



LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Rate Hearing & Regular Meeting

June 6, 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 Lambertville Municipal Utilities Authority ("Authority") www.lambertvillemua.com and the City of Lambertville www.lambertvillenj.org.

Pledge of Allegiance.

Roll Call. Ms. Parsons called the roll as follows:

LMUA Board:

Present: Janine MacGregor-Chairwoman, Vincent Uhl-Vice Chairman, Russell Lambert-Secretary, Paul Rotondi-Treasurer, Helen Pettit-Member, Holly Havens-Alternate II (entered at 6:07 p.m. during the rate hearing)

Absent: Jacqueline Middleton-Alternate I, Kathy Leary-CFO

Also Present: Thomas F. Horn, P.E.-Executive Director, Jaqueline Klapp-Court Stenographer (attended via conference call)

Public Hearing for Proposed Connection & User Fees for FY 2024.

Mr. Horn announced the beginning of the public hearing portion of the meeting and asked that the Board members announce themselves when voting for the court stenographer. Mrs. MacGregor reviewed the connection fee calculation prepared by Bowman & Company, LLP, the Authority's Special Projects Auditor. Based on the single-family equivalent dwelling units, the maximum connection fee for fiscal year 2024 will be \$7,132. Ms. Pettit asked how they calculated the 60 more units for equivalent dwelling units vs. total dwelling units. The Board reviewed the previous year's dwelling units and the equivalent dwelling units were more than the total units corresponding to this year's equivalent unit number. They asked that Mr. Horn request more information on the calculation for equivalent units but felt confident that the calculation was correct. Pending no issues with the calculation of the maximum connection fee, the Board will pass a resolution to approve the new rate of \$7,132.00.

The Board discussed the proposed user fees that were calculated with a 2% increase to the nearest whole number. Mr. Horn explained that for payment and posting it made sense to round to the nearest whole number on each quarterly rate. The daily rate is broken down to the penny to make it exact for final bills. Mrs. MacGregor noted that their decision to raise user fees is based on the *Pro-Forma Cash-Flow Model* projecting the Authority's Ten-Year Plan which covers future increases in expenses and debt service. Seeing no further questions, Mrs.

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MacGregor noted that the residents can expect to see an \$11.00 increase, commercial customers will see a \$16.00 increase and about a \$9.00 increase for qualifying seniors yearly. Ms. Pettit asked what the qualifications are for the senior rate. Mr. Horn explained that residents need to qualify for the senior property tax rate and must be owner occupied.

Resolution 025-2023 Approving the Connection Fee for FY 2024

WHEREAS, after a public hearing held by the Lambertville Municipal Utilities Authority (“Authority”) on June 6, 2023, pursuant to the provisions of N.J.S.A. 40:14A-8, sewer connection fees were determined by the Authority; and

WHEREAS, notice of the public hearing was published in the Hunterdon County Democrat on Thursday, May 4, 2023 posted on their website for 30 days: <https://www.njpublicnotices.com/> , posted on the Authority’s website: www.lambertvillemua.com and sent through the City of Lambertville email list serve; and

WHEREAS, the connection fee for the fiscal year from July 1, 2023, through June 30, 2024 was prepared by Bowman & Company, LLP, Special Projects Auditor to the Authority using the parameters contained in P.L. 1986, c. 526 shows that the Authority is in accordance with legislation limits to increase the connection fee to \$7,132.00.

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Lambertville Municipal Utilities Authority that commencing on July 1, 2023 sewer connection fees are hereby established at \$7,132.00 per equivalent dwelling unit (EDU); and

BE IT FURTHER RESOLVED that a schedule of the aforesaid connection fees shall at all times be kept on file at the offices of the Lambertville Municipal Utilities Authority, 3 Bridge Street, Lambertville, New Jersey, and also posted on the Authority’s website: www.lambertvillemua.com and shall at all reasonable times be open to public inspection.

Effective on July 1, 2023

Moved: Ms. Pettit

Seconded: Mr. Rotondi

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	

Resolution 026-2023 Approving a 2% Increase to the Nearest Whole Number in the User Charge Amounts

WHEREAS, after a public hearing held by the Lambertville Municipal Utilities Authority (“Authority”) on June 6, 2023, pursuant to the provisions of N.J.S.A. 40:14A-8, user charge amounts were determined by the Authority; and

WHEREAS, notice of the public hearing was published in the Hunterdon County Democrat on Thursday, May 4, 2023, posted on their website for 30 days: <https://www.njpublicnotices.com/> , posted on the Authority’s website: www.lambertvillemua.com and sent through the City of Lambertville email list serve; and

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WHEREAS, the user charge system is reviewed by the Authority every year to ensure proper charges for users so that the Authority may operate, manage and maintain the sewerage facilities in an efficient manner; and

WHEREAS, after review of the Authority's Financial Position the Board of Commissioners agrees to an increase of 2% to the user charge amounts.

NOW, THERFORE BE IT RESOLVED, by the Commissioners of the Lambertville Municipal Utilities Authority that commencing on July 1, 2023 sewer use charge amounts will increase by 2% proportionally and are hereby established at \$564.00 per equivalent dwelling unit (EDU) per year for residential use, \$424.00 per EDU, per year for qualified senior citizens; \$704.00 per EDU per year for commercial use and increased proportionally for all other rates as per the Rate Schedule dated July 1, 2023.

BE IT FURTHER RESOLVED that a schedule of the aforesaid user charge amounts shall at all times be kept on file at the offices of the Lambertville Municipal Utilities Authority, 3 Bridge Street, Lambertville, New Jersey, and posted on the Authority's website: www.lambertvillemua.com and shall at all reasonable times be open to public inspection.

Effective: July 1, 2023

Moved: Ms. Pettit

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	

After voting on Resolutions 025 & 026-2023, Mr. Horn made it known for the record that there was no public in attendance or on the open conference call and then asked for a motion to close the public hearing portion of the meeting. Ms. Pettit moved the motion to close the public hearing and Mr. Rotondi seconded the motion. This was followed by a unanimous roll call vote by all members present.

The public hearing concluded at 6:22 p.m. as the Board thanked the court stenographer, Jaqueline Klapp for attending.

Minutes.

The minutes from the May 2, 2023, regular meeting & closed session meeting were approved in a motion made by Ms. Pettit and seconded by Mr. Uhl and followed by a unanimous roll call vote except for Mr. Rotondi who abstained as he was absent. MOTION CARRIED

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

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Janine MacGregor	X	
Vincent Uhl	X	
Paul Rotondi	X	
Russell Lambert	X	
Helen Pettit	X	
Jacqueline Middleton		X
Holly Havens	X	

Correspondence.

1. 18 N. Union St.: A letter dated May 10th confirming capacity of the proposed addition of 1 efficiency apartment to be located on the ground floor next to the commercial space.
2. 5-9 S. Main St.: A letter dated May 16th confirming capacity of the proposed use change from three commercial units to 1 commercial unit and 1 whisky distillery and tasting room to be located on the ground floor.
3. 200 N. Main St.: A letter dated May 16th confirming capacity of the proposed addition/ renovation of the elementary school.

Chairperson's Report-Janine MacGregor.

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

Executive Directors Report-Thomas Horn.

OPERATIONS REPORT FOR JUNE 2023: Mr. Horn reported that the staff completed the biannual tank cleaning and finished painting the garage doors.

A contractor has been scheduled to repair the leaks at the Swan PS but there are still a few leaks to be repaired. The leaks are at the construction joints and at the pipe that connects to the wet well.

33 Swan Street-Request for Hardship Consideration due to TS Ida.

A request was received via email on May 2nd from the owners of 33 Swan Street requesting relief from sewer billing due to sustaining considerable damages from Ida. At 6:28 p.m. Mr. Kane, owner of 33 Swan Street entered the meeting to discuss his request for hardship consideration due to tropical storm Ida.

Mr. Horn explained that it is at the discretion of the Board as to whether they approve their request for billing relief to the date of the storm, September 1, 2021. Mr. Kane then took a moment to explain the delay in his request while taking full responsibility for it, he would like the Board's consideration. Mr. Horn reasoned that to remain consistent, the Board should authorize his request under the same unique circumstances that were used to authorize hardships of other residential victims of Ida.

Mr. Rotondi raised some concerns that by approving this one request, the Authority could open its itself up to more late requests. Mr. Horn confirmed that the City's list is very minimal. Mr. Kane thanked the Board for their understanding in approving his request and then exited the meeting.

Resolution 037-2023 *Approval of Sewer Billing Relief for Residents with Considerable Damages due to TS Ida*

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) received a written request from the owner of 33 Swan Street for the relief of sewer charges retroactive to the date of Tropical Storm Ida, September 1, 2021; and

WHEREAS, Under Chapter 7-6: Condition of Suspension of Sewer User Fees of the Authority Rules & Regulations, the requirements for suspension of sewer fees are as follows:

- a. A unit is rendered uninhabitable (which determination will be made in the sole discretion of the Authority) by fire or natural disaster, AND the water supply is turned off at the curb or the well is inoperable.
- b. The building or unit sewer connection into the Authority's system is capped.

WHEREAS, the owners of 33 Swan Street had sustained considerable flood damage that occurred during Tropical Storm Ida; and

WHEREAS, Veolia confirmed that the water service had been disconnected; and

WHEREAS, Mr. Horn recommends that the Board approve sewer billing relief by suspending billing retroactively to the date of the flood on September 1, 2021 and approve forgiveness of all outstanding sewer charges remaining on the account.

NOW, THEREFORE, BE IT RESOLVED by the Lambertville Municipal Utilities Authority that based upon the unique circumstances set forth in this Resolution, it hereby approves the following:

1. Retroactive suspension of sewer charges effective September 1, 2021, and thereby forgiving all outstanding sewer charges in the amount of \$862.33 for account 30372.
2. Suspension of billing shall continue until the property is issued a final CO from the City or upon beneficial use of the property, whichever comes first.

Moved: Ms. Pettit
Seconded: Mr. Uhl

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	

ODOR CONTROL: No calls for May.

UNION/ PERSONNEL: No issues.

REGULATORY: Biofilter and carbon unit continue to be monitored.

ADMINISTRATIVE ISSUES:

PEOSHA: Issues from an inspection in December have been abated.

The Raritan Pointe easements are ready to be accepted and signed.

The audit is ready to be accepted.

The DCA has approved our budget for adoption.

Mr. Horn is working with a subcontractor to conduct an energy audit of the plant.

The personnel manual will need to be updated this year to comply with our insurance requirements.

Memo-North Union Pump Station Replacement.

Carroll Engineering submitted the 60% design drawings on May 25th. Mr. Horn and Mr. Rose reviewed the plans at the meeting held on June 1st. The updated cost estimate based on the current plans is now \$1,103,520. The soil boring for foundation design was done May 3rd. Once the design has been accepted, Carroll will submit an application for a TWA permit for construction. A land use permit will be obtained because the site is in a flood zone. Mr. Horn is scheduling a meeting with NJIB representatives from NJDEP to review the plans and go over procedures for moving forward. Mr. Horn expects the 90% design will be completed in August.

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

Mr. Horn and Carroll Engineering attended a virtual meeting with the executive director of the DRCC and were able to convince him that a general permit #1 is all that is necessary based on the current design.

Pro-Forma Cash-Flow Model.

Mr. Horn had the spreadsheet updated by Acacia with the audited numbers and 2024 Budget with the 2% rate increase. Mr. Horn had originally projected 2025 for the start of the new debt service but we won't know until we get closer to those projects being completed. This sheet assumes we do not increase the rates by 2% each year, the Authority will hit a deficit by year 2027.

Memo-Contract for TV Inspection of Sewers.

Mr. Horn recommended that the Board authorize a contract with National Water Main Cleaning Co. to continue TV inspection work of the sewer collection system. Currently there is 2/3^{rds} of the system remaining to be inspected. National Water Main Cleaning Company has a contract with a cooperative the Authority is a member of, and they have done work for us previously. Their current estimate is to complete the work in 15 working days.

Resolution 036-2023 Authorization of Contract to Clean and Inspect the Authority's Collection System

WHEREAS, the Lambertville Municipal Utilities Authority "LMUA" currently owns and operates a wastewater treatment plant and sanitary sewer collection system; and

WHEREAS, the majority of the sanitary sewer collection system was constructed in the 1950s; and

WHEREAS, the LMUA's consulting engineer has recommended that the LMUA inspect the collection system to determine the condition of the pipes; and

WHEREAS, the LMUA is a member of the Buy Board cooperative purchasing agency; and

WHEREAS, BuyBoard has a contract with National Water Main Cleaning Company (NWMCC) for the cleaning and inspection of sanitary sewer pipes; and

WHEREAS, under the terms of the BuyBoard contract NWMCC has submitted a quote; and

WHEREAS, the LMUA's executive director has reviewed the estimated cost for the work and recommends that the LMUA proceed with the work; and

WHEREAS, the LMUA has determined that the executive director's recommendation is merited and agrees with the recommendation.

NOW THEREFORE BE IT RESOLVED by the LMUA's Board of Commissioners as follows:

1. The proposal from National Water Main Cleaning Company dated May 3, 2023, in the estimated amount of \$54,344.91 is hereby approved; and
2. The Executive Director is authorized to execute the necessary documents to initiate this service; and
3. This Resolution shall be effective immediately upon adoption.

Moved: Mr. Uhl

Seconded: Mr. Rotondi

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	

Authority Legal/ Labor Attorney Proposals.

Mr. Horn sent the Authority's request for proposals to 4 law firms on May 10th with an expectation to receive them back by May 30th. The Board reviewed the bid tabulation showing the proposal results received from Maraziti Falcon, Cleary Giacobbe Alfieri Jacobs, McManimon Scotland & Baumann. Mr. Horn and Ms. Pettit agreed that they wouldn't recommend McManimon Scotland & Baumann as they are currently the City's Attorney and do not want any conflicts. Maraziti doesn't handle labor but submitted a proposal from the Hatfield Schwartz Law Firm. Both Maraziti and Cleary Giacobbe have experience with Authorities and currently represent several Authorities. Mr. Horn recommends the Authority hold a special meeting in July to interview these two firms before awarding a contract. After a discussion, the Board directed Mr. Horn to schedule the special meeting.

FY22 AUDIT.

There was one general comment that needed the Board's review concerning regular maintenance of the general ledger. Ms. Pettit would like to see a footnote as to why there are different pension numbers on page 11 and page 29. Mrs. MacGregor recommended that the Board approve this and have the auditor come in to present the audit and to answer any questions at the presentation of the 2023 fiscal year audit.

RESOLUTION 027-2023 GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended June 30, 2022 has been completed and filed by the Registered Municipal Accountant with the Clerk of the City of Lambertville pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments**," "**Recommendations**," and "**Schedule of Findings and Questioned Costs**," and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "**General Comments**," "**Recommendations**," and "**Schedule of Findings and Questioned Costs**," in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Lambertville Municipal Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2022, and specifically has reviewed the sections of the audit report entitled "**General Comments**," "**Recommendations**," and "**Schedule of Findings and Questioned Costs**," and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

Moved: Mr. Rotondi
Second: Mr. Uhl

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	Aye	Nay			
Janine MacGregor	X				
Vincent Uhl	X				
Paul Rotondi	X				
Russell Lambert	X				
Helen Pettit	X				
Jacqueline Middleton					X
Holly Havens				X	

2024 ADOPTED BUDGET RESOLUTION 028-2023 FISCAL YEAR: July 1, 2023 to June 30, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Lambertville Sewerage Authority for the fiscal year beginning July 01, 2023 and ending June 30, 2024 has been presented for adoption before the governing body of the Lambertville Sewerage Authority at its open public meeting of June 6, 2023; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$2,260,992.00, Total Appropriations, including any Accumulated Deficit, if any, of \$2,230,861.00, and Total Unrestricted Net Position utilized of \$76,230.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$242,500.00 and Total Unrestricted Net Position Utilized of \$242,500.00.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Lambertville Sewerage Authority at an open public meeting held on June 6, 2023 that the Annual Budget and Capital Budget/Program of the Lambertville Sewerage Authority for the fiscal year beginning July 01, 2023 and ending June 30, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Motion: Mr. Rotondi

Second: Mr. Uhl

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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	

Low Income Household Water Assistance Program.

Mr. Horn explained that this is a State mandated program that the Authority must join and submit a list of delinquent customers every 15 days along with other compliance items.

Resolution 029-2023 Authorization to Enter into a Contract for Services with Low Income Household Water Assistance Program

WHEREAS, the Lambertville Municipal Utilities Authority “LMUA” owns and operates a wastewater treatment system; and

WHEREAS, the LMUA directly bills customers in the City of Lambertville; and

WHEREAS, the State of New Jersey recently passed a law requiring all water and wastewater utilities to enter into a contract with the Low Income Household Water Assistance Program (LIHWAP) of the Department of Community Affairs, State of New Jersey; and

WHEREAS, the LIHWAP is a program to support customers who have trouble paying their utility bills; and

WHEREAS, the LIHWAP has requirements associated with it that must be met by the LMUA; and

WHEREAS, the LMUA has determined that entering into the contract with the LIHWAP is merited.

NOW THEREFORE BE IT RESOLVED by the LMUA’s Board of Commissioners as follows:

1. The executive director is hereby authorized and directed to enter a contract with Low Income Household Water Assistance Program; and
2. The Executive Director is authorized to execute any necessary documents required to facilitate this contract; and
3. This Resolution shall be effective immediately upon adoption.

Moved: Ms. Pettit

Second: Mr. Uhl

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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	

Resolution 030-2023 *Approval of Revision to the Employee Manual & Personnel Policies and Procedures*

WHEREAS, the Lambertville Municipal Utilities Authority “LMUA” adopted an updated Employee Manual & Personnel Policies and Procedures on September 7, 2021; and

WHEREAS, the Personnel Policies and Procedures contain in Section Two, Employee Benefits, under Compensation, that paychecks are issued weekly on Friday; and

WHEREAS, the LMUA’s auditor has recommended that the LMUA revise this condition such that paychecks are issued every other week; and

WHEREAS, the LMUA has determined that the auditor’s recommendation is merited and agrees with the auditor’s recommendation.

NOW THEREFORE BE IT RESOLVED by the LMUA’s Board of Commissioners as follows:

1. The LMUA Personnel Policies and Procedures as adopted on September 7, 2021 are hereby revised; and

2. Under Section Two- Employee Benefits, Compensation of the adopted LMUA Personnel Policies and Procedures, the last sentence of paragraph two, “Paychecks are issued weekly on Friday.” shall be replaced with “Paychecks are issued every two weeks on Friday.”; and

3. This Resolution shall be effective immediately upon adoption.

Moved: Mr. Rotondi

Seconded: Ms. Pettit

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	

Memo-Outsourcing Payroll.

Based on the recommendation of our Auditor, Mr. Horn has contacted ADP for a quote to process biweekly payroll. The annual cost is \$1,535.82 for processing 26 pays, taxes, and year end W-2 preparation. Mr. Horn summarized the two main reasons to outsource payroll. They are reduced workload on staff and reduced errors. The negatives would be cost and some loss of control which he believes to be minimal. Mr. Horn recommends that the Board approve a contract with ADP that would begin as of July 1, 2023. He recommended that the Authority begins with the new payroll company at the beginning of our fiscal year, July 1st. That would make the change clean from an auditing standpoint. The Board asked Mr. Horn for his opinion as to why the Authority needed to outsource. He explained that at the beginning of the year, there are issues getting the withholding numbers for each employee. There was a double tax payment made at one time for income taxes. He explained that the program is simple and Mrs. Leary would need to submit hours and salary information biweekly. After a discussion, the Board made the decision to hold off on outsourcing payroll and see how biweekly payroll works out before changing anything more.

Resolution 031-2023 *Approval of Proposal to Outsource Employee Payroll (This was tabled for re-evaluation)*

Resolution 032-2023 *Authorization to Accept Easements for the Raritan Pointe Development*

WHEREAS, the Lambertville Municipal Utilities Authority "LMUA" owns and operates a wastewater treatment system; and

WHEREAS, on or around 1990, the Raritan Pointe development was constructed and connected to the LMUA's collection system via new sanitary sewer lines constructed by the developer; and

WHEREAS, the LMUA has historically accepted ownership of new sanitary sewer lines constructed by developers upon acceptance of the new lines by the LMUA including the granting of an easement for the future operation, maintenance, repair and replacement of said sanitary sewer lines; and

WHEREAS, for unknown reasons, the granting of a sanitary sewer easement was never completed for this development; and

WHEREAS, the Home Owners Association (HOA) for this development requested that the LMUA take over ownership of these sanitary sewer lines; and

WHEREAS, the sanitary sewer lines have been inspected and determined to be in good condition and the required easements have been prepared; and

WHEREAS, the Executive Director and Authority Attorney recommend that the LMUA accept the easements; and

WHEREAS, the LMUA has determined that accepting the easements for the Raritan Pointe Development is merited.

NOW THEREFORE BE IT RESOLVED by the LMUA's Board of Commissioners as follows:

1. The Chairwoman is hereby authorized and directed to sign the easements for the Raritan Pointe Development; and
2. The LMUA attorney is authorized to file the executed easements with the County Clerk of Hunterdon County; and

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3. This Resolution shall be effective immediately upon adoption.

Moved: Ms. Pettit
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	

PFAS Liability Protection Act.

Mr. Horn explained that if the Senate approves the bill, this will protect the Authority from future lawsuits should PFAS be found in our discharge. After a short discussion, the Board felt that more time was needed to review this issue before approval of a resolution.

Resolution 033-2023 *Resolution in Support of the Water Systems PFAS Liability Protection* (Tabled for further discussion)

Email-Checks Greater than \$5,000.

Mr. Horn reviewed the higher expenses with the Board including health insurance, electricity, the annual audit fee, monthly hauling and disposal of sludge, engineering for design of the N. Union P.S., the TWA application fee and concrete hole cutting in the primary clarifier walkways for maintenance.

Chief Financial Officer's Report.

Mr. Rotondi made a motion to approve the bill list for June. Mr. Uhl 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 0034-2023 *Authorizing a Closed Session to Discuss Personnel Contracts & Salaries*

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, June 6, 2023, at the Administrative Building located at the Treatment Plant, 3 Bridge Street, Lambertville for the purpose of discussing Personnel matters pertaining to salaries.

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: Mr. Uhl

Seconded: Mr. Rotondi

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	

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

Start: 7:45 p.m.

Reconvene: 8:03 p.m.

Upon reentering open session, Mrs. MacGregor requested a motion to approve Resolution 035-2023.

Resolution 035-2023 *Establishing Non-Union Salaries Effective July 1, 2022*

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority hereby approves the following Non-Union salaries effective July 1, 2023:

Salary	
Thomas Horn, Executive Director	\$143,038

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Kathy Leary, Chief Financial Officer \$73,604
Melissa Parsons, Administrative Assistant \$53,000
David Rose, Operations Supervisor \$81,250

Moved: Ms. Pettit
Seconded: Mr. Rotondi

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. Parsons confirmed that there were no members of the public in attendance.

Adjournment.

The meeting adjourned at 8:10 p.m. with a motion made by Mr. Lambert 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. Parsons

Melissa S. Parsons, Administrative Assistant

Approved at the regularly scheduled Lambertville MUA Board meeting held on August 1, 2023.