



LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Special Meeting

June 30, 2026, 2:00 pm

Lambertville Wastewater Treatment Facility,
3 Bridge Street, Lambertville

2.4

Minutes for Meeting Held in Person & Microsoft Teams

Join: <https://teams.microsoft.com/meet/212054951934199?p=tHmC2vr5fxXYiK4ePb>

Meeting ID: 212 054 951 934 199

Passcode: TA98Wy6t

STATEMENT OF COMPLIANCE WITH OPMA.

Mrs. MacGregor called the meeting to order at 2:00 p.m. This meeting complies with the Open Public Meetings Act, with notice provided on 6/26/26 to the Trenton Times and the Hunterdon County Democrat, the City of Lambertville, Department Heads and members on the LMUA listserv. A copy of the notice and agenda were posted on the web sites of the LMUA www.lambertvillemua.com and the City of Lambertville www.lambertvillenj.org. The meeting agenda provides for action items (shown in bold) known at the time of publication and is subject to change. This meeting is being recorded and streamed live using Microsoft Teams Meeting Platform.

PLEDGE OF ALLEGIANCE.

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

LMUA Board:

Present: Janine MacGregor-Chairwoman, Helen Pettit -Vice Chairwoman (entered online at 2:04 after roll call), Holly Havens-Treasurer (attended via virtually) David Burd-Secretary, Robert Dahl-Member (entered at 2:30 p.m.)

Absent: Matthew Hoyle-Alternate I, Nanneman-Alternate II

Also Present: Michael Ingenito-Executive Director, Michael Schneider-Operations Supervisor, Diane Alexander, Esq. of Maraziti Falcon, LLP

AGENDA, ETC.

1. Agenda updated & posted on the LMUA website & City of Lambertville website.

EXECUTIVE DIRECTOR'S REPORT.

2. **Discussion on Resolution 055-6-2026: "Re-Authorization to Approve Pay Application No. 10 (Final) to Dulaine Contracting, Inc. for the North Union Pump Station"**

Mr. Ingenito explained that the Board needed to re-authorize Resolution 055-6-2026 to reflect the funding split between the NJ I-Bank and LMUA Capital Funds. He stated that all approved short-term loan funds have been spent, and the remaining balance of \$134,374.90 will be paid from the LMUA's Capital Improvements Fund. In response to Ms. Havens' question about the project closeout timeline, Mr. Ingenito noted that Bond Counsel advised the previous day that long-term funding is not expected until spring 2027. FEMA funding is anticipated to cover 90% of the total allowable costs submitted.

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Ms. Pettit raised concerns about the Environmental Maintenance Bond for the restoration of the Green Acres property. Mr. Ingenito confirmed that the bond remains in effect and will cover any issues related to the trees and grass.

Mr. Burd noted the last-minute change to the amount in the resolution and asked for clarification. Mr. Ingenito explained that a numerical error on the third page of the Payment Application resulted in two discrepancies: a \$0.20 difference on Change Order No. 1 and a required NJ I-Bank adjustment to Change Order No. 5. Mr. Burd confirmed that the North Union Pump Station Pay Application Tracking spreadsheet agrees with Payment Application No. 10.

The Board discussed the return of capital funds expected in the next month when the LMUA's FEMA grant reimbursement is expected.

1.1 NJ I-Bank payment request for Pay Application No. 10

This was reviewed by the Board.

1.2 North Union Pump Station Payment Application Tracking Spreadsheet***LMUA North Union Pumping Station Replacement******NJ I-Bank Pay Applications******Accounting Status as Of 6/30/26***

	<i>(Pay Apps)</i>	<i>Date</i>	<i>Carroll</i>	<i>Dulaine</i>	<i>Dulaine Payment Detail</i>	<i>Total</i>	<i>Status</i>
#	<i>ORIGINAL CONTRACT BID PRICE</i>		<i>\$164,400.00</i>	<i>\$1,574,198.00</i>		<i>\$1,738,598. 00</i>	
1	1	03/27/25	\$31,728.00	\$112,700.00		\$144,428.00	Paid
2	2	05/02/25	\$13,949.00	\$43,855.00		\$57,804.00	Paid
3	3	07/08/25	\$12,773.00	\$193,653.88		\$206,426.88	Paid
4	4	09/02/25	\$16,439.00	\$451,519.32		\$467,958.32	Paid
5	5	10/07/25	\$18,691.00	\$241,709.28	\$241,709.28	\$260,400.28	Paid/ CO No. 5 NJIB Revised amount \$5,993.9 4, decreased

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							by - \$198.15
6	6	10/31/25	\$17,426.00	\$322,807.00		\$340,233.00	Paid
7	7	12/08/25	\$6,094.00	\$128,585.80		\$134,679.80	Paid
8	8	01/16/26	\$12,860.00	\$162,037.08		\$174,897.08	Paid
9	9	03/02/26	\$24,139.00	\$25,673.99		\$49,812.99	Paid
10	10	06/02/26	\$11,720.00	\$259,935.95	I-Bank: \$125,759.00 Improvement Savings: \$134,176.95	\$271,655.95	I-Bank Funds \$125,759.00/ Improvement Savings \$134,176.95 6/30/26 (I-Bank approved payment after Long-Term Closing) Corrected Pay App. No. 10 \$259,935.95
11	TOTAL PAY APPS		\$165,819.00	\$1,942,477.30		\$2,108,296.30	
12	Balance of Over Contract Cost		\$1,419.00	\$368,279.30		\$369,698.30	

1.3 Dulaine Pay Application No. 10

This was reviewed by the Board.

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2. Continued Discussion on Resolution 055-6-2026: “Re-Authorization to Approve Pay Application No. 10 (Final) to Dulaine Contracting, Inc. for the North Union Pump Station”

Mr. Ingenito confirmed that the Engineering Closeout paperwork should be available for the August Board meeting. There was further discussion on the NJ I-Bank long-term closing. The Board asked if Mr. Ingenito could reach our Bond Counsel and find out if the LMUA could get into the fall bond closing. Carroll Engineering has been paid up to date and Mr. Ingenito explained that their final payment should be small. This will close out the project.

Resolution 055-6-2026

**Re-Authorization to Approve Pay Application No. 10 (Final) to
Dulaine Contracting, Inc. for the North Union Pump Station**

WHEREAS, the Lambertville Municipal Utilities Authority (“LMUA”) received Payment Application No. 10 (Final) on June 1, 2026, for Dulaine Contracting, Inc. for the North Union Street Pumping Station Project DEP Project No. S340882-11; and

WHEREAS, Payment Application No. 10 (Final) dated April 28, 2026, is for a total of \$260,133.90; and

WHEREAS, Carroll Engineering has reviewed Payment Application No. 10 (Final) and recommends payment; and

WHEREAS, the staff and LMUA members have reviewed Payment Application No. 10 (Final); and

NOW, THEREFORE, BE IT RESOLVED by the Lambertville Municipal Utilities Authority that Payment Application No. 10 (Final) be re-approved in an amount not to exceed \$260,133.90 to Dulaine Contracting, Inc. with \$125,759.00 from New Jersey Infrastructure Bank and the balance of \$134,374.90 from the Improvement Savings Account.

Certification of Funds

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

/s/ Kathy Leary

Chief Financial Officer

Lambertville Municipal Utilities Authority

Dated: June 30, 2026

Moved: Mr. Burd

Seconded: Ms. Pettit

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Governing Body Member	<u>Recorded Vote:</u>		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	

OPEN FORUM/ NEW BUISNESS.

Mrs. MacGregor asked if there were any other issues needed for the special meeting.

Mrs. MacGregor discussed the need to develop a standardized performance review process for Mr. Ingenito as he approaches his one-year anniversary with the LMUA. She suggested using his job description and duties to create five or six review categories with bullet points and a consistent rating scale, such as a five-point scale. The review tool should encourage improvement in employee performance.

At 2:29 p.m., Mr. Dahl joined the meeting, and the Board discussed the status of the Personnel Handbook. Mrs. MacGregor noted that Mr. Ingenito's job description has been finalized, while Ms. Pettit stated that she had not yet seen the other job descriptions. Mrs. MacGregor offered to draft a personnel review template, and Ms. Pettit agreed that Mrs. MacGregor was most familiar with performance review processes. The Board also discussed obtaining a copy of the NJDEP performance review form and adding job-specific criteria to the review process.

The Board agreed that completing the Employee Handbook is essential but will take time and may need to be amended periodically. In the short term, the Board agreed that implementing employee performance appraisals is a priority. Mr. Ingenito will begin appraisals in July to establish a baseline for the next budget year. The Board discussed scheduling reviews in April going forward so performance information can be considered during budget preparation. Ms. Parsons will send the current job descriptions to Mrs. MacGregor for use in updating the performance review form. Ms. Alexander advised that meetings of three or more members must be noticed and opened to the public. If legal advice is needed, the discussion may fall under attorney-client privilege; otherwise, discussions involving edits and format of the Employee Handbook may be held as a noticed work session or may be restricted to two people.

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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 2:50 p.m. with a motion made by Ms. Pettit seconded by Mr. Dahl 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 August 4, 2026.