



# LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

January 6, 2026 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

#2.1

## STATEMENT OF COMPLIANCE WITH OPMA.

Mrs. MacGregor called the meeting to order at 6:03 p.m. in compliance 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. 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). The meeting agenda provides for action items (shown in bold) known at the time of publication and is subject to change.

## PLEDGE OF ALLEGIANCE.

ROLL CALL. Ms. Parsons called the roll as follows:

LMUA Board:

Present: Janine MacGregor-Chairwoman, Helen Pettit -Vice Chairwoman, Holly Havens-Treasurer, David Burd-Secretary, Robert Dahl-Member, Emily Nanneman-Alternate II

Absent: Matthew Hoyle-Alternate I

Also Present: Michael Ingenito-Executive Director, Kathy Leary-Chief Financial Officer, Diane Alexander, Esq. of Maraziti Falcon, LLP, Michael Scheider-Maintenance Mechanic

## AGENDA, ETC.

1. Agenda updated & posted on the LMUA website.

## MINUTES.

2. The minutes from December 2, 2025, Regular Session were approved in a motion made by Ms. Pettit and seconded by Mr. Burd and followed by a unanimous roll call vote by all members present except Mr. Dahl who abstained as he was absent. MOTION CARRIED

Governing Body Member	Recorded Vote:			Abstain	Not Voting	Not Present
	Aye	Nay				
Janine MacGregor	X					
Helen Pettit	X					
Holly Havens	X					
David Burd	X					
Robert Dahl				X		
Matthew Hoyle						X
Emily Nanneman					X	

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**CHAIRPERSON'S REPORT.**

Mrs. MacGregor wished everyone present at the meeting a Happy New Year. She then welcomed Mr. Ingenito as the LMUA's Executive Director starting January 1, 2026. Reviewing the agenda items, she can see he has had a busy start to the new year. She then defined her expectations for the Board to come prepared to each meeting by reviewing the meeting packet and reaching out to Mr. Ingenito with any questions beforehand. We have been anticipating personnel changes for the operations staff and Mr. Ingenito has prepared resolutions for the Board to address salary and on-call compensation changes. She then announced that LMUA's new employee, Jessie Kerr is scheduled to begin at the end of the month as Assistant Operator.

**INCOMING EXECUTIVE DIRECTOR'S REPORT-MICHAEL INGENITO.**

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

Process Operations: Mr. Ingenito reviewed basic operations that occurred in December with the Board. The staff continued monitoring and adjusting pumping rates from the primary and secondary holding tanks. They continued to monitor the flow pacing of Liquid Sodium Hypochlorite and will adjust the pace as needed.

Collection System Maintenance: Mr. Ingenito reviewed the collection system maintenance and repairs that occurred in December with the Board.

1. York Street, near Washington St. & Highway 179: The LMUA worked with the City DPW who provided the video camera to inspect 250 feet of 8-inch pipe on York Street. During the inspection we found excessive root growth within the area of a manhole. Using the LMUA's Jet/ Vac truck, staff were able to partly clear the obstruction and resume flow. In January, staff will apply a foaming copper sulfate solution for root/ vegetation control and will monitor the results.
2. S. Union Street, between Swan & Mt. Hope Streets: Staff opened and inspected three manholes on South Union St. for blockages or obstructions. No obstructions or blockages were found.
3. Mr. Ingenito confirmed that the staff will be performing more routine inspections of the collections system to prevent issues and

Environmental Joint Insurance Fund ('EJIF'): The LMUA has been informed that EJIF should release payment from our Peracetic Acid emergency claim, dated June 26, 2024, sometime in January.

Front Gate: Mr. Ingenito requested three quotes for CCTV and new front gate entry.

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Emergency Response Plan (“ERP”) Update- Waiting on final comments to come back to finalize the plan.

**3.1. Wastewater Treatment Plant Effluent Data.**

The Board reviewed the spreadsheet entitled *Wastewater Treatment Plant Effluent Sampling Data 2025*. After a short discussion it was decided by the Board that Mr. Ingenito will continue to use this spreadsheet for tracking data but will not continue to report the spreadsheet to the Board. He will continue to keep the Board informed of any issues or changes related to meeting permit limits. Mr. Ingenito did receive an email on Mr. Horn’s last day in the office that was forwarded from NJDEP regarding a settlement agreement. Currently he does not have any information as to what this is in reference to. He will reach out to the LMUA’s NJDEP inspector and get more information and will report what he learns to the Board.

**4. NJDEP Inspection of April 1 & 2**

Mr. Ingenito will follow up with the inspector to see if there are any outstanding issues.

**5. Memo: Capital Projects Update.**

Coryell Street P.S.

Engineering- Carroll Engineering has submitted complete design drawings.

Environmental Policy Innovation Center (EPIC): No changes, Project Reports are under review by the NJ DEP and are waiting on final approval. Currently waiting on the cultural resources stage two report on cataloging the artifacts found.

Permitting & Approvals-: NJDEP Treatment Works Approval (TWA): Permit is complete. City Driveway Permit: Is under review by City Engineers. Application for Project Authorization: Has been approved. Force main Easement: Ms. Alexander is preparing a new easement for the force main. Cultural Resources Survey: Stage II field work completed; artifacts need to be processed.

Swan Street P.S.

Mr. Ingenito stated that because Coryell P.S. and Swan P.S. were done under the same planning document, Swan Street P.S. is held up by Coryell Street P.S.

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Engineering- Engineering is complete.

Environmental Policy Innovation Center (EPIC)- No changes, Project Reports are under review by the NJ DEP and are waiting on final approval.

Permitting & Approvals- Lambertville Planning Board will need to do a courtesy review. NJIB-NJDEP is reviewing the revised bid documents.

Wastewater Treatment Plant:

Engineering- Colliers Engineering is finalizing the preliminary design drawings by the end of the month. Mr. Ingenito reported that there is a significant cost increase from the estimate Carroll Engineering had previously prepared. There were some changes in the primary holding tank pumps that need to be redone. Mr. Ingenito feels that Carroll Engineering may have underestimated the cost and were not made aware of the full extent of work that needs to be done at the plant.

Environmental Policy Innovation Center ("EPIC")- has submitted the Project Report to NJ DEP for review. Colliers Engineering has submitted an amendment to reflect design changes.

Permitting & Approvals- Will need Historic Preservation Office and Lambertville Historic Preservation Commission review. Approvals and permits will be determined once designs are finalized.

N. Union Street P.S.:

Construction- December 23<sup>rd</sup>, 2025, the N. Union Street pump station substantially completed. The station is currently running successfully, and the bypass system is removed. Fencing around the property should be completed mid-January 2026.

There are punch list items that need to be addressed by the contractor. The final date for total project completion is early spring.

Financing- 90% of the project cost is reimbursed by FEMA. There is a short-term N.J. Infrastructure Bank ("NJ-I Bank") loan to cover costs as they are submitted.

Swan Street Sewer Evaluation:

Carroll Engineering provided the dry weather and wet weather reports that have been reviewed. A proposal for the repairs and root control has been reviewed and approved.

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Mr. Ingenito discussed the fact that the LMUA has too many open projects for the staff to manage and we will need to put Coryell and Swan Streets pump stations on hold and focus on critical items first. Cherry Street sewer main replacement is a top priority as well as the upgrades to the treatment plant.

The Board discussed the 10-year Pro-Forma Cashflow model and its budgeting importance for Capital projects.

There was a discussion as to how other municipalities and authorities track contracts and projects. Ms. Alexander stated that typically the Project Engineer tracks and manages the projects. At the conclusion, the Board decided that LMUA will continue to use the change order tracking sheets for each project.

The Board began to review Contract Amendment No. 3 with Carroll Engineering on the agenda and questioned the project delays and the increased costs. Mrs. MacGregor than asked that the Board review item #10 on the agenda.

**10. Discussion on Resolution 002-1-2026 Approving Change Orders No. 10 & 11 with Dulaine Contracting, Inc.:**

**10.1 Memo: N. Union Street P.S. Anticipated Change Orders Summary:**

The Board reviewed Carroll Engineering's summary outlining the issues that contributed to the project's change orders which delayed the completion of the project. The original contract completion date was August 15, 2025. To date, the approved change orders resulted in 102-day time extension and a \$157,529.00 increase in contract price (10%). The equipment rental and personnel costs for 12-day relocation of the neighbor's electric service. Carroll Engineering was informed by the Contractor not to process this change order which totaled \$58,040.27 for the electric and gas service installation delays that began on October 4, 2025, and the anticipated equipment rental and full personnel costs, which Carroll Engineering is proposing to reduce labor hours by half resulting in approximately \$117,456.17.

The Contractor is responsible for a 17-day delay that could be used as a \$16,150.00 deduction from a future change order.

At the completion of the project, with the equipment rental and full personnel costs associated with the neighbor's electric and service relocation, and the utility company delays, the project would exceed the 20% contract increase threshold.

**10.2 N. Union Street Project Timeline & Change Order Summary:**

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The Board reviewed the spreadsheet prepared by Carroll Engineering outlining his change order summary by item, calendar days, working days and cost.

**10.3 Memo: Change Order Summary Email from Carroll:**

Carroll Engineering outlined the details of Change Order No. 10 & 11 before the Board for their review and approval. Change Order No. 10 includes power and alarm wiring for heat trace monitor, metal plate under generator and installation of the smoke/ CO detector. Change Order No. 11 includes the cost of bypass pumping from 12/4/25 to 12/26/25.

Mr. Ingenito and the Board discussed their dissatisfaction for the additional costs and the delays of this project. Mr. Ingenito suggested that the Subcommittee schedule a meeting with Carroll Engineering to review all of the change orders. The Board needs to understand what attributed to the additional work and materials not covered under the original scope of work in the contract. Carroll Engineering should also provide some guidance to prevent significant change orders in future projects.

The Board also discussed the pros and cons of keeping Carroll Engineering as the project Engineer. Mr. Ingenito did not advise a change in engineering at this point in the project as it would only create more work and costs for a new engineering firm to become familiar with the project.

The Board then discussed the 2026 Professional Services contracts for Authority Engineer and Special Projects Engineer. Ms. Alexander advised that the Board has a lot of flexibility when appointing the professional contracts.

After a discussion, it was decided that a subcommittee of the Board would meet with Carroll Engineering to discuss the errors made in the plans and specifications. The subcommittee will formulate some questions for the meeting and will require Carroll Engineering to prepare reasons for the change orders as well as how to prevent them in future projects. The Board will then make their final decision on the appointment of Authority Engineer until review of the subcommittee meeting findings.

**10.4 Change Order Tracking Spreadsheet for Dulaine:**

The Board reviewed the spreadsheet showing the total to date of approved change orders and the additional change orders 10 & 11 before the Board for approval. With the additional change orders, the total contract cost would be increased by \$177,164.83 for a total cost of \$1,751,362.83. Mrs. MacGregor then requested a motion to approve Resolution 002-1-2026 authorizing change orders 10 & 11.

**10.5 Change Order No. 10.**

10.6 Change Order No. 11.

**RESOLUTION 002-1-2026**  
***AUTHORIZING CHANGE ORDERS NO. 10 AND 11***  
***WITH DULAINE CONTRACTING, INC.***  
***FOR NORTH UNION PUMPING STATION REPLACEMENT***  
***DEP Project No. S340882-11***

**WHEREAS**, Lambertville Municipal Utilities Authority (“LMUA”), via Resolution 039-2024 passed on August 6, 2024, awarded a contract to Dulaine Contracting, Incorporated (Dulaine) in an amount not to exceed \$1,574,198.00 for the North Union Pumping Station Replacement; and

**WHEREAS**, the LMUA via Resolution 037-5-2025 passed on May 6, 2025, approved Change Order No. 1 dated May 20, 2025, for Dulaine for an additional amount of \$1,612.20 to cover the additional work required during the execution of the project; and

**WHEREAS**, the LMUA, via Resolution 051-8-2025 passed on August 5, 2025, approved Change Order No. 2 dated July 29, 2025, for Dulaine for an additional amount of \$7,556.12 to cover the additional work required during the execution of the project; and

**WHEREAS**, the LMUA, via Resolution 055-9-2025 passed on September 5, 2025, approved Change Order No. 3 dated September 2, 2025, for Dulaine for an additional amount of \$22,800.00 to cover the additional work required during the execution of the project; and

**WHEREAS**, the LMUA, via Resolution 061-10-2025 passed on October 7, 2025, approved Change Orders No. 4, 5, 6 and 7 dated September 2, 2025, for Dulaine for an additional amount of \$86,667.25 to cover the additional work required during the execution of the project; and

**WHEREAS**, the LMUA, via Resolution 076-12-2025 passed on December 2, 2025, approved Change Orders No. 8 and 9 dated December 2, 2025, for Dulaine for an additional amount of \$39,091.20 to cover the additional work required during the execution of the project; and

**WHEREAS**, during the execution of the work under the contract, additional work was encountered for which Dulaine provided a cost to complete; and

**WHEREAS**, Change Order No. 10 would approve an additional cost of \$8,038.06, and increase the final contract price to \$1,739,962.83; and

**WHEREAS**, Carroll Engineering recommends that Change Order No. 10 be approved by the LMUA; and

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**WHEREAS**, Change Order No. 11 would approve an additional cost of \$11,400.00, and increase the final contract price to \$1,751,362.83; and

**WHEREAS**, Carroll Engineering recommends that Change Order No. 11 be approved by the LMUA; and

**WHEREAS**, the additional time required for the labor and materials detailed under Change Orders 10 and 11 amounted to twenty two (22) days; and

**WHEREAS**, sufficient funds are available for these purposes from the short-term loan from the NJ I-Bank.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of January 6, 2026, as follows:

1. Subject to NJ DEP approval, Change Orders No. 10 and 11 are hereby authorized for the additional work required to complete the contract with Dulaine Contracting, Inc. for the North Union Pumping Station Replacement which increases the final contract amount by \$19,438.06 to \$1,751,362.83.
2. The date for substantial completion of the contract with Dulaine Contracting, Inc. is hereby extended to December 26, 2025.
3. Micheal Ingenito, 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.

**Motion: Mr. Burd**

**Second: Ms. Pettit**

**Certification of Funds**

I, Kathy Leary, Chief Financial Officer, do hereby certify that sufficient funds are available in the short-term loan from the NJ I-Bank.

/s/ Kathy Leary  
Chief Financial Officer  
Lambertville Municipal Utilities Authority  
Dated: January 6, 2026

<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				

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Helen Pettit	X	
Holly Havens	X	
David Burd	X	
Robert Dahl	X	
Matthew Hoyle		X
Emily Nanneman	X	

**11 Discussion on Resolution 003-1-2026 Authorizing Contract Amendment No. 3 with Carroll Engineering Corporation for the North Union Pumping Station Construction Inspection & Administration:**

The Board discussed Resolution 003-1-2026 with their discussion under Agenda Item #10, Resolution 002-1-2026.

11.1 Proposal for Professional Engineering Services for North Union Pumping Station Replacement Construction Administration & Field Observation

11.2 Change Order Tracking Spreadsheet for Carroll Engineering Corp.

**Resolution 003-1-2026**

***Authorizing Contract Amendment No. 3 with Carroll Engineering Corporation for the North Union Pumping Station Inspection & Administration***

**WHEREAS**, the Lambertville Municipal Utilities Authority’s (“LMUA”) by virtue of Resolution 021-2023, awarded a contract to Carroll Engineering Corporation (“Carroll”) for professional engineering services for the preparation of Design Documents for the replacement of the North Union Pumping Station (NUPS); and

**WHEREAS**, the LMUA approved Contract Amendment No. 1 by Resolution 025-2024 to their original professional services agreement to include construction inspection & administration services for NUPS replacement for an additional amount of \$117,100, which was in addition to their original professional services agreement fee not to exceed \$164,400; and

**WHEREAS**, the LMUA approved Contract Amendment No. 2 by Resolution 049-08-2025 to their original professional services agreement for additional construction inspection & administration services for NUPS replacement due to extensive shop drawings and the Build America Buy America (BABA) certification process for an additional amount of \$74,200, which is in addition to their current professional services agreement fee for a total not to exceed \$355,700; and

**WHEREAS**, Carroll is requesting an additional fee not to exceed \$54,295.64 for construction inspection and administration as detailed in their letter dated December 22, 2025, which is in addition to their current professional services agreement fee for a total not to exceed amount of \$409,995.64; and

**WHEREAS**, the Executive Director has reviewed the amendment and recommends that the LMUA authorize the contract amendment as written.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of January 6, 2026, as follows:

1. Carroll Engineering Corporation Contract Amendment No. 3 dated December 22, 2025, is hereby authorized for additional construction inspection and administration services in an amount not to exceed \$54,295.64 and total contract amount not to exceed \$409,995.64.
2. Michael Ingenito, 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: Mr. Burd**  
**Seconded: Mr. Dahl**

**Certification of Funds**

I, Kathy Leary, Chief Financial Officer, do hereby certify that sufficient funds are available in Engineering Services, Capital Projects Fund to be reimbursed at 90% by FEMA.

/s/ Kathy Leary  
 Chief Financial Officer  
 Lambertville Municipal Utilities Authority  
 Dated: January 6, 2026

<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			
Holly Havens	X				
David Burd	X				
Robert Dahl	X				
Matthew Hoyle					X
Emily Nanneman				X	

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**7. Discussion on Resolution 001-1-2026 Approving a Contract with RCAP for GIS Mapping System.**

**7.1 Memo: RCAP for GIS Sewer System Survey**

**7.2 RCAP GIS Service Agreement**

**7.3 RCAP Contract AI Summary**

Mr. Ingenito recommended the Board approve Resolution 001-1-2026 approving a contract with RCAP to provide GIS Mapping of our sewer system at no cost to the LMUA. This is funded by the USDA under Technitrain 25-26 GIS program. The LMUA will provide the current Asset Management and scanned maps of the sewer service area. The LMUA will also need to provide assistance with marking out manholes and sewer main locations prior to field GPS collection days. There is an optional subscription fee of about \$1,000.00 per year to access GIS Map and make changes, add service notes and track the progress of projects.

Mr. Schneider noted that Stockton Borough just finished up their GIS map with RCAP. Mr. Schneider mentioned that the process went smoothly, and the software is very user friendly. He also stated that our current maps are in bad condition and make sewer mark-outs extremely difficult to complete. Mr. Ingenito confirmed that GIS mapping is much needed in Lambertville and the contract with RCAP is a great opportunity we need to take advantage of.

Ms. Alexander also stated that NJDEP is working on legislation to make GIS mapping of sewer systems mandatory. Seeing no further questions, Mrs. MacGregor requested a motion to move Resolution 001-1-2026.

**Resolution 001-1-2026**

***Authorizing Execution of GIS Wastewater Community Service Agreement with RCAP Solutions, Inc. for Assistance with GIS Development***

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

**WHEREAS**, the LMUA has a need to develop a Geographic Information System (GIS) to be used for the location of LMUA assets and tracking of Facilities throughout the LMUA’s system; and

**WHEREAS**, the Executive Director has been contacted by Rural Community Assistance Partnership Solutions, Inc. (RCAP Solutions, Inc.) which has a grant program under USDA funding program Technitrain 25-26 GIS that provides GIS technical assistance including Global Positioning System (GPS) mapping of LMUA’s collection system at no cost to the LMUA; and

**WHEREAS**, RCAP Solutions, Inc. requires the execution of a GIS Wastewater Community Service Agreement (Agreement), attached hereto and made a part hereof, to memorialize the agreement

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between the parties and authorize RCAP Solutions, Inc. to conduct GPS mapping and GIS development on behalf of the LMUA. RCAP Solutions, Inc. services will include those services identified in the Agreement dated December 16, 2025; and

**WHEREAS**, the Executive Director has recommended that LMUA’s Board of Commissioners authorize RCAP Solutions, Inc. to conduct the services detailed in the Agreement and requests that the LMUA’s Board of Commissions approve the execution of the attached Agreement; and

**WHEREAS**, the LMUA has determined that the Executive Director’s recommendation is merited and agrees with the recommendation.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of January 6, 2026, as follows:

1. The attached GIS Wastewater Community Service Agreement between RCAP Solutions, Inc. (RCAP) and the Lambertville Municipal Utilities Authority attached herewith is approved.
2. The Executive Director is hereby authorized and directed to execute the attached GIS Wastewater Community Service Agreement with RCAP Solutions, Inc. and shall be assigned to represent the LMUA.
3. The Resolution shall be effective immediately upon adoption.

**Moved: Mr. Burd**

**Seconded: Mr. Dahl**

**Certification of Funds**

I, Kathy Leary, Chief Financial Officer, do hereby certify that no cost funding is available through the USDA funding program Technitrain 25-26 GIS.

/s/ Kathy Leary

Chief Financial Officer

Lambertville Municipal Utilities Authority

Dated: January 6, 2026

<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				
Holly Havens	X				
David Burd	X				
Robert Dahl	X				
Matthew Hoyle					X

Emily Nanneman

X

**6. 2026 Professional Services Contracts for Award 02/03/26.**

The briefly reviewed the bid tab showing the professional services submissions for contract award at the February 3, 2026 reorganization meeting.

**8. Draft Deliberative Memo: Market Based Wage Increase- Wastewater Operators.**

**9. Draft Deliberative On-Call Duty Phone Compensation for Wastewater Operators.**

Mrs. Alexander confirmed that items #8 and #9 are confidential as they are draft deliberative and covered under Attorney-Client Privilege. The Board will review and discuss them in closed session.

**12. Discussion on Resolution 004-1-2026 *Approving Amendment No. 3 to Contract for Authority Engineer 2025 with Carroll Engineering Corporation for Cherry Street Sewer Main Replacement & Swan Street Sewer Area Root Control Treatment:***

The Board reviewed Carroll Engineering's proposals to provide engineering services for Cherry Street Sewer Main Replacement and Swan Street area root control treatment. The Board discussed their concerns regarding awarding a new contract with Carroll Engineering. Mr. Ingenito stated that these projects are simple main replacement and root control. There was a discussion on emergency measures and the bidding regulations. This is technically not yet an emergency situation, the LMUA must take certain measures to get the project going. The Board agreed to move Resolution 004-1-2026 as written.

12.1 Proposal for Cherry Street Sewer Main Replacement

12.2 Proposal for Swan Street Sewer Area Root Control Treatment

**Resolution 004-1-2026  
*Amendment No. 3 to Contract for Authority Engineer 2025  
Carroll Engineering Corporation  
for Professional Engineering Services for  
Cherry Street Sewer Main Replacement & Swan Street Sewer Area Root Control Treatment***

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

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**WHEREAS**, pursuant to Resolution 015-2025, the LMUA awarded a Contract to Carroll Engineering Corp. Entitled “Authority Engineer 2025” which provides for such engineering services on an as needed basis by contract amendments; and

**WHEREAS**, the LMUA approved Contract Amendment No. 2 by Resolution 052-8-2025 to their original professional services agreement to include Swan Street Sewer Investigation for an additional amount not to exceed \$17,000; and

**WHEREAS**, the results of that investigation determined that sections of the sanitary sewer system are in bad shape and require immediate repair or replacement or root control treatment; and

**WHEREAS**, the LMUA solicited proposals from Carroll Engineering Corporation to prepare design documents for the work involved as detailed in the report dated October 24, 2025; and

**WHEREAS**, Carroll Engineering Corporation submitted (2) proposals to prepare design documents for engineering services for Cherry Street Sewer Main Replacement and Swan Street Sewer Area Root Control Treatment as detailed in the proposals dated December 22, 2025, for the required work; and

**WHEREAS**, the Executive Director has reviewed Carroll Engineering Corporation’s proposals and has recommended that LMUA’s Board of Commissioners approve the scope of services as detailed in their December 22, 2025, proposals; and

**WHEREAS**, sufficient funds are available for these purposes under Engineering Services, Capital Projects Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of January 6, 2026, as follows:

1. The scope of services for Carroll Engineering Corporation under their Contract for Authority Engineer 2025 is hereby Amended to include the following professional engineering services:
  - a. Cherry Street Sewer Main Replacement Design & Bidding Services in an amount not to exceed \$34,000.
  - b. Swan Street Area Root Control Treatment Design & Bidding Services in an amount not to exceed \$9,900.
2. Michael Ingenito, 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: Ms. Havens**

**Certification of Funds**

I, Kathy Leary, Chief Financial Officer, do hereby certify that sufficient funds are available in Engineering Services, Capital Projects Fund.

/s/ Kathy Leary  
 Chief Financial Officer  
 Lambertville Municipal Utilities Authority  
 Dated: January 6, 2026

Governing Body Member	Recorded Vote:		Abstain	Not Voting	Not Present
	Aye	Nay			
Janine MacGregor	X				
Helen Pettit	X				
Holly Havens	X				
David Burd	X				
Robert Dahl	X				
Matthew Hoyle					X
Emily Nanneman				X	

**13 Resolution 005-1-2026 Approving a Contract with RFP Solutions Inc. to Install Security Cameras & Gate Entry**

Mr. Ingenito solicited three quotes for the installation of security cameras and gate entry at the LMUA treatment plant. Mr. Ingenito recommended the Board approve the quote from RFP Solutions, Inc. as the only proposal for an amount of \$21,401.39. Since RFP Solutions has a contract under the ESCNJ CO-OP, the LMUA does not need to go out to bid for this contract. The Board agrees that this project is a longtime coming and much needed to keep the treatment plant secure and safe. Seeing no further questions, Mrs. MacGregor requested a motion to move Resolution 005-1-2026.

13.1 RFP Proposal for Security Cameras & Gate Entry

**Resolution 005-1-2026**  
*A Resolution Authorizing the Installation of a CCTV Security System and Gate Access Controls at the Lambertville Municipal Utilities Authority, Wastewater Treatment Plant*

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**WHEREAS**, the Lambertville Municipal Utility Authority has determined that enhancing physical security at the Wastewater Treatment Plant is crucial to protect critical infrastructure; and

**WHEREAS**, installation of a CCTV system and automated gate controls complies with state and federal guidelines for securing water and wastewater systems; and

**WHEREAS**, the Executive Director solicited proposals for providing and installing a CCTV system and automated gate controls; and

**WHEREAS**, proposals for the required work were solicited from PSX Group, Allied Control Services, and RFP Solutions Inc.; and

**WHEREAS**, RFP Solutions (RFP) provided the only proposal in the amount of \$21,401.39; and

**WHEREAS**, RFP Solutions is a participating member of the ESCNJ CO-OP; and

**WHEREAS**, the Executive Director has reviewed the proposal submitted by RFP and recommends that the LMUA's Board of Commissioners award a contract to RFP; and

**WHEREAS**, the LMUA has determined that the Executive Director's recommendation is merited and agrees with the recommendation; and

**WHEREAS**, funds are available for these purposes under Capital Projects Fund.

**NOW THEREFORE BE IT RESOLVED** by the Commissioners of the Lambertville Municipal Utilities Authority, Hunterdon County, New Jersey, as follows:

1. RFP Solutions is hereby awarded the contract for the installation of a CCTV surveillance system and automated gate controls at the Lambertville Municipal Utilities Authority Wastewater Treatment Plant under the ESCNJ Co-Operative and shall be required to enter into a contract in a form acceptable to the Authority Attorney in an amount not to exceed \$21,401.39.
2. Michael Ingenito, 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. This Resolution shall become effective immediately.

**Moved: Mr. Burd**

**Seconded: Ms. Pettit**

**Certification of Funds**

I, Kathy Leary, Chief Financial Officer, do hereby certify that sufficient funds are available in the

Capital Projects Fund.

/s/ Kathy Leary  
 Chief Financial Officer  
 Lambertville Municipal Utilities Authority  
 Dated: January 6, 2026

Governing Body Member	Recorded Vote:		Abstain	Not Voting	Not Present
	Aye	Nay			
Janine MacGregor	X				
Helen Pettit	X				
Holly Havens	X				
David Burd	X				
Robert Dahl	X				
Matthew Hoyle					X
Emily Nanneman				X	

CHIEF FINANCIAL OFFICER’S REPORT-KATHY LEARY.

**14 Discussion on Resolution 006-1-2026 to Approve Payment of Bills and Claims from December**

**14.1**List of Expenditures:

The Secretary and Treasurer reviewed the expenses before the Board for approval.

**14.2**December Operating Bills:

**14.3**December Capital Bills

**14.4**Memo. Check Greater Than \$5,000

The Board reviewed the Memo which showed the list of large expenses that included:

Operations: State Health Benefits, yearly software maintenance for Edmunds Gov Tech and Look First Technology, LLC, NJ Utilities Authority, Eurofins QC, Inc. and Jersey Central Power & Light.

Capital: Carroll Engineering, Jersey Central Power & Light, Colliers Engineering and Richard Grubb and Associates.

**Resolution 006-1-2026**

***Resolution to Approve Payment of Bills and Claims***

WHEREAS, the Lambertville Municipal Utilities Authority received certain claims against it by way of voucher; and

WHEREAS, the staff and Authority members have reviewed said claims; and

WHEREAS, the CFO has determined that funds are available to pay said claims.

NOW, THEREFORE, BE IT RESOLVED by the Lambertville Municipal Utilities Authority that these claims be approved for payment for the following amounts:

**DECEMBER OPERATIONAL (Fund 10) BILLS LIST: \$120,267.65**

**DECEMBER CAPITAL (Fund 16) BILLS LIST: \$158,715.01**

**Moved: Mr. Dahl**

**Seconded: Ms. Havens**

**Certification of Funds**

I, Kathy Leary, Chief Financial Officer, do hereby certify that sufficient funds are available under the Operating Budget & Capital Account from I-Bank Funds.

/s/ Kathy Leary  
 Chief Financial Officer  
 Lambertville Municipal Utilities Authority  
 Dated: January 6, 2026

Governing Body Member	Recorded Vote:		Abstain	Not Voting	Not Present
	Aye	Nay			
Janine MacGregor	X				
Helen Pettit	X				
Holly Havens	X				
David Burd	X				
Robert Dahl	X				
Matthew Hoyle					X
Emily Nanneman				X	

ATTORNEY’S REPORT-DIANE ALEXANDER

**15 Per- and Polyfluoroalkyl Substances (PFAS) Treatment:**

Proposed Settlement with 3M Company in the Matter of NJDEP, et al., v. E.I. Du Pond De Nemours and Company, et al., Case No: 1:19-CV-14766-RMB-JBC (D.N.J.):

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Ms. Alexander, Maraziti Falcon, LLP, stated that the hearing is tomorrow in Camden, NJ and all are welcome and encouraged to attend. Maraziti Falcon, LLC has submitted all of their amicus briefs to the court. Ms. Alexander and Mr. Carney are going to try and convince the Judge that the proposed settlement is unfair and unreasonable. There are a number of Authorities that will be in attendance to prove that 3M is incorrect in their statement, and there are a lot of people that care about the impact this will have on the rate payers. She will report back to the Board on status.

Ms. Alexander will keep the LMUA informed as the proposed settlements progress through the US District Court.

CLOSED SESSION.

***16 Resolution 007-1-2026 Approving a Closed Session to Discuss Personnel Matters Salaries & On-Call Compensation***

**Resolution 007-1-2026  
*Approving a Closed Session to Discuss Personnel Matters  
Pertaining to Personnel Salaries & On-Call Compensation***

**WHEREAS**, the Board of the Lambertville Municipal Utilities Authority is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq; and

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that a closed session, not open to the public, may be held for certain specified purposes when authorized by N.J.S.A. 10:4-12(b).

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the Lambertville Municipal Utilities Authority hereby moves to go into closed session on Tuesday, January 6, 2025, at The LMUA Treatment Facility located at 3 Bridge Street, Lambertville for the purpose of personnel matters pertaining to personnel salaries and on-call compensation.

**BE IT FURTHER RESOLVED** that the matters discussed in the minutes of the closed session shall be disclosed to the public when the reason for confidentiality no longer exists.

The Resolution was adopted by a call of ayes and nays as follows:

**Moved: Ms. Pettit**

**Seconded: Ms. Havens**

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Governing Body Member	Recorded Vote:		Abstain	Not Voting	Not Present
	Aye	Nay			
Janine MacGregor	X				
Helen Pettit	X				
Holly Havens	X				
David Burd	X				
Robert Dahl	X				
Matthew Hoyle					X
Emily Nanneman				X	

**ENTERED CLOSED: 8:01 p.m.**  
**RESUMED OPEN: 8:38 p.m.**

OPEN FORUM/ NEW BUISNESS.

**17 Resolution 008-1-2026 *Approving the Compensation Adjustment of Wastewater Treatment Plant Operator to Better Reflect Current Market Conditions***

**WHEREAS**, the Lambertville Municipal Utilities Authority (“LMUA”) is responsible for establishing the compensation for its employees; and

**WHEREAS**, the LMUA recognizes the critical importance of retaining highly skilled and certified Wastewater Treatment Plant Operators to ensure the safe, efficient, and compliant operation of LMUA Facilities which is vital to public health and the environment of the community; and

**WHEREAS**, a recent review of compensation trends in the industry and comparable New Jersey municipalities has indicated that the current salaries for Wastewater Treatment Plant Operators are below market standards; and

**WHEREAS**, the LMUA has determined that adjusting the salaries is necessary to remain competitive in recruitment and to ensure fairness and equity for existing personnel, thereby addressing an emergent staffing condition; and

**WHEREAS**, funds are available in the Fiscal Year 2026 LMUA budget under Account No. 10-002-5000 Plant Salaries & Wages.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lambertville Municipal Utilities Authority, County of Hunterdon, State of New Jersey, as follows:

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1. The compensation for all full-time and part-time employees holding the position title of Wastewater Treatment Plant Operator is hereby adjusted to better reflect current market standards.
2. Effective retroactively to December 27, 2025, the new annual salary for the position title of Wastewater Treatment Plant Operator shall be established as follows:

Position Title Annual Salary

Wastewater Treatment Plant Operator \$50,153

3. This Resolution shall take effect immediately upon adoption, in accordance with applicable New Jersey law.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be transmitted to the Chief Financial Officer, the LMUA Labor Attorney, and all affected employees.

**Motion: Ms. Pettit**

**Second: Mr. Burd**

**Certification of Funds**

I, Kathy Leary, Chief Financial Officer, do hereby certify that sufficient funds are available in Account No. 10-002-5000 Plant Salaries & Wages.

/s/ Kathy Leary

Chief Financial Officer

Lambertville Municipal Utilities Authority

Dated: January 6, 2026

<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				
Holly Havens	X				
David Burd	X				
Robert Dahl	X				
Matthew Hoyle					X
Emily Nanneman				X	

18 **Resolution 009-1-2026 *Approving the Compensation Adjustment of Wastewater Maintenance Mechanic/ Treatment Plant Operator to Better Reflect Current Market Conditions***

**WHEREAS**, the Lambertville Municipal Utilities Authority (“LMUA”) is responsible for establishing the compensation for its employees; and

**WHEREAS**, the LMUA recognizes the critical importance of retaining highly skilled and certified Wastewater Maintenance Mechanic / Treatment Plant Operators to ensure the safe, efficient, and compliant operation of LMUA Facilities, which is vital to public health and the environment of the community; and

**WHEREAS**, a recent review of compensation trends in the industry and comparable New Jersey municipalities has indicated that the current salaries for Wastewater Treatment Plant Operators are below market standards; and

**WHEREAS**, the LMUA has determined that adjusting the salaries is necessary to remain competitive in recruitment and to ensure fairness and equity for existing personnel, thereby addressing an emergent staffing condition; and

**WHEREAS**, funds are available in the Fiscal Year 2026 LMUA budget under Account No. 10-002-5000 Plant Salaries & Wages.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lambertville Municipal Utilities Authority, County of Hunterdon, State of New Jersey, as follows:

1. The compensation for all full-time and part-time employees holding the position title of Wastewater Maintenance Mechanic / Treatment Plant Operator is hereby adjusted to better reflect current market standards.
2. Effective retroactively to December 27, 2025, the new annual salary for the position title of Wastewater Maintenance Mechanic / Treatment Plant Operator shall be established as follows:

<u>Position Title</u>	<u>Annual Salary</u>
Wastewater Maintenance Mechanic / Treatment Plant Operator	\$61,706.00

3. This Resolution shall take effect immediately upon adoption, in accordance with applicable New Jersey law.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be transmitted to the Chief Financial Officer, the Labor Attorney, and all affected employees.

**Motion: Ms. Pettit**

**Second: Mr. Burd**

**Certification of Funds**

I, Kathy Leary, Chief Financial Officer, do hereby certify that sufficient funds are available in Account No. 10-002-5000 Plant Salaries & Wages.

/s/ Kathy Leary

Chief Financial Officer

Lambertville Municipal Utilities Authority

Dated: January 6, 2026

Governing Body Member	Recorded Vote:		Abstain	Not Voting	Not Present
	Aye	Nay			
Janine MacGregor	X				
Helen Pettit	X				
Holly Havens	X				
David Burd	X				
Robert Dahl	X				
Matthew Hoyle					X
Emily Nanneman				X	

**19 Resolution 010-1-2026 Approving the Promotion of Michael J. Schneider to Operations Supervisor/ Backup Licensed Operator and Establishment of Salary**

**WHEREAS**, the Lambertville Municipal Utilities Authority (“LMUA”) finds it in the best interest to ensure continuity of qualified supervision for wastewater operations in compliance with New Jersey Department of Environmental Protection (NJDEP) standards; and

**WHEREAS**, Michael J. Schneider has met all requirements for promotion and currently holds a valid NJDEP Wastewater Treatment Operator License, Grade S-2 and C-2, in good standing; and

**WHEREAS**, the position of Operations Supervisor / Backup Licensed Operator requires demonstrated competence in plant operations, regulatory reporting, safety, and staff oversight consistent with NJDEP rules and applicable federal and state law; and

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**WHEREAS**, the LMUA, Executive Director recommends the promotion of Michael J. Schneider to Operations Supervisor / Backup Licensed Operator based on qualifications, performance, and operational needs; and

**WHEREAS**, funds are available in the Fiscal Year 2026 LMUA budget under Account No. 10-002-5060 Operations Supervisor for salary and related costs, as certified by the Chief Financial Officer.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lambertville Municipal Utilities Authority, County of Hunterdon, State of New Jersey, as follows:

1. Promotion: Michael J. Schneider is hereby promoted to Operations Supervisor / Backup Licensed Operator, effective retroactively to December 27, 2025.
2. Salary: The annual salary is established at \$86,000.00, subject to all applicable LMUA policies.
3. Licensing: The appointee shall maintain a valid NJDEP operator license S-2 and C-2 and any other certifications required by law or regulation. Failure to maintain active licensure may result in disciplinary action up to and including demotion or separation.
4. Duties & Reporting: The appointee shall perform duties of Operations Supervisor / Backup Licensed Operator, including regulatory compliance, process control, safety programs, staff scheduling, incident reporting, asset management, and coordination with NJDEP and county authorities, reporting to the Executive Director.
5. EEO/ADA: The LMUA is an Equal Opportunity Employer. Reasonable accommodations will be provided consistent with the ADA and applicable law.
6. Filing: The Executive Director and Human Resources Officer are directed to take all necessary actions to effectuate this promotion, update payroll, and maintain appropriate personnel records.
7. This Resolution shall take effect immediately upon adoption, in accordance with applicable New Jersey law.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be transmitted to the Chief Financial Officer, the LMUA Labor Attorney, and Micheal J. Schneider.

**Motion: Mr. Burd**

**Second: Ms. Pettit**

**Certification of Funds**

I, Kathy Leary, Chief Financial Officer, do hereby certify that sufficient funds are available in Account No. 10-002-5060 Operations Supervisor.

/s/ Kathy Leary

Chief Financial Officer

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<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				
Holly Havens	X				
David Burd	X				
Robert Dahl	X				
Matthew Hoyle					X
Emily Nanneman				X	

**20 Resolution 011-1-2026 *Approving the Compensation Adjustment of On-Call Duty Phone to Better Reflect Current Market Conditions***

**WHEREAS**, the Lambertville Municipal Utilities Authority (“LMUA”) recognizes the operational necessity for certain employees to remain available outside normal working hours for emergency response and critical infrastructure support; and

**WHEREAS**, employees assigned to on-call duty are required to maintain reliable communication via mobile phone to ensure timely response to emergencies, service interruptions, and regulatory compliance obligations; and

**WHEREAS**, the current on-call duty phone allowance has not been adjusted to reflect prevailing market costs for mobile service and device maintenance; and

**WHEREAS**, the Executive Director has reviewed comparable allowances and recommends a market adjustment to ensure fair and reasonable compensation for employees performing on-call duties; and

**WHEREAS**, funds are available in the Fiscal Year 2026 LMUA budget under Account No. 10-002-5000 Plant Salaries & Wages as certified by the Chief Financial Officer.

**NOW, THEREFORE, BE IT RESOLVED** by the Board Commissioners of the Lambertville Municipal Utilities Authority, County of Hunterdon, State of New Jersey, as follows:

1. Market Adjustment: The on-call duty phone allowance is hereby increased from \$100.00 per week to \$200.00 per week effective retroactively to December 27, 2025.

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2. Eligibility: This allowance applies to employees designated by the Executive Director as on-call for emergency response and operational continuity.
3. Policy Compliance: Employees receiving this allowance must carry and maintain the active on-call duty mobile phone capable of voice and data communication and comply with all municipal policies regarding on-call availability.
4. Budget Certification: The Chief Financial Officer has certified that sufficient funds are available for this adjustment in the current budget year.
5. Filing: The Executive Director and Human Resources officer are directed to update payroll records and notify affected employees.
6. This Resolution shall take effect immediately upon adoption, in accordance with applicable New Jersey law.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be transmitted to the Chief Financial Officer, the Labor Attorney, and all affected departments.

**Motion: Ms. Pettit**

**Second: Mr. Burd**

**Certification of Funds**

I, Kathy Leary, Chief Financial Officer, do hereby certify that sufficient funds are available in Account No. 10-002-5000 Plant Salaries & Wages.

/s/ Kathy Leary

Chief Financial Officer

Lambertville Municipal Utilities Authority

Dated: January 6, 2026

<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				
Holly Havens	X				
David Burd	X				
Robert Dahl	X				
Matthew Hoyle					X
Emily Nanneman				X	

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**21 Adjustment of Board Member Payments Based on Meeting Attendance.**

After a discussion on Board Member's attendance at Board meetings, Ms. Alexander recommended that the City Ordinance be reviewed. There are attendance requirements to be on a public Board. The Alternate Member should be asked if he is interested in continuing on the Board as their oath of office is scheduled to be administered at the February 3, 2026, reorganization meeting.

**PUBLIC COMMENT.**

There was no public in attendance at this time.

**HISTORIC REFERENCE MATERIALS.**

Nothing new to review or discuss.

**ADJOURNMENT.**

The meeting adjourned at 8:50 p.m. with a motion made by Ms. Pettit seconded by Mr. Burd 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 3, 2026.*