

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

March 5, 2024, 6:00 pm

Lambertville Wastewater Treatment Facility,

3 Bridge Street, Lambertville

Agenda for Meeting Held in Person & Conference Call

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 006-2024 setting forth meeting dates for 2024-2025. Notification was published on February 15, 2024, 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. Ms. Parsons called the roll as follows:

LMUA Board:

Present: Janine MacGregor-Chairwoman, Vincent Uhl-Vice Chairman, Paul Rotondi-Treasurer, Helen Pettit-Member, Holly Havens-Alternate II (entered after roll call)

Absent: Jacqueline Middleton-Alternate I

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO, Diane Alexander, Esq. of Maraziti Falcon, LLP

Minutes.

The minutes from February 6, 2024, reorganization and regular meeting were approved in a motion made by Mr. Rotondi and seconded by Ms. Pettit and followed by a unanimous roll call vote 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				
Helen Pettit	X				
Jacqueline Middleton					X
Holly Havens	X				

Correspondence.

1. City of Lambertville: Letter to Mayor Nowick dated February 26, 2024, enclosing an executed original agreement for the temporary use of the Cherry Street Park during the construction period of the N. Union Street Pumping Station. Mr. Horn filed the agreement with Green Acres as well.

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Chairperson's Report.

Mrs. MacGregor expressed her sadness and surprise after learning of the passing of LMUA's Board member and Secretary, Russell Lambert. In honor of Mr. Lambert's service to the LMUA, Mrs. MacGregor and Mr. Horn have prepared a resolution to commemorate and remember him by. Mrs. MacGregor asked the Board if there were any changes. Seeing none, asked that the Board pass the resolution as written. The Board then decided that a framed signed resolution should be presented to Mrs. Lambert at the April 2nd meeting.

A Resolution Honoring Russell E. Lambert

WHEREAS, the tireless work of citizen volunteers makes the City of Lambertville an outstanding place to live and raise a family; and

WHEREAS, Russell E. Lambert was appointed to serve on the Lambertville Municipal Utilities Authority (LMUA) Board on March 4, 2015 as an Alternate Member; and

WHEREAS, Russell E. Lambert. was appointed to the unexpired term of Member on the LMUA Board on March 5, 2019; and

WHEREAS, Russell E. Lambert served as Secretary from 2019 to 2024; and

WHEREAS, Russell E. Lambert diligently and skillfully carried out his duties as Secretary, Member and Alternate Member; and

WHEREAS, Russell E. Lambert contributed significantly to Capital Projects providing significant improvements towards efficient and effective treatment and general operations of the LMUA; and

WHEREAS, Russell E. Lambert always made himself available to carry out all related duties of the Secretary, such as reviewing bills, signing vouchers and authorizing banking transactions on behalf of the LMUA, and readily offered his help and guidance on other matters when needed; and

WHEREAS, Russell E. Lambert brought to each LMUA meeting a deep-rooted sense of community and tradition borne from his role as a descendant of Lambertville's founding families, a concern for the environment stemming from his love of nature and the outdoors, and a vision of progress for continued success of the City of Lambertville and the LMUA; and

WHEREAS, Russell E. Lambert passed away after a short illness on February 22, 2024; and

WHEREAS, the Commissioners and staff of the LMUA wish to recognize and commend his invaluable service over the past nine years as a devoted Member whose efforts greatly benefitted the LMUA and citizens of Lambertville.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority does hereby declare its appreciation for Russell E. Lambert for his unwavering dedication and service to the LMUA. May he be remembered as a caring neighbor and a community-wide friend.

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Motion: Ms. Pettit
 Second: Mr. Rotondi

Governing Body Member	<u>Roll Call Vote:</u>		Abstain	Not Voting	Not Present
	Aye	Nay			
Janine MacGregor	X				
Vincent Uhl	X				
Paul Rotondi	X				
Helen Pettit	X				
Jacqueline Middleton					X
Holly Havens	X				

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.

There were no calls concerning odor issues this past month.

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

The Personnel Manual and Union Contract was reviewed by Kathryn Hatfield to determine what items should be included from the Union Contract into the Personnel Manual. The Board was given a redlined version of the Personnel Manual with the revisions made by Ms. Hatfield to review. The Board reviewed the noted items shown in red. Ms. Pettit would like some of the language referencing to “the bargaining unit” cleaned up and specific terms clarified such as *Hours of Work, Volunteers*. There were several comments to the document the Board discussed, and it was decided that more time was needed to review the marked changes before the Board could make a decision to accept the final document.

- 2. NJ Elected Official’s Training:** This is an online insurance training that if completed, would provide a premium credit of \$250 per Board member. The training must be completed by May 1st to receive credit.

Mr. Horn announced that LMUA has had no loss time due to accidents on the job for 18 years now.

- 3. Memo: N. Union Pump Station Replacement:** Mr. Horn updated the Board on the ongoing project status.

Mr. Horn advised the Board that the LMUA will have to wait to advertise for bids until the NJ DEP gives their approval. The signed Green Acres temporary construction agreement was fully signed and sent to Green Acres.

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FEMA is still in the process of reviewing the submitted application. The last review area is with the Environmental and Historic Preservation before the application can be obligated.

At the recommendation of Mayor Nowick, a local architect reviewed the pump station plans and did not see any issues with it.

The Planning Board meeting is scheduled for tomorrow evening and Mr. Horn will advise the Board of any comments they may have.

The Information session is scheduled for March 19th at 7:00 p.m. at the Justice Center to go over the project with the surrounding neighbors. A notice was sent to the property owners located in blocks 1003 to 1006 advising them of the meeting. Mr. Uhl requested notices sent to the leaseholders in addition to the owners. The Board requested that a rendering be made in time for the information session to show the proposed facade of the station. There was a discussion on minor changes that could be made to the facade that would enhance the appearance of the building. Ms. Alexander advised the Board that any minor changes made at this point could potentially delay the project further and may need to go back to the Planning Board and NJ DEP again for approval.

4. Memo: 2025 Proposed Capital Projects:

The feasibility studies for Swan and Coryell Street pumping stations are being finalized. After review from Mr. Horn and Mr. Rose, there were a few changes that needed to be made.

CDM Smith has finished their review of the TV inspection and Mr. Horn expects to have a report shortly that maps out the pipe conditions and recommended repairs.

The Lambertville MUA's financial planning document will be updated once cost estimates are completed for the proposed capital projects.

NJ Future: The signed letter of intent along with some requested information were sent to NJ Future and EPIC (Environmental Policy Innovation Center) to get the review started. Mr. Horn will keep the Board up to date as it progresses.

BRIC: (Building Resilient Infrastructure and Communities) Mr. Horn met with NJOEM program representatives who discussed the feasibility of financing some of the proposed projects. They offered assistance with the application for funding with the plant and pump station projects that may be eligible.

5. **Memo: Proposed Capital Budget for FY2025:** Mr. Horn had prepared the proposed Capital Budget for the next six years for the Boards review. Mr. Horn suggested the LMUA combine the major projects into one borrowing application with NJ I-Bank to efficiently complete them. The Board took a moment to review the enclosed spreadsheet entitled *Capital Projects, Projected Costs and Schedule* with a projected list of projects from now to 2030 with their cost estimates. If the Board passes the budget, Mr. Horn expects to start the short-term loan in FY 2025 for design expenses and to have the loan approved by the time construction is ready. The spreadsheet shows that the LMUA would then go into long term bonding in 2026, although this would probably be delayed to a later date. There was a discussion on seeking grant writing assistance. Mr. Horn explained that the LMUA's NJ OEM representative has been offering some

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application guidance towards federally funded grants. The Board having made no decisions at this time, will further review the proposed Capital Budget that will be on the April agenda for approval.

- 6. **Personnel Manual:** This was discussed during the Executive Director’s report.
- 7. **Resolution 004-2024 Re-Adoption of Secretary- (no action)**
- 8. **Resolution 013-2024 Re-Adoption of Personnel Officers- (no action)**

Both Resolutions were tabled until the City appoints Ms. Middleton as a full member and Ms. Havens as Alternate I. The open position of Alternate II is up for suggestions by the Board. Mr. Horn will forward any considerations to the City for review and approval.

- 9. **Resolution 025-2024 Authorizing Contract Amendment #1 to N. Union Pumping Station Design with Carroll Engineering Corporation for Construction Inspection & Administration**

The Board decided to table the resolution until the LMUA has all of the required approvals and is ready to go out to bid.

Chief Financial Officer’s Report.

Mr. Rotondi made a motion to approve the bill list for February when funds become available. 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				
Helen Pettit	X				
Jacqueline Middleton				X	
Holly Havens	X				

Attorney Report.

There was a lengthy discussion on the Storm Water Utility study the City is currently undertaking, and the amount of work involved to address the current conditions. Mrs. MacGregor and Mr. Uhl are on the City’s advisory committee and excused themselves to attend the Storm Water Advisory meeting at 7:05 p.m. There was a discussion on impervious surfaces and the multiple contributing factors managing stormwater flooding and runoff. Ms. Alexander advised that there are many storm water utilities across the U.S. However, it wasn’t until recently that legislation was passed to allow the creation and authority of such utility in the state. This is an ongoing issue that will need to be addressed by all municipalities at some point and Lambertville is doing their part to better manage their stormwater issues.

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Public Comment.

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

Adjournment.

The meeting adjourned at 7:30 p.m. with a motion made by Ms. Pettit seconded by Ms. Havens 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 April 2, 2024.