



LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

January 7, 2025, 6:00 pm

Lambertville Wastewater Treatment Facility,
3 Bridge Street, Lambertville

Minutes for Meeting Held in Person & Conference Call

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

The meeting was called to order at 6:03 p.m. by Mrs. 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 (attended via conference call until she entered the meeting in person at 6:51 p.m., Holly Havens-Alternate I

Absent: Jacqueline Middleton-Secretary

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-Chief Financial Officer, Diane Alexander, Esq.-Authority Attorney of Maraziti Falcon, LLP

Due to the length of the Agenda and time constraints of LMUA Board Members, related Agenda items were discussed together and some Agenda items were discussed out of order. These minutes reflect the order of discussions rather than the Agenda order.

Minutes.

1. The corrected minutes from the December 2, 2024, Regular & Closed Sessions were approved in a motion made by Mr. Uhl and seconded by Mr. Rotondi 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					
Jacqueline Middleton						X
Helen Pettit	X					
Holly Havens	X					

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2. The corrected minutes from the December 9, 2024, Special & Closed Sessions were approved in a motion made by Mr. Uhl and seconded by Mr. Rotondi and followed by a unanimous roll call vote by all members present, except for Ms. Havens who abstained as she was absent. MOTION CARRIED

Governing Body Member	Recorded Vote:			Abstain	Not Voting	Not Present
	Aye	Nay				
Janine MacGregor	X					
Vincent Uhl	X					
Paul Rotondi	X					
Jacqueline Middleton						X
Helen Pettit	X					
Holly Havens				X		

Chairperson’s Report.

1. Personnel Planning & Staffing Memo: The Board discussed the two additional positions, one proposed to assist in daily operations and one to replace Mr. Horn’s position.

Mrs. MacGregor also proposed an additional finance personnel member who could help with accounting and produce a monthly report to show budgeted vs. actual amounts for each of the funds. The Board would consider bringing someone on board who could assist the Lambertville MUA with investing surplus funds. Ms. Leary and Ms. Parsons will look at the reports that Edmunds can produce. Mr. Horn will also contact Acacia, LMUA’s Financial Adviser, to discuss any investment options they may have.

There was a continuation of the discussion about a replacement Executive Director (ED) position and if that person would also be able to help with investments. The Board should advertise for someone who could fill the ED position as well as help with the LMUA finances. There was a discussion on the New Jersey Department of Environmental Protection (NJ DEP) licensing requirements based on the size and type of treatment plant of the LMUA. Mr. Horn and Ms. Alexander both confirmed that the LMUA is classified as an S3, C3 plant.

After a discussion, the Board agreed that a subcommittee needed to be formed that can assist in advertising for an Executive Director to become familiar with our organization and eventually replace Mr. Horn once he retires. Once the new Executive Director is brought on board, they then can determine what changes in staffing need to be made. The Board would like to keep the job requirements broad and require for either a PE license or S3, C3 licenses preferred.

Mr. Uhl, Mr. Rotondi and Ms. Pettit will work with Mr. Horn and provide comments on updating the Executive Director’s job description and the advertisement.

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Mrs. MacGregor took a moment to note that agenda items only need to be discussed once. There should only be one reference on the agenda for each item of discussion so that the meeting and the minutes can be streamlined.

Executive Director's Report-Thomas Horn.

1. Operations Report:

Treatment Plant & Collections System: The staff continue to clean the chlorine contact tanks on a weekly basis. The staff replaced one scum trough with assistance from the contractor and fixed one of the secondary scum troughs. A contractor was brought in to grout some leaking cracks in the primary clarifier and influent area. Mrs. MacGregor took a moment to highlight the operational recommendations in the Annual Report that specify the importance of timely preventative maintenance. Could a schedule be developed for regular maintenance.

The staff needed to clean the sewer main on N. Union Street between Bridge and Church Streets. The staff also needed to clear a blockage found on Elm Street earlier today.

Personnel: See separate memoranda.

Regulatory Issues: As Mr. Horn stated last month, NJ Department of Environmental Protection (NJ DEP) has issued a draft NJPDES permit. This was reviewed by Mr. Horn and One Water who recommended that the effluent limit for dissolved oxygen be removed from the permit requirements. There have been no further updates on this.

Mr. Horn reported that the Environmental Joint Insurance Fund, (EJIF) has investigated the spill claim from the Peracetic Acid, PAA Incident, and has referred it to their claims committee.

Administrative Issues: There has been no response from NJ DEP to the revisions Carroll Engineering had made to the Operations & Maintenance Manual and the Emergency Response Plan.

Mr. Horn expects to see the insurance payment for the emergency filter press repairs this month.

The Auditor, Suplee Clooney is continuing to work on the fiscal year 2024 audit.

2. Wastewater Treatment Plant Effluent Data.

Mr. Horn reviewed the spreadsheet, *Wastewater Treatment Plant Effluent Data 2024* with the Board that reported all sampling data within permit limits. Mrs. MacGregor would like Mr. Horn to add the spreadsheet to a workbook for further tracking.

3. Memo: Annual Inspection & Engineer’s Report.

Mr. Horn reviewed the most important parts of the Annual Inspection Report with the Board. The Executive Summary and Recommendations sections of the report. The recommendations Carroll Engineering developed from the inspection were mostly included in the feasibility studies done last year. The collections system useful life assessment of the remaining system is recommended. Mr. Horn explained that this is finishing the T.V. inspections and jetting of the remaining sewer lines. Carroll Engineering also recommended GIS, a GPS-tagged system with attached video surveillance should be done. Mr. Horn has combined the Asset Management Plan with the Annual Report under his Capital Plan. The Board wondered if they could combine the sewer mapping with the City’s stormwater mapping.

Seeing no further issues or concerns, Mrs. MacGregor asked for a motion to accept the Engineer’s Annual Report. Ms. Pettit made a motion to accept the Annual Report as submitted and Mr. Rotondi seconded the motion. A unanimous roll call vote was taken by all members present in favor of the motion. Motion carried.

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

4. Memo: Personnel Matter Update.

The Board discussed personnel matters under the Chairperson’s Report. No further discussion took place.

5. Memo: Capital Projects Status Update.

Environmental Policy Innovation Center (EPIC) Applications and Project Reports: The applications and project reports for Coryell and Swan Streets pumping station projects have been completed and submitted to NJ DEP. EPIC has contracted for the treatment plant Project Report.

Carroll Engineering Project Designs: On December 9th Mr. Horn reviewed the preliminary design with Carroll for the Coryell Street pump station work and it was discovered that the

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LMUA does not have an easement for our force main through the old Finkle's property. An easement will need to be obtained.

Carroll Engineering has submitted a proposal for design improvements for Swan Street pump station. Mr. Horn recommends the Board award the contract to Carroll so the LMUA can combine this project with Coryell Street pump station.

There was a discussion on permitting requirements for both stations and the economic benefits of combining the two projects. The Board then decided to review the 10 Year Pro-Forma Cash Flow spreadsheet to get a better understanding of how the pump station and plant improvement projects will affect our financial position.

6. 10 Year Pro-Forma Cash Flow Spreadsheet Update.

Mr. Horn explained that the 2010 loans are scheduled to be paid off in fiscal year 2030. Then in 2031 the only remaining loans will be for the projects done in 2020. The Infrastructure Trust Bank (I-Bank) gives five years for design and build, which would give the LMUA time to combine the short-term loans into one long term loan. Mr. Horn noticed that there is a missing number under the Proposed New Debt Service under 2032 which would affect the fund balances for 2032 and 2033. Mr. Horn will correct the error with the Financial Advisor, Acacia for the February 4th Board meeting. He will also have them check over everything to ensure that this spreadsheet is accurate.

7. Swan PS Final Design Contract.

Resolution 001-2025 Amendment No. 2 to Contract for Authority Engineer 2024 Carroll Engineering Corporation for Professional Engineering Services for Preparation of Design Documents for Swan Street Pumping Station

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

WHEREAS, the LMUA's Asset Management Plan (AMP) recommended that the Swan Street pumping station (Swan PS) has reached the time for rehabilitating certain aspects of this facility; and

WHEREAS, Carroll Engineering Corporation prepared a feasibility study dated March 2024 outlining the extent and detailed costs of the rehabilitation of certain aspects of Swan PS; and

WHEREAS, the LMUA's CFO has certified that interim Capital funds are available for Engineering Services for preparation of Design Documents for the rehabilitation of certain aspects of Swan PS; and

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WHEREAS, pursuant to Resolution 015-2024, the LMUA awarded a Contract to Carroll Engineering Corp. Entitled “Authority Engineer 2024” which provides for such engineering services on an as needed basis by contract amendments; and

WHEREAS, pursuant to Resolution 042-2024, the LMUA approved amendment Number 1 to the Contract to Carroll Engineering Corp. Entitled “Authority Engineer 2024” for design documents for Coryell Street Pumping Station; and

WHEREAS, the LMUA solicited a proposal from Carroll Engineering Corp. for the preparation of the Design Documents for Swan Street pump station; and

WHEREAS, Carroll Engineering Corp’s submitted a proposal dated December 24, 2024 for the required work; and

WHEREAS, the Executive Director, has reviewed Carroll Engineering Corporation’s proposal and has recommended that LMUA’s Board of Commissioners approve the scope of services as detailed in their December 24, 2024 proposal; and

WHEREAS, sufficient funds are available for these purposes in the LMUA’s Capital Fund.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of January 7, 2025, as follows:

1. The scope of services for Carroll Engineering Corporation under their Contract for Authority Engineer 2024 is hereby Amended to include professional engineering services for preparation of Design Documents for the LMUA’s Swan Street Pumping Station.
2. The Executive Director is authorized and directed to execute Amendment No. 2 to Contract for Authority Engineer 2024 in a form acceptable to the Authority Attorney in an amount not to exceed \$178,090 for the LMUA’s Swan Street Pumping Station.
3. Thomas F. Horn, P.E., Executive Director is hereby authorized and directed to execute any and all documents and to take any and all actions necessary to implement this resolution.
4. The 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					

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Jacqueline Middleton		X
Helen Pettit	X	
Holly Havens	X	

8. Memo: Capital Projects Status Update Continued.

Treatment Plant Work: Mr. Horn recommends the Board solicit proposals for engineering services for the treatment plant work out due to the estimated cost of about \$600,000 for design services and construction administration and inspection of about \$600,000. Mr. Horn further recommends the LMUA solicit proposals from the firms that submitted for Special Projects Engineer. Seeing no concerns, the Board directed Mr. Horn to begin the request to solicit proposals.

Mr. Horn has prepared a timeline for the capital projects based on the annual inspection report from Carroll Engineering.

Mr. Horn has heard that FEMA has opened the application period for the Building Resilience in Communities (BRIC) grant from FEMA.

Mr. Horn reports that Dulaine Contracting, Inc. should be ready to begin demo work at the North Union pump station by mid-March.

9. 2025 Professional Services Contracts for Award 02/04/25.

The Board reviewed the prepared bid tabulation reflecting the results from the professional proposals received on December 19, 2024. Mr. Horn noted that he was waiting on a few clarifications from several professionals but asked the Board for any recommendations or questions. Ms. Alexander confirmed that because these are professional proposals and not bids, the LMUA can award based on other important criteria other than costs. Ms. Pettit emphasized that it is important to justify each award in the recital findings in each resolution.

10. Fire Department Bill.

Mr. Uhl and Mr. Rotondi are working with Mr. Horn to review the bill received from the fire department for their services during the June 24th, 2024, peracetic acid emergency.

Chief Financial Officer's Report.

1. Memo: Bills over \$5,000 were reviewed by the Board, Mr. Rotondi questioned the large software maintenance bill. Mr. Horn explained the bill is an annual maintenance bill from Edmunds that includes billing and financial support and updates as needed. Mr. Horn confirmed that he had reviewed the billed hours for Ms. Hatfield's bill. The third question was

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the large bill for the New Jersey Joint Insurance Fund (NJUA JIF). Mr. Horn explained that this bill is an umbrella policy that includes workers' compensation, auto, liability, cyber and property insurance for half the year.

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

Attorney's Report.

Ms. Alexander did not have anything new to report.

Closed Session.

1. Personnel Planning & Staffing.

Mrs. MacGregor discussed the matter of the Executive Director and Operations Supervisor's bonuses as they were not decided on at the December 9th Special Meeting. Ms. Alexander advised the Board to table the discussion for the February 4th meeting so that sufficient notice can be given to Mr. Horn and Mr. Rose. That way they are both given a chance to discuss the matter with the Board prior to a decision.

Mrs. MacGregor asked that the matter of year-end bonuses for Mr. Horn and Mr. Rose be placed on the agenda for the February meeting and that a Rice Notice be issued to them both. Mrs. MacGregor would also like to see a monthly financial report on the agenda for February's meeting.

2. **Resolution 002-2025** *Resolution to Authorize a Closed Session to Discuss Personnel Planning Matters* (This was not acted upon)

Public Comment.

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

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NJ I-Bank Short-term Loan for Planning & Design.

Mr. Horn asked if the Board could give him authorization in February to close on the short-term loans for the design upgrades of the Swan and Coryell Pump Stations and Plant.

Memo. Personnel Matters Update.

Mr. Horn reported that at the safety meeting earlier today, he discussed safety training for the upcoming year and two incidents that occurred recently. There was a slip in the press room due to the wet conditions that are common in the room due to the nature of the work. There was a discussion to research treatment to help the floor conditions. The second incident involved a pressure sensor failure that did not shut a pump off at the secondaries. Thankfully there were no incidents that occurred as a result of this sensor failure.

Mrs. MacGregor asked that the memo be renamed to Safety and Operations Update.

Adjournment.

The meeting adjourned at 7:48 p.m. with a motion made by Mr. Uhl seconded by Mr. Rotondi 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 February 4, 2025.