

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

April 1, 2025, 6:00 pm

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

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, Vincent Uhl -Member, Holly Havens-Alternate I, Robert Dahl-Alternate II

Absent: Paul Rotondi-Treasurer, Jacqueline Middleton-Secretary

Also Present: Thomas F. Horn, P.E.-Executive Director, Diane Alexander, Esq. of Maraziti Falcon, LLP, David Burd- newly appointed soon to be new Member of the LMUA.

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 March 4, 2025, Regular Session were approved in a motion made by Ms. Pettit and seconded by Mr. Uhl 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					
Holly Havens	X					
Robert Dahl	X					

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### Correspondence.

1. 23 Bridge St, Lambertville, NJ: In a letter dated March 24, 2025, capacity verification was given for the proposed renovation of an existing restaurant formerly known as Full Moon into another restaurant called Bridge Street Burgers.
2. Shirley Turner-OPMA Electronic Notices: In a letter dated March 11, 2025, Senator Turner confirmed receipt of Resolution No. 024-3-2025, supporting legal notices on government websites and will keep the LMUA's position in mind while this issue is in debate in the New Jersey Legislature.
3. 277 N. Union St, Lambertville, NJ In a letter dated March 12, 2025, confirmation was given for the proposed sewer disconnect and demolition of the residence by New Jersey Dept. of Treasury, DPMC.

### Chairperson's Report.

1. **PAA Incident Review:** Mrs. MacGregor did not have any updates at this time.
2. **Personnel Planning & Staffing:** Mr. Horn has received a second application for the Executive Director job advertisement. After a short discussion on their capabilities as operators with management responsibilities at two larger treatment facilities, both have their NJ Wastewater Treatment licenses S-3 & C-3 needed to run our facility. They have some experience with budget preparation and capital projects. Mrs. MacGregor would like to bring both applicants in for interviews with a subcommittee member and Mr. Horn who could report to the Board. After the interviews, the LMUA could hold a "meet and greet" with the applicants and the whole Board at the next available regular meeting. Mrs. MacGregor proposed to be on the subcommittee along with Mr. Uhl and the Board agreed. Mrs. MacGregor asked Mr. Uhl to follow up with Ms. Parsons on some dates he would be available after 6:00 p.m. at the end of April. Possibly April 21<sup>st</sup> or the 22<sup>nd</sup>. Mrs. MacGregor asked Mr. Horn to prepare some interview questions and share them with the Board by the end of this week. Then, the Board will have by the end of the following week to respond with additional questions/ comments.

### Executive Directors Report-Thomas Horn.

1. **Memo: Personnel Safety & Operations Update.** Mr. Horn started off by stating that today was a busy day as the Environmental Protection Agency (EPA) and NJ DEP were here for a surprise inspection, and sampling of the treatment plant. Mr. Horn noted that the EPA was onsite at the recommendation of Mr. Coleman, our NJ DEP inspector who had cited the LMUA in August of last year due to effluent violations. The EPA and NJ DEP are returning tomorrow to finish their sampling and Mr. Horn is conducting side by side comparison sampling.

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Mr. Horn reported that staff fixed a problem with the primary pumps and are working on the cracked flights in both tanks. Mr. Horn stated that two (2) out of the four (4) pumps need to be run “in hand” and Mr. Horn recommends bringing in the SCADA programmer to fix the issues.

The March safety meeting was held this afternoon due to conflicts in March. Mr. Horn reviewed the capital projects updates, safety training updates and reviewed the PAA Pilot Study update. The LMUA provided pizza to the staff for recognition of their ongoing safety training and “no loss time” from last year.

The weekly cleaning of the chlorine contact tanks has continued.

EJIF Review of PAA Emergency of June 26, 2024: There are no new updates from the claim’s administrator on coverage. Mr. Horn asked our Risk Manager to follow up with the EJIF to get a response.

The Fiscal Year 2024 Audit Report is ready for the Board’s approval at tonight’s meeting.

- a. Elected Officials Training-Due May 31. Mrs. MacGregor requested a follow-up email with the training link to be sent out to all the members who have not completed the training.
  - b. Wastewater Treatment Plant Effluent Data. Mr. Horn reported that the laboratory data is only available through March 18<sup>th</sup>. He will update the sheet to include the remaining data from March once available.
2. **Memo: Capital Projects Status:** Mr. Horn updated the Board on the ongoing projects status. Environmental Policy Innovation Center (EPIC) has completed and submitted the project reports for the pump stations and treatment plant work to NJ DEP.
3. **Memo: Pumping Stations Cultural Resource Survey.**

Mr. Horn explained that NJ DEP is requiring Application for Project Authorization for both Coryell Street and Swan Street pump stations and a Stage I Cultural Resource Survey for Coryell Street pump station. Mr. Horn has requested and received two proposals from Richard Grubb & Associates (RGA) to do the work required by NJ DEP. RGA recommended that Mr. Horn contact NJ DEP to request that they remove the Application for Project Authorization for the Swan Street P.S. There have been no responses to date. Mr. Horn recommended that the Board award separate contracts to RGA for the scopes of work for Swan Steet and Coryell Street pump stations included in their proposals. The Board asked if there were other professionals that were handling this type of work. Ms. Alexander suggested to the Board that she could get an additional name, but Richard Grubb is a well-known consultant in this field. Mr. Horn confirmed that amounts proposed are reasonable when compared to a similar project the City was planning

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to do. Seeing no further questions or concerns, Mrs. MacGregor requested a motion to approve Resolution 030-4-2025.

- a. **Resolution 030-4-2025** *for Preparation of a Cultural Resource Survey and Applications for Project Authorization for Coryell Street and Swan Street Pumping Stations*

**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 Coryell Street and Swan Street pumping stations (PSs) have reached the time for replacing or rehabilitating certain aspects of these Facilities; and

**WHEREAS**, to fund the work involved, the LMUA applied for a loan from the New Jersey Infrastructure Bank (NJI-B); and

**WHEREAS**, one condition for receiving the loan is submission of a Project Report for the work to be performed on the Facilities; and

**WHEREAS**, the New Jersey Department of Environmental Protection (NJDEP) reviewed the Project Report for the proposed project for compliance with all applicable regulations; and

**WHEREAS**, by letter dated February 20, 2025 (attached), the NJDEP has determined that a Stage I (A and B) cultural resource survey and an Application for Project Authorization (APA) are required to identify potentially significant cultural and/or historic resources that may be affected by the project; and

**WHEREAS**, the LMUA solicited proposals from Richard Grubb and Associates (RGA) for the preparation of the cultural resource surveys and APAs in compliance with the NJDEP letter dated February 20, 2025; and

**WHEREAS**, RGA submitted proposals dated March 14, 2025, for the required work for each pumping station separately; and

**WHEREAS**, the RGA proposal for the Swan Pumping Station was in the amount not to exceed \$6,646.00 for preparation of the APA and for the Coryell Pumping Station was in an amount not to exceed \$11,873 for completion of the Stage I cultural resource survey and in an amount not to exceed \$8,462 for preparation of the APA; and

**WHEREAS**, the Executive Director, has reviewed RGA’s proposals and has recommended that LMUA’s Board of Commissioners approve the scope of services as detailed in their March 14, 2025, proposals; and

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**WHEREAS**, the LMUA’s CFO has certified that interim Capital funds are available for the Services.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of April 1, 2025, as follows:

1. The scope of services for Richard Grubb and Associates include preparation of Stage I cultural resource survey for Coryell Street pumping station and completion of Applications for Project Authorization for Coryell Street and Swan Street pumping stations.
2. The Executive Director is authorized and directed to execute a form acceptable to the Authority Attorney for the Swan Pumping Station in the not to exceed amount of \$6,646.00 for preparation of the APA, and for the Coryell Pumping Station in the not to exceed amount of \$11,873.00 for completion of the Stage I cultural resource survey, and in the not to exceed amount of \$8,462.00 for preparation of the APA.
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: 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				

**Memo: Capital Projects Status Continued:**

The 60% complete design drawings for Coryell Street P.S. were completed by Carroll Engineering. The 90% complete design drawings are due at the end of the week. Mr. Horn stated that there are two checks in tonight’s bills list to apply for the Treatment Works Approval (TWA) and D&R Canal permits.

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The issue of an easement at the Coryell Street pump station was discussed for the force main. Currently there is no easement agreement in place.

Swan Street P.S. preliminary drawings were completed by Carroll Engineering and the 60% design drawings are due at the end of the week. No issues with the preliminary designs were found.

NJ I-Bank Pump Station Closing. The closing originally scheduled for March 19<sup>th</sup> was postponed until the Fiscal Year 2024 Audit report is accepted by the Board and submitted to the state. It has been re-scheduled to April 10<sup>th</sup>.

Wastewater Treatment Plant: Mr. Horn attended the kickoff meeting on March 28<sup>th</sup> with Colliers Engineering for the treatment plant work. A site visit has been scheduled for April 3<sup>rd</sup> to start evaluating the proposed projects for the headworks, belt filter press, and odor control alternatives for the belt filter press.

**4. Shared Services Agreement with Atlantic County Utilities Authority.**

The Board reviewed the proposed shared services agreement with Atlantic County Utilities Authority. Mr. Horn stated that the LMUA is typically averaging 26% solids, which is the dryest and least costly rate under the agreement for disposal fees. Ms. Pettit pointed out that the resolution did not include a not-to-exceed amount, and it should reflect the budgeted amount. Mr. Horn has budgeted \$90,000 in this current budget and \$100,000 in the proposed budget for fiscal year 2026.

Mrs. MacGregor then requested a motion to approve resolution 028-4-2025 with the certification of available funds language to state “Whereas, the Authority’s CFO has certified that funds are available for this contract in an amount not to exceed \$100,000.00 per fiscal budget year”.

**Resolution 028-4-2025** *Authorizing a Shared Services Agreement Between Atlantic County Utilities Authority and Lambertville Municipal Utilities Authority for Sludge Removal, Transportation and Disposal*

**WHEREAS**, the Lambertville Municipal Utilities Authority (“Authority”) is authorized, pursuant to the provisions of N.J.S.A. 40:14B-19(a) and 40:14B-20(14) to enter into contracts for provision of sludge disposal and related utility services within or without its district; and

**WHEREAS**, on February 1, 2020, the Authority entered into a shared services agreement with Atlantic County Utilities Authority (ACUA) through January 31, 2025; and

**WHEREAS**, the Authority has determined that it is necessary and desirable that it retain the services of ACUA to provide removal, transportation and disposal of dewatered sewage sludge; and

**WHEREAS**, the Authority staff recommends renewing the a contract with ACUA; and

**WHEREAS**, the Authority’s CFO has certified that funds are available for this contract in an amount not to exceed \$100,000.00 per fiscal budget year.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn is hereby authorized and directed to execute a shared services agreement with Atlantic County Utilities Authority for the purposes of sludge removal, hauling and disposal as specified in contract commencing March 1, 2025, through December 31, 2025.

2. This agreement shall then automatically extend for four (4) additional periods of one (1) year, at an increase in cost not exceed the percentage increase in Consumer Price Index for all Urban Consumers (CPI-U) for the Philadelphia Standard Metropolitan Statistical Area (SMSA) of August of the contract year over August of the preceding year.

3. The following Disposal Fees for 2025 shall apply to deliveries under this Agreement:

**Solids % Rate Per Cubic Yard Effective 3/1/25-12/31/25**

- 24.1% or greater \$53.12
- 20.1 to 24% \$67.98
- 18.1 to 20% \$80.17
- 17.1 to 18% \$98.79
- 16.1 to 17% \$145.50
- 15.1 to 16% \$193.52
- 14.1 to 15% \$257.98
- 14% or less \$342.33

Hauling Fees for 2025 will be \$610.00 per round trip.

4. The Resolution shall be effective immediately upon adoption.

**Moved: Ms. Havens**  
**Seconded: Ms. Pettit**

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

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Paul Rotondi		X
Jacqueline Middleton		X
Vincent Uhl	X	
Holly Havens	X	
Robert Dahl	X	

**4. FY 2024 Audit Report.**

Mrs. MacGregor opened the discussion by stating that the annual audit report is a good tool for the new Board members to use to get familiar with LMUA’s finances. Mr. Horn reviewed the “General Comments, Recommendations” which state that the general ledger must be maintained and reconciled on a regular basis. That the Authority reconciles its bank account monthly. That the Authority reconciles its payroll tax and miscellaneous withholding monthly. Mrs. Leary stated that she knows her responsibilities and will work harder to meet them in the current year. The payroll tax is now handled by Primepoint. Mr. Horn mentioned that the Auditor recommended bringing in an accountant on a quarterly basis to review the books. There was also a discussion on bringing in someone from our Special Projects Auditor, Bowman & Co.

There was then a question on the Pension numbers and Mr. Horn explained that those are the numbers the Auditor gets from the State.

Ms. Pettit asked if the LMUA could expect to recoup some of the funds spent last year on the PAA emergency and the Belt Filter Press emergency? Mr. Horn confirmed that the belt filter press was not covered by insurance because the machine is at the end of its useful life. The insurance has not given a determination of coverage for the PAA emergency. Mr. Horn has been in contact with them for an update and expects information soon.

**a. Resolution 029-4-2025 *Accepting the FY 2024 Audit Report***

**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, 2024 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, 2024, 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: Ms. Havens  
 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					

**5. Memo: Swan Street Sewer Line Evaluation.**

Mr. Horn discussed the ongoing issue of sewage overflows after heavy periods of rain from the manhole at the intersection of Swan and Wilson Streets. The sewer lines on Cottage Hill have been CCTV inspected and reviewed for any points of stormwater entry. The sewer line on Swan Street was lined between South Union and South Franklin Streets. So far, the LMUA has been unsuccessful in determining the cause of the excess water in the system. Mr. Horn decided to discuss the situation with Carroll Engineering, and they have provided a proposal to help review the existing CCTV inspection files, sewer maps, and flow data. In addition to their review of existing files, Carroll Engineering will determine the existing capacity of the line on Swan Street. They may recommend a design fix after their review. The Board discussed the proposal dated March 28<sup>th</sup> for a not to exceed the amount of \$12,000. The Board discussed past developments in the Cottage Hill area and how that may have contributed to the overflow problem. Upon hearing

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no further questions or concerns, the Board instructed Mr. Horn to proceed with using Carroll Engineer under the terms of the contract for Authority Engineer and as per the proposal dated March 28<sup>th</sup> for an amount not to exceed \$12,000 to be paid out of Fund 16, as a Capital expense and a resolution will be written and adopted at the May 6<sup>th</sup> Board meeting memorializing their decision.

**Chairperson’s Report Continued.**

There will be three new Board members beginning soon and Mrs. MacGregor would like to schedule a spring plant tour for some time in June.

**Chief Financial Officer’s Report.**

**1. Memo: Bills Over \$5,000**

Ms. Pettit questioned the \$112,700.00 bill from Dulaine since the contractor has just begun work at N. Union Street P.S. this week. Mr. Horn explained that it was for mobilization, two pumps and the generator’s automatic transfer switch. Secondly Ms. Pettit confirmed that Mr. Horn is tracking the percentage of completion of each task being submitted for payment against the work done by Carroll Engineering.

Mr. Horn explained that he submitted a request to the NJ I-Bank for payment of the Capital Project invoices from Dulaine and Carrol Engineering and that payment will not be released until the funds are available.

**2. March Bills**

Mr. Uhl made a motion to approve the bill list for March when funds become available. Ms. Havens 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				

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*a. Resolution 032-4-2025 Resolution to Authorize Use of Renewal and Replacement Fund Monies for Belt Filter Press Repair Services*

Mr. Horn explained the current balance of \$56,000 in Capital Funds and that the LMUA has sent in their first request for funds through the New Jersey Infrastructure Bank, (NJ I-Bank) for the North Union Street pumping station project. Since Mr. Horn is unsure of how long it will take until NJ I-Bank funds become available to pay the total Capital expenses of \$206,000, he recommends the Board approve the use of the Renewal and Replacement Fund (R&R Fund).

The only way the LMUA can use the funds is if it's for specifically certified purposes, which is not a standard operating cost. Mr. Horn's recommendation is to request funds based on the emergency costs expended for the belt filter press repairs and associated costs. Carroll Engineering has certified the withdrawal of funds in a letter dated March 31, 2025, to replace the expended funds for the emergency belt press repair as outlined in Mr. Horn's memo. The total costs of the repairs were \$90,517.28 for the replacement of the damaged belt press roller, hauling and treatment of liquid sludge to Stony Brook Regional S.A. while the press was down.

With all the Capital projects underway and, reimbursements from FEMA of 90% for only N. Union pump station costs, the Capital Fund has been drawn down. The LMUA has a loan from the NJ I-Bank which has not been used until now for North Union Street pumping station and the LMUA will be closing on a loan for the Coryell and Swan Streets pump stations work this month, but in the meantime all the design work has been funded through the Capital Fund.

Mr. Horn explained that per the conditions of using the R&R Fund, the withdrawn money must be returned within an unspecified timeframe. As per the Bond Resolution, the LMUA's Engineer has recommended that a minimum balance of \$100,000 must be kept in the R&R Fund.

Ms. Alexander recommended that Mr. Horn contact the Bond Counsel and confirm that the withdrawal of funds from the R&R Fund will not affect our loan with NJ I-Bank or the Attorney recommendation letters. Mrs. MacGregor then asked for a motion to approve Resolution 032-4-2025 subject to approval from Bond Counsel.

*Resolution 032-4-2025 Resolution to Authorize Use of Renewal and Replacement Fund Monies for Belt Filter Press Repair Services*

**WHEREAS**, on September 27, 2024, the Lambertville Municipal Utilities Authority's (LMUA) belt filter press (BFP) suffered damages which effectively shut down the LMUA's dewatering operation; and

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**WHEREAS**, due to the estimated costs involved and the nature of the damage to the BFP, the Executive Director then contacted the New Jersey Utility Authorities Joint Insurance Fund (NJUAJIF) to file an insurance claim; and

**WHEREAS**, the NJUAJIF determined that the claim would not be covered due to the age of the BFP; and

**WHEREAS**, the LMUA under its Bond Resolution, established and maintains a Renewal and Replacement (R&R) Fund which can be used for major repairs, renewals, replacements and maintenance items of a type not recurring annually or at shorter intervals; and

**WHEREAS**, the Authority is satisfied that, for the reasons articulated in the memorandum dated March 31, 2025, Thomas Horn, Executive Director, attached hereto and made a part hereof, that the use for monies from the Renewal and Replacement Fund is justified and meets the requirements of the Authority's Bond Resolution; and

**WHEREAS**, Carroll Engineering Corporation, the LMUA's Engineer has submitted a certificate indicating the purpose of this expenditure and amount of the costs is reasonable and necessary for the operation of the LMUA's system.

**NOW, THEREFORE, BE IT RESOLVED** by the Lambertville Municipal Utilities Authority as follows:

1. The LMUA hereby concurs with the recommendation of the Executive Director and Authority Engineer in regard to use of Renewal and Replacement Funds.
2. The LMUA hereby authorizes the Trustee to withdraw from the Renewal and Replacement Fund for payment of the Invoices from Alfa Laval, in an amount of \$14,240.00, for the provision of emergency BFP repair services, Alfa Laval, in an amount of \$15,930.48 for the provision of replacement roller, United Site Services in an amount of \$32,274.00 for the provision of emergency liquid sludge hauling services, and Stony Brook Regional Sewerage Authority in an amount of \$28,072.80 for the provision of emergency liquid sludge disposal services.
3. Subject to review and approval of the LMUA Bond Counsel.
4. This Resolution shall take effect as provided by law.

**Moved: Ms. Pettit**

**Seconded: Mr. Uhl**

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

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Helen Pettit	X	
Paul Rotondi		X
Jacqueline Middleton		X
Vincent Uhl	X	
Holly Havens	X	
Robert Dahl	X	

**6. Memo: FY 2026 Proposed Budget.**

Mr. Horn reviewed his Memo: *Proposed 2026 Budget* with the Board stating that there is an overall increase of \$215,340 or 10.1% projected for FY 2026, resulting in a total FY2026 Budget of \$2,350,410. This is mainly due to the new position of Transition Executive Director that if hired would shadow Mr. Horn for the remainder of the year and the associated expenses. There are other operational increases which include chemicals, lab services, and protective clothing. General administrative expenses which include auditing, health insurance, salary and wages, general insurance, legal services, Engineers Annual Report, trustee fess for the new I-Bank loans, and flood insurance for the N. Union Street pump station.

The Board reviewed the Revenue Projection for FY2026 which shows a decrease due to no new connections to the system. The proposed rate and connection fees for FY2026 will be discussed at our May 6<sup>th</sup> meeting and a rate hearing will be held at the June 3<sup>rd</sup> meeting.

The Pro Foma Cash Flow Model was reviewed in detail by Mr. Horn and the Board. This showed a deficit in the Debt Service Fund Balance Utilized in 2027. The LMUA will need \$21,536 additional to meet future Bond Covenants. Acacia, our Financial Advisor, calculated the new debt service for the Swan and Coryell Streets pump stations and Wastewater Treatment Plant work in 2028. This timing is based on needing a year for design and then another year for construction. The long-term Bond closings for these projects are expected to take place in Fiscal Year 2028 or 2029. Revenues are only projected to be increased by 2% each year on the model, however in order to meet our new debt service, revenues will need to be increased by 3-4%. Mr. Horn then explained what accounts make up the total Fund Balance, the Fund 16, Debt Service Reserve Fund, General Fund and the R&R Fund. The Board requested that Acacia attend one of the upcoming meetings on May 6<sup>th</sup> or June 3<sup>rd</sup> and go over this spreadsheet. Seeing no further questions or concerns, Mrs. MacGregor requested a motion to approve Resolution 027-4-2025.

**a. Resolution 027-4-2025 FY2026 AUTHORITY BUDGET RESOLUTION**

**FISCAL YEAR: FROM: July 1, 2025 TO: June 30, 2026**

**WHEREAS**, the Annual Budget and Capital Budget for the Lambertville Municipal Utilities Authority for the fiscal year beginning, July 1, 2025 and ending, June 30, 2026 has been presented before the governing body of the Lambertville Municipal Utilities Authority at its open public meeting of April 1, 2025; and

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**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$2,452,491.00, Total Appropriations, including any Accumulated Deficit if any, of \$2,350,410.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of 76,230.00; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$7,000,217.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

**WHEREAS**, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

**WHEREAS**, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of the Lambertville Municipal Utilities Authority, at an open public meeting held on April 1, 2025, that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Lambertville Municipal Utilities Authority for the fiscal year beginning, July 1, 2025, and ending, June 30, 2026, is hereby approved; and

**BE IT FURTHER RESOLVED**, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

**BE IT FURTHER RESOLVED**, that the governing body of the Lambertville Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on June 3, 2025.

**Motion: Ms. Havens**

**Second: 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					

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

April 1, 2025, 6:00 pm

Held In Person/ Conference Call

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Helen Pettit	X	
Paul Rotondi		X
Jacqueline Middleton		X
Vincent Uhl	X	
Holly Havens	X	
Robert Dahl	X	

**Memo: Capital Projects Status Continued.**

Ms. Havens noted that the temporary fencing was installed earlier today at the N. Union Street pumping station. The contractor anticipates starting construction on or around April 4<sup>th</sup>. There are some delays with JCP&L approval for temporary power and the relocation of Comcast services. There was a discussion on when there will be street closures for the three separate days needed to bring in a crane, two large underground vaults and the pump station. There is no parking during the week from 7:00 a.m. to 5:00 p.m. in front of the station and four (4) additional spots. No issues or concerns have been reported from the neighborhood to date.

**Attorney Report. Diane Alexander Esq.**

Ms. Alexander did not have anything to report.

**Closed Session.**

A 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 8:03 p.m. with a motion made by Mrs. MacGregor 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 May 6, 2025.*

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

April 1, 2025, 6:00 pm

Held In Person/ Conference Call

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State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DIVISION OF WATER QUALITY

Municipal Finance and Construction Element

Bureau of Environmental, Engineering and Permitting

401 East State Street

P.O. Box 420, Mail Code 401-03D

Trenton, New Jersey 08625-0420

Fax: 609-633-8165

PHILIP D. MURPHY

*Governor*

TAHESHA L. WAY

*Lt. Governor*

SHAWN M. LATOURETTE

*Commissioner*

February 20, 2025

Thomas Horn  
Lambertville Municipal Utilities Authority  
Lambert Lane  
Extended  
PO Box 300  
Lambertville, NJ 08530

Re: Pumping Stations Rehab/Replacement Project  
City of Lambertville, Hunterdon County  
Project No. 340882-12  
New Jersey Water Bank  
Cultural Resources Review of Planning Information

Dear Mr. Horn:

In accordance with NJAC 7:22-10.8, the Department has reviewed the proposed project for its potential to affect significant historic properties. This project involves the rehabilitation and replacement of two pumping stations in Lambertville, one at Coryell Street and one at Swan Street.

The pump stations are both within two historic districts that are listed on the New Jersey and National Registers of Historic Places, the Lambertville Historic District and the Delaware and Raritan Canal Historic District. This project, therefore, falls under the review authority of both the federal Section 106 requirements of the National Historic Preservation Act, as well as the New Jersey Register of Historic Places Act. A Stage I (A and B) cultural resources survey is required in order to identify any potentially significant cultural resources that may be affected by the project. Additionally, pursuant to NJAC 7:4-7, the applicant must contact the New Jersey Historic Preservation Office (HPO) regarding an Application for Project Authorization (APA). Details are provided in this letter.

With respect to the federal Section 106 review, both pump stations are within two historic districts and, while neither contribute to the eligibility of those districts, they are each surrounded by contributing structures. It is unclear how the proposed project will visually affect those structures. Additionally, the Coryell Pump Station was constructed on the former site of the Belvidere-Delaware Railroad Yard. It is unknown whether any structures associated with the rail yard were located in the project area. The proposed project requires excavation outside of the existing building's footprint, and this area must be assessed for its potential to contain intact historic or prehistoric archaeological deposits.



LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

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February 20, 2025

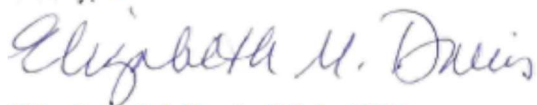
Page 2 of 2

**A Stage I Cultural Resource Survey is required in order to identify any potentially significant cultural resources that may be affected by the project.** The Stage I cultural resource survey report must be prepared in accordance with Environmental Assessment Requirements for State Assisted Environmental Infrastructure Facilities, NJAC 7:22-10.8, the New Jersey Register of Historic Places Act, NJAC 7:4, and New Jersey Historic Preservation Office guidelines. Upon completion of the Stage I survey, additional measures may be required. If the project changes, a revised determination must be obtained.

With respect to the NJ Register review, please contact the HPO at (609) 940-4312 or NJHPO@dep.nj.gov, who will determine if an APA is required and, if so whether the proposed project constitutes an encroachment on these properties. **The applicant must submit a copy of the Historic Preservation Office's determination to this Department.** Additional information on the New Jersey Register Review, including an application form and instructions, can be obtained at: <http://www.state.nj.us/dep/hpo/2protection/njrreview.htm>. Please be aware that submittal of the APA to the HPO is required regardless of whether the proposed project receives funding from the New Jersey Water Bank.

If the scope of the proposed project changes, a revised determination must be obtained from the Department. Should you have any questions, please do not hesitate to contact Christina Servetnick at (609) 633-1170 or via email at Christina.Servetnick@dep.nj.gov.

Sincerely,



Elizabeth M. Davis, M.A., RPA  
Supervisor, Cultural Resources Unit  
Environmental Review Section

- c. Lucy Bianchi, NJ Historic Preservation Office  
Kyle Hafstad, Bureau of Environmental, Engineering & Permitting, NJDEP  
Marcus Roorda, Bureau of Environmental, Engineering & Permitting, NJDEP

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

April 1, 2025, 6:00 pm

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**LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY**

**PO Box 300**

**Lambertville, New Jersey 08530**

Phone: 609-397-1496 Fax: 609-397-1184

[thom@lambertvillemua.com](mailto:thom@lambertvillemua.com) [mparsons@lambertvillemua.com](mailto:mparsons@lambertvillemua.com)

[kleary@lambertvillemua.com](mailto:kleary@lambertvillemua.com)

To: MUA Board  
From: Thomas F. Horn, P.E., Executive Director  
Date: March 31, 2025  
Subject: Renewal and Replacement Fund Usage

As the Boards knows, last year a roller on our Belt Filter Press (BFP) broke, effectively shutting down our dewatering operation. We had applied to our JIF for insurance coverage while working to get the damage repaired and the BFP back online. Originally the adjuster indicated that the repairs would not be covered but, the cost to haul and dispose of the sludge would be covered. When the JIF reviewed the claim they determined that because the repair would not be covered the hauling and disposal costs were not covered either. For ease of tracking the costs and based on the adjuster's original determination, we used our Capital Fund to pay these costs. A copy of the memorandum about tht incident is attached.

With all the various projects underway, and the numerous funding sources, the Capital Fund has been drawn down. We have a grant from FEMA for 90% of the cost of the North Union PS replacement although it takes quite some time to be reimbursed for our costs. They have to be paid before FEMA will reimburse us. We also have a loan from the I-Bank, which I have not used until recently as that must be repaid. We are also working on closing a loan for the Coryell and Swan PS work. We have funded the design work so far through the Capital Fund. The same situation exists with the treatment plant projects. These costs can be submitted for reimbursement from the I-Bank through these loans. In the meantime, we have used money from the Capital Fund.

While preparing for the meeting, Kathy indicated that there were insufficient funds for the capitals bills this month. We have discussed a solution previously, but I have been reluctant to use an approach available. It involves a number of steps and any money used must be repaid. The solution is to take money from our Renewal and Replacement Fund. The procedure from the Bond Resolution is attached. I have also attached the resolution adopted by the Board authorizing the emergency repairs and a certificate from Carroll Engineering supporting the expenditure.

I have prepared a resolution authorizing the withdrawal of the funds from the Renewal and Replacement Fund to cover the costs for the Belt Filter Press.