleton
Seconded: Mr. Lambert

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	

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

May 2 2023, 6:00 pm

Held In Person & Conference Call

Minutes, Page 5

Mrs. MacGregor made a motion to go into closed session and stated that action may be taken on matters discussed upon reentering open session.

Start: 6:31 p.m.

Reconvene: 7:05 p.m.

Upon reentering open session, Mrs. MacGregor directed Mr. Horn to send the Authority Attorney request for proposals to Ms. Pettit and Mr. Uhl for their review and comments before sending it on to a short list of attorneys. The Authority was recently notified that Mr. Watts will no longer be able to practice law and as such the Authority must hire another Attorney for the remainder of the contract year. He will also notify the employees of a change in pay period from weekly to biweekly which will take effect July 1, 2023.

Mr. Horn also advised the Board that the State has made some comments and requested a few changes to the FY 2024 budget. The changes have been made and they are continuing their review. He anticipates that the budget will be ready to adopt at the June 6th meeting.

Public Comment.

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

Adjournment.

The meeting adjourned at 7:08 p.m. with a motion made by Mrs. MacGregor seconded by Mr. Uhl 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 June 6, 2023.



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Absent: Paul Rotondi-Treasurer

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

Minutes.

The minutes from the April 4, 2023, regular meeting was approved in a motion made by Ms. Pettit and seconded by Mr. Lambert 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				
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Correspondence.

1. Will Serve: Capacity confirmation for the proposed project located at Grant Avenue and Coryell Road was sent on April 18th for the requested additional 200 dwelling units, including 40 COAH units.

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

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Minutes, Page 2

2. NJDEP: A letter dated April 4th outlined the findings from the Compliance Evaluation Inspection done on March 21st. The Authority was advised of five noncompliance issues. Mr. Horn reported that everything has been corrected except the concrete at the top of the old digester tanks which is scheduled to be repaired this summer.
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ODOR CONTROL: No calls for April.

UNION/ PERSONNEL: No issues.

REGULATORY: Biofilter and carbon unit continue to be monitored. NJDEP conducted our annual lab audit.

ADMINISTRATIVE ISSUES:

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Memo-North Union Pump Station Replacement.

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Regular Meeting

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Minutes, Page 3

Horn explained that FEMA is looking for backup for every hour submitted under management costs, Category Z. The Authority also needs to submit a time extension request for the generator covering through the end of December.

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Chief Financial Officer's Report.

Ms. Pettit made a motion to approve the bill list for May. Ms. Middleton 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				
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Holly Havens				X	

Closed Session.

Resolution 024-2023 *Authorizing a Closed Session to Discuss Professional Contracts*

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The Resolution was adopted by a call of ayes and nays as follows:

Moved: Ms. Middleton
Seconded: Mr. Lambert

Governing Body Member	<u>Recorded Vote:</u>		Abstain	Not Voting	Not Present
	Aye	Nay			
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Mr. Horn also advised the Board that the State has made some comments and requested a few changes to the FY 2024 budget. The changes have been made and they are continuing their review. He anticipates that the budget will be ready to adopt at the June 6th meeting.

Public Comment.

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

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Seconded: Mr. Lambert

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Melissa S. Ege, Administrative Assistant

Approved at the regularly scheduled Lambertville MUA Board meeting held on June 6, 2023.



LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

May 2, 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 6:01 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, Russell Lambert-Secretary,
Helen Pettit-Member, Jacqueline Middleton-Alternate I, Holly Havens-Alternate II

Absent: Paul Rotondi-Treasurer

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

Minutes.

The minutes from the April 4, 2023, regular meeting was approved in a motion made by Ms. Pettit and seconded by Mr. Lambert 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. Will Serve: Capacity confirmation for the proposed project located at Grant Avenue and Coryell Road was sent on April 18th for the requested additional 200 dwelling units, including 40 COAH units.

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2. NJDEP: A letter dated April 4th outlined the findings from the Compliance Evaluation Inspection done on March 21st. The Authority was advised of five noncompliance issues. Mr. Horn reported that everything has been corrected except the concrete at the top of the old digester tanks which is scheduled to be repaired this summer.
3. Capital Projects Reimbursement Requests were sent on April 26th to Bucks County W&SA and Stockton Borough for their share of Capital Project costs financed by the Authority for the year.
4. NJDEP: Lab Audit Inspection Report dated April 27th from the onsite audit inspection done on April 11th reviewed the deficiencies that require correction in order to maintain lab operations.

Chairperson's Report-Janine MacGregor.

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

Executive Directors Report-Thomas Horn.

OPERATIONS REPORT FOR MAY 2023: Mr. Horn reported that the staff are painting the garage doors and started the biannual tank cleaning.

There are some leaks in the walls at the Swan pump station that are scheduled to be repaired.

ODOR CONTROL: No calls for April.

UNION/ PERSONNEL: No issues.

REGULATORY: Biofilter and carbon unit continue to be monitored. NJDEP conducted our annual lab audit.

ADMINISTRATIVE ISSUES:

The Raritan Pointe agreements have been updated with the most recent requested changes and sent out to the homeowners this past month. Mr. Horn expects them to be ready for the Board's approval at the June meeting.

The Auditor has issued a draft copy of the FY2022 audit report that he has reviewed. The auditor also issued a letter with some concerns. Electronic copies of the letter were emailed to the Board for their review. Mr. Horn anticipates that the Board will have sufficient time for review to accept the report by the June meeting. Ms. Pettit asked about the issues raised regarding bank reconciliation, general ledger, and payroll. Mr. Horn recommended that the Board discuss these in closed session.

The annual elected officials training is now available online to the Board. Ms. Ege preceding the meeting, sent out links to activate the Board's new logins. An additional email may need to be sent out with access directions for the training.

Memo-North Union Pump Station Replacement.

Mr. Horn reported that a final transition meeting was held on the 1st of May with FEMA and NJ OEM. The Authority is ready to close out all projects except for N. Union pump station and the management costs. Mr.

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Horn explained that FEMA is looking for backup for every hour submitted under management costs, Category Z. The Authority also needs to submit a time extension request for the generator covering through the end of December.

Carroll Engineering is anticipating 60% design drawings by the week of May 22nd. Mr. Horn has a meeting scheduled for June 1st to review the design. JCP&L will be upgrading the electric to a higher voltage. Soil boring is scheduled for tomorrow.

Mr. Horn will also be scheduling a meeting with NJ DEP to review the plans, permits and procedures for the project.

Memo-PROPOSED CONNECTION & USER FEES.

Mr. Horn reviewed the prepared draft rate schedule which is planned to take effect July 1, 2023. Bowman & Company is currently calculating the connection fee and should have a number shortly. The user rates would be increased by 2% to the nearest whole number to make it easier for our rate payers to issue payment. He is proposing \$141.00 per quarter for residential customers, \$176.00 per quarter for commercial customers and \$106.00 per quarter for qualified senior citizens. The Board agreed with scheduling a rate hearing at our June 6th regular meeting. Notification will be advertised with the Democrat in print as well as online.

City of Lambertville Resolution 56-2023 Requesting \$76,320.00 from the Lambertville MUA, Pursuant to P.L. 2204, c.87.

Mr. Horn explained that this amount has been accounted for in the Authority's Budget. There is no need to approve the request via resolution.

Memo-LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP).

NJDCA has issued a notice to water and sewer utilities that are required to participate in the assistance program. Under the new law utilities must sign the DCA LIHWAP vendor agreement. Those that do not sign the agreement are prohibited from selling or enforcing a lien between April 5, 2023 and Sept. 30, 2023.

The Authority must include the bill insert with all bills and late notices along with required language on all of the bills and late notices. The Authority must send a list of delinquent customers to the NJ DCA on or by every 14th of the month from now until October 1st, 2023.

Utilities that do not comply will face daily fines of \$100-\$500.

Email-Checks Greater than \$5,000.

Mr. Horn reviewed the higher expenses with the Board including health insurance, electricity, the NJDEP discharge permit fee and the bill from Carroll Engineering for the N. Union pump station design.

Chief Financial Officer's Report.

Ms. Pettit made a motion to approve the bill list for May. Ms. Middleton 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	

Closed Session.

Resolution 024-2023 *Authorizing a Closed Session to Discuss Professional Contracts*

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, May 2, 2023, via in person for the purpose of discussing professional contracts and personnel matters.

BE IT FURTHER RESOLVED that the matters discussed in and 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: Ms. Middleton
Seconded: Mr. Lambert

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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Mrs. MacGregor made a motion to go into closed session and stated that action may be taken on matters discussed upon reentering open session.

Start: 6:31 p.m.

Reconvene: 7:05 p.m.

Upon reentering open session, Mrs. MacGregor directed Mr. Horn to send the Authority Attorney request for proposals to Ms. Pettit and Mr. Uhl for their review and comments before sending it on to a short list of attorneys. The Authority was recently notified that Mr. Watts will no longer be able to practice law and as such the Authority must hire another Attorney for the remainder of the contract year. He will also notify the employees of a change in pay period from weekly to biweekly which will take effect July 1, 2023.

Mr. Horn also advised the Board that the State has made some comments and requested a few changes to the FY 2024 budget. The changes have been made and they are continuing their review. He anticipates that the budget will be ready to adopt at the June 6th meeting.

Public Comment.

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

Adjournment.

The meeting adjourned at 7:08 p.m. with a motion made by Mrs. MacGregor seconded by Mr. Uhl 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

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