



# LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

## Regular Meeting

March 4, 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

### Statement of Compliance with OPMA

This meeting was called to order at 6:05 p.m. with the Open Public Meetings Act, by adoption of *Resolution 006-2025* setting forth meeting dates for 2025-2026. Notification was published on Thursday, February 14, 2025, to the Times of Trenton and noticed in the Hunterdon County Democrat. A copy of the notice and agenda were posted on the web sites of the LMUA [www.lambertvillemua.com](http://www.lambertvillemua.com) and the City of Lambertville [www.lambertvillenj.org](http://www.lambertvillenj.org).

### Pledge of Allegiance.

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

LMUA Board:

Present: Janine MacGregor-Chairwoman, Helen Pettit -Vice Chairperson, Paul Rotondi-Treasurer, Jacqueline Middleton-Secretary (left meeting at 6:42 p.m.), Vincent Uhl -Member, Holly Havens-Alternate I

Absent: Robert Dahl-Alternate II

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO, David Rose, Operations Supervisor, Diane Alexander, Esq. 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 February 4, 2025, Reorganization & Regular Session 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					
Helen Pettit	X					
Paul Rotondi	X					
Jacqueline Middleton	X					
Vincent Uhl	X					

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Holly Havens  
Robert Dahl

X

X

**Chairpersons Report.**

1. **Board Member Positions:** Mrs. MacGregor discussed the fact that the LMUA has three Board members that are looking to step down this year. Alternate I, Holly Havens has expressed that she would like to fulfill the appointment of Treasurer in April, when Mr. Rotondi plans to step down from the Board. Bob Dahl, our newly appointed Alternate II, could step up to regular member if needed.

Both the Mayor and the Board are actively involved in searching for residents to fill the three positions that need to be filled. Ms. Havens knows an Environmental Engineer who would be interested in the Board. Mrs. MacGregor knows a few residents who may be interested as well, and she will reach out to the Mayor once she has reviewed the possible candidates' professional skills and past experiences.

2. **PAA Incident Review:** Mr. Horn reported that the fire department did receive their check, and they have provided some comments on the updated Emergency Response Plan. Mr. Horn has not received any responses from the Fire Department regarding our shared services agreement for confined space rescue and training.
3. **Personnel Planning & Staffing:** The Executive Director job advertisement did go out last month. It has been posted on the LMUA, City, Association of Environmental Authorities, NJ Water Environment Association and LinkedIn websites. There have been several responses with one application and one phone call. The Board discussed a possible Assistant Engineer position but strongly felt that hiring an Executive Director is the LMUA's top priority. Mrs. MacGregor asked Mr. Horn to reach out to the interested candidates and make them aware that the LMUA is not ready to begin the interview process.

**Executive Directors Report-Thomas Horn.**

1. **Memo: Personnel Safety & Operations Update.** Mr. Horn reported that he held a safety meeting with the Operations staff on February 19<sup>th</sup> and mainly discussed the possible pilot study of switching hypochlorite and bisulfite with peracetic acid, (PAA). Mr. Horn had scheduled a plant tour for the operators who are interested in going to Berkley Heights on March 7<sup>th</sup>. Also, the operators were interested in watching a video that would demonstrate the safe use of PAA. Mr. Horn did find a video from the Water Environment Federation which he plans to watch with them. VanCleeef updated their proposal to include safety training, standard operating procedures, and testing.
2. **Memo: Capital Projects Status:** Mr. Horn updated the Board on the ongoing projects status.

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Coryell and Swan P.S.: Carroll Engineering has completed the 60% design drawings for the Coryell P.S. replacement project. The Board then reviewed the color renderings of Coryell P.S. There was a discussion on the type of fencing materials and the building materials. Mr. Horn confirmed that the fence is aluminum, and the building will be precast masonry. The building will have a fake brick facade.

Mr. Horn confirmed that the Coryell P.S. replacement will need to be approved by the D&R Canal Commission and State Historic Preservation Office (SHIPO). SHIPO has indicated that a cultural resource survey will need to be done at the Coryell P.S. Carroll Engineering has completed a preliminary design of the proposed upgrades at Swan P.S.

**3. Memo: Personnel Safety & Operations Update Continued.**

Weekly cleaning of chlorine contact tanks has helped to keep the surface clear.

The primary clarifier tank pumps were still having difficulty pumping and removing sludge to the holding tank. Mr. Horn contracted a company to vacuum the sludge from the clarifier to transfer it into the holding tank for a second time.

The Plant New Jersey Pollutant Discharge Elimination System (NJPDDES) Permit Review: The final NJPDDES permit was released, and the only change remaining is the weekly testing of the Dissolved Oxygen (DO) limit. The LMUA will comply with the new regulation in April.

EJIF Review of the PAA Emergency of June 26, 2024 : Mr. Horn is waiting to hear back from the claim's administrator on coverage.

Safety Award: The NJUA JIF issued a no lost time award for 19 years and the annual safety award for completing all required safety training last year. Mr. Horn will arrange for a staff pizza luncheon to celebrate.

- a. Elected Official Training: Reminder to complete the online training by May 31<sup>st</sup>.
- b. Wastewater Treatment Effluent Data: The effluent data shows that the plant is performing within NJDEP limits.
- c. Memo: E.D. Vacation: Mr. Horn advised the Board that he will be on vacation from the 14<sup>th</sup> through the 24<sup>th</sup>. During this time Mr. Rose is left in charge of the plant operations.

**4. Memo: Capital Projects Status Continued:**

Coryell and Swan P.S. Mr. Horn discussed the permitting requirements for Swan and Coryell pump station projects.

Chris Langhart from McManimon Scotland and Bauman is working on the closing documents for the short-term loans that are scheduled for March 19<sup>th</sup>.

EPIC: The LMUA is waiting for a response from NJDEP for the environmental planning documents.

North Union P.S.: Demo of the pump station is anticipated to begin at the end of March.

**5. Memo. Proposals for Design of Wastewater Treatment Plant (WWTP) Projects.**

Proposals were due February 25<sup>th</sup> for the WWTP design, permitting, NJIB assistance, and bidding services. Mr. Horn had requested three proposals from Carroll Engineering, Paulus, Sokolowski, & Sartor, LLC (PS&S) and Colliers Engineering & Design. Mr. Horn made the proposals available for Board review, and he recommended Colliers Engineering & Design as the lowest proposal. Collier's proposal is for a not to exceed amount of \$480,981.00 with the additional supplemental options to evaluate the belt filter press, headworks logistics, and the belt filter press odor control. Accepting these options may result in savings during construction.

Mr. Horn noted that the belt filter press manufacturer representative mentioned that they have been successful in rehabilitating other existing belt filter presses if the frame is in good condition. This would be a quicker process that could save in construction and operating expenses over replacement of the equipment.

The second option involves the logistics of replacing the headworks while maintaining normal operations. Colliers proposed evaluating alternate locations for the new permanent headworks facilities, so that the existing headworks facilities can remain in service until the new facilities are complete.

The third was to investigate other options for odor control besides replacement of the carbon unit in kind.

- a. **Resolution 025-3-2025** for Professional Engineering Services for Wastewater Treatment Plant Preparation of Design Documents

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

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**WHEREAS**, the LMUA has developed an Asset Management Plan (AMP) to be used for the planning of capital improvements and replacement of the Facilities throughout the LMUA's system; and

**WHEREAS**, the LMUA's AMP recommends the timing for the replacement of various Facilities based on a number of factors; and

**WHEREAS**, based on the AMP, a number of sections of the LMUA's Wastewater Treatment Plant (WWTP), hereinafter the "Facilities" have reached the time when the AMP recommends replacing these Facilities; and

**WHEREAS**, the LMUA is in need of professional engineering design services for the preparation of Design Documents for the replacement of these Facilities; and

**WHEREAS**, the LMUA's CFO has certified that interim Capital funds are available for Engineering Services for preparation of Design Documents for the WWTP projects; and

**WHEREAS**, the LMUA solicited proposals for the preparation of Design Documents in accordance with the requirements of the NJIB; and

**WHEREAS**, proposals were received on February 25, 2025, from Carroll Engineering Corporation, Paulus, Sokolowski, & Sartor, LLC, and Collier Engineering & Design, Inc.; and

**WHEREAS**, the Executive Director has reviewed the proposals and recommends that the LMUA award a contract to Collier Engineering Corporation. for the work included in their base proposal (phases 1.0 through 4.0); and

**WHEREAS**, the Executive Director recommends that the LMUA also accept Options A, B, and C included in their proposal; and

**WHEREAS**, the proposal submitted by Collier has been determined to be the most advantageous to the Authority based upon price and other pertinent considerations.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of March 4, 2025, as follows:

1. Collier Engineering & Design, Inc. is hereby awarded the contract for professional engineering services for preparation of Design Documents for the WWTP projects as per their proposal dated February 24, 2025 in an amount not to exceed \$480,981 for Phases 1.0 through 4.0 and \$40,250 for Options A, B, and C for a total contract amount not to exceed \$521,231.

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- 2. 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.
- 3. The 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					
Helen Pettit	X					
Paul Rotondi	X					
Jacqueline Middleton						X
Vincent Uhl	X					
Holly Havens	X					
Robert Dahl						X

**6. Memo: Proposed Capital Budget.**

The Board reviewed the proposed Capital Budget prepared by Mr. Horn for fiscal year 2026. Mr. Horn explained that this budget is basically a continuation of last year’s budget with the one addition of sewer system evaluation work.

Mr. Horn advised that the Coryell Street pump station force main will need to have a title search performed to locate the original easement agreement.

Mr. Horn will bring the regular budget before the Board next month.

**7. Resolution 022-3-2025 Approval of Payment of the Portable Comfort Stations for the 2025 Shad Festival**

**WHEREAS**, the Board received an email dated February 18, 2025, from the Greater Lambertville Chamber of Commerce requesting that the Lambertville Municipal Utilities Authority (LMUA) contribute toward the costs of portable comfort stations at the 2025 Shad Festival; and

**WHEREAS**, the Greater Lambertville Chamber of Commerce (The Chamber) was established in 1972 and has been promoting businesses in the Delaware River Towns for over 50 years; and

**WHEREAS**, the Chamber has organized The Lambertville Shad Festival for 42 years to bring commerce to the surrounding River Towns; and

**WHEREAS,** The LMUA has been supporting Shad Festival since 2008; and

**WHEREAS,** the Board wishes to continue their support for the 2025 Shad Festival by contributing toward the cost of the portable comfort stations for the sixteenth year.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Lambertville Municipal Utilities Authority agree to cover the costs of the portable comfort stations not to exceed \$2,000.00 for the Shad Festival to be held on April 26 & 27, 2025.

**Moved: Mr. Uhl**

**Seconded: Mr. Rotondi**

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

**8. Resolution 024-3-2025 Resolution to Support Publishing Legal Notices on Official Government Websites**

**WHEREAS,** the sunset provision of March 1, 2025, imposed under P.L. 2024 c.106 is fast approaching in what was a temporary solution that allowed local governments to comply with the public notice requirements under the law in time for annual reorganization meetings in January; and,

**WHEREAS,** local government officials serve as the stewards of property taxpayer dollars and should no longer be required to subsidize the newspaper industry with revenues collected from publishing legal notices in the press; and,

**WHEREAS,** long before NJ Advanced Media’s announcement that it was terminating daily print publications in January of 2025, local government officials found it increasingly difficult to comply with the public notice requirements under the law as the media has become almost exclusively digitized and struggled to retain staff, resources, and publications; and,

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**WHEREAS**, legislation that will authorize local governments to publish legal notices on a local government’s official website will streamline an antiquated and overly burdensome process and save valuable time, resources, and property taxpayer dollars; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Lambertville Municipal Utilities Authority does in fact, hereby urge state leaders to pass legislation that will authorize municipalities, counties, school districts, and all local governments to publish legal notices in a clear, transparent, and timely manner on a local government’s official website.

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be sent to Governor Phil Murphy, Senate President Nicholas Scutari, Speaker of the General Assembly Craig Coughlin, Senator Shirley Turner, Assemblymembers Verlina Reynolds-Jackson, Anthony Verrelli, and the New Jersey State League of Municipalities.

Adopted: March 4, 2025

**Moved: Ms. Pettit**

**Second: Ms. Havens**

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

**9. Emergency Response Plan.**

Mr. Horn had contracted a consultant to look at the Fire Department emergency response plan recommendations. He had completed a draft which was sent to the fire department for review.

**10. U.S. Department of Homeland Security, Cyber Security Review.**

Mr. Horn and Ms. Parsons met with members of the Cybersecurity & Infrastructure Security Agency (CISA) and our IT provider, Lookfirst Technologies, to review our cybersecurity as well as some physical security. CISA plans to return to give some recommendations and assistance with the physical security as the LMUA is doing everything they recommend for cybersecurity. Mr. Horn recommends that cameras be installed at the treatment plant and pump stations.



**Chief Financial Officer’s Report.**

- Resolution 023-3-2025** *Authorizing Payment of \$76,320.00 of Authority Unrestricted Net Assets to the City of Lambertville*

WHEREAS, the Mayor and Council of the City of Lambertville passed Resolution 52-2025 on February 20, 2025, requesting \$76,320.00 from the Lambertville Municipal Utility Authority (LMUA); and

WHEREAS, as per N.J.S.A., 40A:5A-12.1, unreserved retained LMUA earnings, not to exceed 5% of the annual costs of operation can be appropriated for use in the City of Lambertville budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority authorize payment of \$76,320.00 from Unrestricted Net Assets to the City of the Lambertville from the proposed fiscal year 2025 LMUA budget.

BE IT FUTHER RESOLVED that the Authority shall pay the total sum of \$76,320.00 in three payments of \$25,440.00 throughout fiscal year 2025 so as not to create a strain on Authority funds.

Adopted: March 4, 2025

**Moved: Ms. Pettit**

**Second: Mr. Rotondi**

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

- Memo: Bills Over \$5,000**

The Board reviewed the contribution of pensions and discussed the impacts that have led to the high costs that the LMUA faces.

- February Bills**

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Mr. Rotondi made a motion to approve the bill list for February 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

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

**11. Attorney Report.**

Ms. Pettit asked for Ms. Alexander’s office to review the required documents needed to comply with “Pay to Play” in the LMUA’s professional request for proposals. Ms. Alexander will make sure the document is reviewed and updated prior to advertising in November.

**12. Memo: Proposal for Implementation of Peracetic Acid (PAA) Disinfection Study**

At the request of the Board, Van Cleef Engineering has revised their proposal to clarify that they will conduct safety training, proper handling of PAA, development of standard operating procedures and train staff in testing procedures. Mr. Horn discussed the possibility of a pilot study with the operations staff at the safety meeting in February. Mr. Horn said the operations staff seem open to the idea of using the chemical as long as all the safety protocols are in place. Mr. Horn has scheduled a tour at a wastewater treatment plant currently using PAA for some of the interested staff on March 7<sup>th</sup>. Mr. Horn will sit down with the staff and review a webcast showing the use of PAA in other plants.

The Board then discussed their concerns with timing the testing during proper weather conditions, and the Board wants assurance that all safety and containment protocols are in place before the study begins. Mr. Horn confirmed that Van Cleef’s proposal does include assistance with the setup and handling of PAA. A pad would need to be constructed for the tote to be kept on during testing. The tote would need to be sheltered and kept out of direct sunlight.

Ms. Havens asked Mr. Rose how the rest of the staff feel about the proposed study. Mr. Rose said that for the most part as long as everything is setup properly and the safety protocols are in place, they are not opposed to it. There was a discussion on what kind of testing will be required from NJDEP. As of right now, when sodium hypochlorite and bisulfite are used in disinfection,

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the staff need to test the relative percent difference (RPD) on the chlorine residual. This test is finding the ratio between two test samples of the chlorine residual. Mr. Rose was curious as to what new testing requirements may be needed with the use of PAA.

Mrs. MacGregor took a moment to review the draft resolution which she felt needed to be reworded. As it is currently written, it sounds like the Board is deciding to use PAA in place of hypochlorite and bisulfite, but it should say that a pilot study is being authorized. The other issue is that the resolution needs to include: safety training, standard operating procedures, spill containment and all other safety measures need to be in place before the study can take place. The Board needs the resolution to be clear in that LMUA has the operators' safety at the top of their priorities. Ms. Alexander then discussed the exact wording with the Board to make sure the resolution correctly stated the Board's findings and requirements that must be met prior to implementation of the study. The resolution must clearly state the authorization of a "Pilot Study" and strike out the fifth recital finding in the draft resolution, and the third recital in the draft resolution must be revisited to include the efficacy of using PAA. The final recital finding will include all health and safety measures, and spill containment must be in place prior to implementation of the study.

- a. **Resolution 026-3-2025** *Resolution for Professional Engineering Services for Implementation of PAA Pilot Study at WWTP*

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

**WHEREAS**, the LMUA's Wastewater Treatment Plant currently utilizes sodium hypochlorite (hypochlorite) for disinfection and sodium bisulfite (bisulfite) for dichlorination; and

**WHEREAS**, the LMUA desires to investigate the efficacy of replacing hypochlorite and bisulfite for disinfection with Peracetic Acid (PAA); and

**WHEREAS**, LMUA's Executive Director became aware that Christopher Jepson of Van Cleef Engineering Associates, LLC (VCE) has conducted numerous successful studies to replace hypochlorite and bisulfite with PAA; and

**WHEREAS**, the LMUA's Executive Director solicited a proposal for Professional Engineering Services for a Pilot Study of Peracetic Acid Disinfection at the Wastewater Treatment Plant from VCE; and

**WHEREAS**, VCE submitted a proposal dated August 30, 2024, which was updated on February 26, 2025; and

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**WHEREAS**, the Executive Director, has reviewed the proposal and recommends that the LMUA award a contract to Van Cleef Engineering Associates, LLC for the work included in the proposal; and

**WHEREAS**, the LMUA’s CFO has certified that Capital funds are available for Engineering Services for a Pilot Study of Peracetic Acid Disinfection at the Wastewater Treatment Plant; and

**WHEREAS**, prior to initializing the Pilot Study, all Operations Staff will receive safety training, standard operating procedures on use and handling of PAA, all personal protective equipment and spill containment measures shall be in place.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of March 4, 2025, as follows:

1. Van Cleef Engineering Associates, LLC is hereby awarded the contract for professional engineering services for a Pilot Study of Peracetic Acid Disinfection at the Wastewater Treatment Plant as per their proposal dated February 26, 2025, in an amount not to exceed \$24,352.00.
2. 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.
3. The Pilot study shall not commence until the Executive Director has documented that all protective measures, health and safety measures, spill containment measures and required operations staff training has been completed.
4. The Resolution shall be effective immediately upon adoption.

**Moved: Ms. Petti**

**Seconded: Mr. Uhl**

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

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**Closed Session.**

Closed session was not needed.

**Public Comment.**

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

**Adjournment.**

The meeting adjourned at 7:37 p.m. with a motion made by Ms. Pettit 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 April 1, 2025.*