



LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting of January 2, 2024, 6:00 pm

Lambertville Wastewater Treatment Facility, 3 Bridge Street, Lambertville, NJ

In Person/ Conference Call Meeting Minutes

Call In # 978-990-5000 Access Code: 2646329

The meeting was called to order at 6:04 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 February 23, 2023, to the Hunterdon County Democrat and 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. Mr. Horn called the roll as follows:

LMUA Board:

Present: Janine MacGregor-Chairwoman, Russell Lambert-Secretary, Helen Pettit-Member, Jacqueline Middleton-Alternate I, Holly Havens-Alternate II

Absent: Vincent Uhl-Vice Chairman, Paul Rotondi-Treasurer

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO, Joseph Maraziti, Esq. of Maraziti Falcon, LLP (entered after approval of minutes 6:08 p.m.)

Minutes.

The minutes from December 5, 2023, regular and closed meetings were approved in a motion made by Ms. Pettit and seconded by Ms. Middleton 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. 244 South Sugan Road, Bucks County, PA: Capacity verification letter was sent on December 13, 2023, for the proposed subdivision and addition of two (2) EDU's. They were also noticed to obtain approvals and permits necessary from Bucks County Water & Sewer Authority as the contracted agency with the LMUA.

Chairperson's Report.

Mrs. MacGregor did not have a report at this time.

Executive Directors Report-Thomas Horn.

- 1. Operations Report:** Mr. Horn reported that staff completed the primary tank upgrades and the biannual tank cleaning continued.

Staff worked on normal operation and maintenance of stations. The weekend of December 16-17th the Swan pump station saw some high flows due to the storm water infiltration from the Cottage Hill area. Mr. Horn explained that the LMUA has been trying to determine the source of the excess flows. Further investigation is needed.

There were no calls concerning odor issues this past month.

CWA Union: Union Contract and Personnel Manual are being reviewed to determine if there should be any incorporation of any provisions into the Personnel Manual.

Suplee Clooney is working on the annual audit of fiscal year 2023.

JCP&L: Energy Audit recommendations were upgrading all overhead lights to LED's and replacement of office heaters.

The 2024 professional proposals were received December 19th and are currently being reviewed by staff and the sub-committee.

Delevan Street Damages: Payment was received in full on December 8th from the Builder, Mr. Nassiff. The construction office was informed immediately of the payment.

- 2. Vacation:** Mr. Horn has scheduled vacation time between January 5th through January 15th. He has informed staff of what needs to be done during his absence.
- 3. Memo: N. Union Pump Station Replacement:** Mr. Horn updated the Board on the ongoing project status. Mr. Horn and Carroll Engineering met with FEMA and NJ OEM virtually on December 12th to discuss the project increases that could take up to six months to approve, although the FEMA reviewer expects that an answer will be given before that.

Green Acres has not given their official position on the proposed temporary use agreement for the Cherry Street Park. Mr. Horn and will work with the Authority Attorney.
- 4. Feasibility Studies of Capital Projects Update:** Carroll Engineering staff members were onsite December 13th to review and begin work on the Swan and Coryell Streets pumping station projects. Mr. Horn expects to have the studies back by early February.

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CDM Smith has finished their review of the TV inspection results. The next step is to map out a repair plan along with a budget. Once the cost estimates are completed, the financial planning document will be updated.

NJ Future: Mayor Nowick has put Mr. Horn in touch with a representative from NJ Future. The representative may be able to assist LMUA with possible funding opportunities. A meeting will be planned for the end of January to discuss any opportunities further.

5. **Village Apartments Delinquent 2022-2023 Sewer & 2022 Tax Sale:** In an email from the Authority dated December 7th the manager of the Village Apartments, Joann Lawrence was notified of the Board's decision for a conditional billing suspension. The suspension was pending the receipt of documentation to verify that the LMUA is dealing with the owner or authorized representative of the property. The second condition is to cap the sewer lateral servicing the property. Receipt of the email was confirmed in a phone conversation with Manager Joann Lawrence later the same day. To date there have been no updates on the matter. Ms. Parsons will send out a certified letter to further notice the owner of the Board's decision and to give them a deadline to reply by.
6. **2024 Professional Services Contracts for Award 02/06/24:** Mr. Horn reviewed his memo dated December 22, 2023, with the Board. There were three professional positions which received only one proposal each. The Auditor, Special Projects Auditor and Risk Manager. Mr. Horn recommended reappointment of all three current professionals. The Board also took a moment to review the bid tabulation with amendment from Ms. Pettit included. The remaining professional contracts will be discussed in closed session.

Chief Financial Officer's Report.

Ms. Middleton made a motion to approve the bill list for December when funds become available. Mr. Lambert seconded the motion. An affirmative roll call was taken in favor of the motion by all members present.

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				

Attorney Report.

Mr. Maraziti did not have a report.

Closed Session 6:45 p.m.

Resolution 001-2024 Approving a Closed Session to Discuss Professional Contracts to be Awarded February 6, 2024

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, January 2, 2024, at The LMUA Treatment Facility located at 3 Bridge Street, Lambertville for the purpose of discussing professional contracts to be awarded February 6, 2024.

BE IT FURTHER RESOLVED that the matters discussed in the 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: Mrs. MacGregor

Seconded: Ms. Pettit

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				

Resumed Open Session: 6:18 p.m.

Upon entering open session, Mrs. MacGregor made it known that the Board intends to award professional positions at the February 6, 2024, reorganization meeting.

Public Comment.

At this time Mr. Horn confirmed that there were no members of the public in attendance.

Adjournment.

The meeting adjourned at 7:20 p.m. with a motion made by Ms. Pettit seconded by Ms. Middleton and followed by a unanimous voice vote taken in favor of the motion by all members present. MOTION CARRIED.

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Respectfully submitted,

Melissa S. Parsons

Melissa S. Parsons, Administrative Assistant

Approved at the regularly scheduled Lambertville MUA Board meeting held on February 6, 2024.