LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting
September 1, 2026, 6:00 pm
Lambertville Wastewater Treatment Facility,
3 Bridge Street, Lambertville
Minutes for Meeting Held in Person & Microsoft Teams
Join: https://teams.microsoft.com/meet/2319986641028?p=FgdNX0knUKu4Sm5J7x
Meeting ID: 231 998 664 102 8
Passcode: Dv2Lq6Kd

STATEMENT OF COMPLIANCE WITH OPMA.

Mrs. MacGregor called the meeting to order at 6:01p.m. in compliance with the Open Public Meetings Act, by adoption of **Resolution 017-2-2026** setting forth meeting dates for 2026-2027. Notification was published on February 10, 2026, to the Times of Trenton and noticed to the Hunterdon County Democrat. 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:

In Person: Janine MacGregor-Chairwoman, Helen Pettit -Vice Chairwoman, David Burd-Secretary, Emily Nanneman-Alternate II

Virtually: Matthew Hoyle-Alternate at 6:07 p.m. during the Engineers Report

Absent: Holly Havens-Treasurer, Robert Dahl-Member

Also Present: Michael Ingenito-Executive Director, Kathy Leary-Chief Financial Officer, Michael Schneider-Operations Supervisor, Diane Alexander, Esq. of Maraziti Falcon, LLP, Michael McCarey-Carroll Engineering

AGENDA, ETC.

1. Agenda updated & posted on the LMUA website & City of Lambertville website. Mrs. MacGregor noted that the updated Agenda listed highlighted additional items added earlier that day.

MINUTES.

2. The minutes from the Regular Meeting & Closed Session of August 4, 2026, Agenda Items No. 2.1 & 2.2 were approved as amended in detail below in a motion made by Ms. Pettit and seconded by Mr. Burd and followed by a unanimous roll call vote by all members present. MOTION CARRIED
- The Board authorized Ms. Parsons to review previous minutes headings for "*Agenda*" and replace with "*Minutes*".
- August 4, 2026, Regular Minutes: Page 20 "*Mr. McCarey estimates the sewer television is around $140K not $120K, for a total of 14 miles of pipe, not 14,000 miles of pipe for the entire system in the City.*

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

AUTHORITY ENGINEER'S REPORT-CARROLL ENGINEERING. ("CE")

3. Engineer's Report- Michael McCarey:

A. North Union Pump Station

The North Union Pump Station is operating well with no deficiencies to report. The Contractor has completed all punch list items.

Green Acres Property Restoration: The replacement trees and grass are doing well. The LMUA will continue to water and maintain the restoration items to ensure the Green Acres property is fully restored.

Mr. McCarey to contact New Jersey Office of Emergency Management (NJOEM) to ask what the status of the Federal Emergency Management Agency (FEMA) Grant request for additional reimbursement over the original grant amount.

The Authority has issued the final payment to the Contractor totaling $260,133.90. It was noted that final payment exceeded the New Jersey Infrastructure Bank (NJIB) short term loan amount and the Authority paid $146,095.00 of the final payment out of their capital reserve funds. The LMUA will request the remaining $146,095 when the short-term loan is converted to a long-term loan. At the previous Board Meeting, a new bond resolution was approved to amend the loan amount since the short-term loan amount was exceeded. The next NJIB pool for converting short term loans to long term loans is anticipated in May 2027.

CE and LMUA met with NJOEM to discuss the FEMA submission. NJOEM thinks they have enough documentation to hand off to their closeout team and request a monetary change only. NJOEM will review the documents internally, then send them to FEMA for review and processing.

Veolia has agreed to purchase and install the new water meter at the North Union Pump Station site. Veolia will purchase and install the new meter pit and after they ensure there are no leaks the meter pit will become responsibility and property of the Authority. The Authority executed Veolia's Release of Liability & Indemnification Agreement at the previous Board Meeting and transmitted it to Veolia. LMUA is waiting to hear back from Veolia on the scheduling of the meter pit replacement.

B. Coryell Street & Swan Street Pump Station

Based on the discussion with New Jersey Department of Environmental Protection (NJDEP), and the additional cost and the time required to complete a Stage III survey, the LMUA is evaluating alternative options for the Coryell Pump Station replacement. PSI Process, a separate contractor, is anticipated to visit the site and provide recommendations for equipment replacement and associated costs. CE has provided a proposal for the redesign of the Coryell Pump Station. The LMUA will review PSI's evaluation and discuss the status of the Coryell Pump Station project. Once the LMUA has made a decision, they will need to advise State Historic Preservation Office (SHIPO), and some final engineering documentation will need to be done. Mr. Ingenito stated PSI is under a state cooperative and the LMUA can authorize a contract without competitive bidding. Ms. Alexander will need to review the rules for financing through a cooperative for construction projects. Mr. McCarey stated both alternative options should eliminate any adverse effects on historic resources.

CE has completed the final design of the Swan Street Pump Station improvements. The project is currently under review by the NJIB and cannot be granted Authorization to Advertise until the Environmental Planning Document for the Coryell and Swan projects is approved. The Authorization to Advertise is anticipated for Summer 2027.

Coryell Street & Swan Street Pump Station Project Milestones/Notes
1. Final Design, Permitting, & NJIB Assistance Status: 90%
2. Final Design, Permitting, & NJIB Assistance Budget Status: 84%

C. Cherry and Swan Street Sewer Main Improvements

CE and LMUA attended a pre-application meeting with the New Jersey Infrastructure Bank (NJIB), and it was determined that the best way to set up the projects was together. CE did set up the sewer main improvement projects as one project with the NJIB. The projects can be under construction at different times.

CE discussed the scope of work with the NJDEP Cultural Resource Department, and it was noted that any archaeological excavation will not be anticipated due to the sewer lining and replacement taking place within the right of way and previously disturbed areas.

The LMUA had opened the project in the New Jersey Infrastructure Bank's H2Loans program and Carroll Engineering is working on obtaining the necessary approvals.

Cherry Street and Swan Street Sewer Main Improvements Project Milestones/Notes

1. Project Set Up on H2Loans: Anticipated August 2026
2. Topographic Survey: Anticipated September 2026
3. 60% Final Design and Permit Submissions: Anticipated Fall 2026
4. 95% Final Design: Anticipated Winter 2026
5. NJIB Submission: Anticipated Winter 2026
6. NJIB Authorization to Advertise: Anticipated Summer 2027

D. Proposed Redevelopment

The City provided the Authority with a list of potential development projects, but no formal applications have been submitted to date.

E. Waste Water Treatment Plant Up Grade

It is noted that Colliers will continue the design of the WWTP Upgrade and CE is available to provide consulting services.

F. WWTP Spill Prevention, Control, and Countermeasures (SPCC) Plan

CE has completed and transmitted the WWTP SPCC Plan to the LMUA.

G. Collection Sewer Assessment

CE has prepared a sewer condition assessment proposal for the LMUA's entire collection system. The proposal includes televising, assessing the condition of the sewer mains per NASSCO standards, a recommendation of repairs, and implementing future sanitary sewer main projects in the 10-Year Capital Improvements Plan. The LMUA will review the proposal and discuss it at an upcoming Planning Committee Meeting.

4. Proposal for Professional Engineering Services-Sewer Condition Assessment

Proposal Overview:

In the proposal, Carroll Engineering outlines professional engineering services for a Sewer Condition Assessment of the Lambertville Municipal Utilities Authority's approximately fourteen-mile gravity sewer collection system. The assessment is intended to provide LMUA with a current, system-wide understanding of sewer main conditions, identify and prioritize needed repairs, and support development of a 10-year Capital Improvements Plan for future rehabilitation projects.

Mr. McCarey reviewed the main details of CE's proposal for the Sewer Condition Assessment project. The proposal is for inspection of just the gravity mains and does not include the force mains. Mr. McCarey explained that force main inspection is very expensive. The Board was concerned about not including it in the project. The LMUA only owns about one mile of force main which comes from Stockton. Mr. McCarey's opinion is that the force main is a lower priority than the gravity mains. Ms. Pettit asked about the usefulness of the previous inspection work done by CDM Smith. Mr. McCarey stated the videos CE reviewed did not agree with CDM's recommendations for work and condition. Also, the information is now outdated as it is over five years old. Mr. McCarey also noted that it is better to have an inspector on site during the TV work so that issues can be flagged and noted right away. He was not sure if CDM used NASCO coding, Mr. McCarey did not remember. Mr. McCarey will review the proposal further with the Projects Committee later this month. Mr. McCarey confirmed that the data and TV work can be uploaded in the sewer collection Geographic Information System (GIS System). He then recommended the LMUA upload the recent sewer inspection work done near the Finkle's property into the GIS system.

Key Highlights:

- LMUA's gravity sewer collection system includes approximately 14 miles of sewer mains throughout the City of Lambertville, with pipe materials including VCP, CI, RCP, and PVC in 8-inch to 15-inch diameters.
- A prior sewer condition assessment completed in late 2021 and early 2022 televised and evaluated approximately two-thirds of the collection system under NASSCO/PACP standards.
- CDM Smith previously recommended eleven spot repairs and identified 1,634 linear feet of sewer main requiring immediate action due to existing or anticipated pipe failure within five years.
- Carroll Engineering recommends completing a new system-wide assessment to update condition information, evaluate the remaining and previously reviewed sewer mains, and support preventative maintenance planning.
- The proposed scope includes hiring and coordinating with a CCTV subcontractor, conducting a kick-off meeting, observing inspections in real time, documenting defects and areas of concern, and preparing a GIS-based summary of pipe materials, footage, diameters, condition grades, and recommended repairs.
- The assessment results will be incorporated into a 10-year Capital Improvements Plan covering collection, conveyance, and treatment facility projects, estimated construction costs, and scheduling based on condition, criticality, and risk of failure.
- The proposed base total is $174,700, consisting of $122,000 for CCTV inspection, $45,800 for engineering services, and $6,900 for NJIB assistance.
- The projected total timeframe is approximately 13 weeks, beginning with a kick-off meeting and concluding with submission of the summary report, CCTV results map, 10-year Capital Improvements Plan, and review meeting.

Action Items:

1. Review and confirm acceptance of Carroll Engineering's proposed scope, fee structure, and schedule.
2. If acceptable, sign both copies of the proposal and return one original executed copy to Carroll Engineering.
3. Issue Notice to Proceed so Carroll Engineering can coordinate the CCTV subcontractor schedule and initiate the kick-off meeting process.
4. Participate in the kick-off meeting with Carroll Engineering and the CCTV subcontractor to confirm scope, schedule, access requirements, and project responsibilities.
5. Provide or confirm current GIS mapping, prior CCTV videos and reports, and any known priority areas or operational concerns for inclusion in the assessment.
6. Coordinate access and field logistics for televising the gravity sewer mains, including any LMUA support needed during the approximate 20-working-day inspection period.
7. Review the submitted summary letter report, CCTV inspection results map, recommended repair list, and 10-year Capital Improvements Plan.
8. Attend the review meeting at the Authority Office to discuss findings, repair priorities, estimated costs, project phasing, and possible NJIB funding strategy.
9. Determine next steps for design, bidding, construction administration, or additional assessments for force mains and manholes, if desired under separate authorization.

ENGINEER'S REPORT-COLLIERS ENGINEERING.

5. Engineer's Report-Wastewater Treatment Plant Improvements Project

Design Services - Continued the review of options and coordinated with vendors associated with feasibility of incorporating redundancy for sludge dewatering into the project, evaluating alternatives to belt filter press technology and evaluating options to hauling liquid sludge during shutdown period associated with proposed sludge dewatering improvements. Continued design of odor control systems.

Mr. Ingenito reminded the Board, there is a September field trip scheduled for Upper Moreland, to look at screw presses for the Plant Improvement plan. Still looking at alternative means for pressing the cake. His report does note that another vendor was out to demo a screw press. Mr. Ingenito is going to reach out to Stony Brook for a back-up alternative to accept our sludge cake for Stony Brook incineration. He also noted that the field trip will be a good time to talk with the operators and get the pros and cons of using a screw press.

Mrs. MacGregor commented that she would like to see more information on the Colliers' bills. There should be a report that tracks each line item to show the percent of the project completed vs. percent of the project billed. Ms. MacGregor stated there needs to be accountability. Is Colliers

where they need to be at this time, and how is this work being tracked? Mr. Ingenito will request Colliers to show more detail in their bills if their bills do not show how much has been spent vs. how much work has been completed per task. Mr. Ingenito confirmed that their invoice shows the project tracking information and will be included with their monthly Engineering Report going forward.

Engineering Tasks & Status:

- Permitting and Regulatory Assistance: No activity.
- NJIB Assistance: Coordination with I-Bank and project report.
- Evaluations on Major Equipment:
  a. NJIB Assistance- Reviewed correspondence regarding State Historic Preservation Office (SHPO)
  b. Belt Filter Press & Screw Conveyors- Completed 9/2025
  c. Headworks Logistics During Construction- Completed
  d. Belt Filter Press Odor Control Options to Carbon- Completed
  e. Geotechnical Exploration Program & Report- 90% Completed

CHAIRPERSON'S REPORT.

Mrs. MacGregor did not have a report.

EXECUTIVE DIRECTOR'S REPORT- MICHAEL INGENITO.

6. Executive Director's Monthly Operations Report ("ED Report"):

Mr. Ingenito asked the Board if there were any questions on his monthly report and then quickly reviewed it.

Operational Overview:
- Facility Rated Design Capacity: 1.5 MGD
- Facility Peak Design Capacity: 3.0 MGD

The facility maintained stable operations throughout the reporting period. The secondary treatment process, utilizing Rotating Biological Contactors (RBCs), continues to provide consistent BOD and Ammonia removal.
- Average Daily Flow: 0.63 MGD
- Daily Max Flow: 1.36 MGD
- Total Monthly Volume: 19.51 MG

Influent vs. Effluent Characterization			
Parameter	Influent (Avg.)	Effluent (Avg.)	Removal Efficiency
BOD5	200 mg/L	10 mg/L	95%
TSS	172 mg/L	7 mg/L	96%

RBC System Performance & Maintenance:

- **Overall Flow:** At an avg. flow of 0.63 MGD, the hydraulic loading on the RBC trains remains within design parameters.
- **Visual Inspection:** Biofilm thickness appears uniform across all stages. No significant "sloughing" events or anaerobic (black) patches were observed this month.

Mechanical Status:

- **Train A:** Drive chains inspected, lubricated and tensioned as needed.
- **Train B:** Drive chains inspected, lubricated and tensioned as needed.
- **Motor Bearing:** visual inspection shows no signs of binding or grinding.
- **Shaft Integrity:** Monthly visual inspection showed no signs of shaft fatigue or structural stress.

Compliance & Regulatory Affairs:

- **NJPDES Permit:** The facility is compliant with all monthly Discharge Monitoring Report (DMR) limits.
- August 11, 2026, Executive Director Michael Ingenito notified NJDEP Compliance Officer Andrew Coleman of a laboratory error that occurred during July 2026. LMUA's NJPDES permit requires weekly influent and effluent sampling for 5-Day Biochemical Oxygen Demand (BOD_5). LMUA collected and submitted all required samples to its contract laboratory, Eurofins. This analytical error occurred at the laboratory and was outside of LMUA's control. LMUA fulfilled its sampling obligations and promptly notified NJDEP upon learning of the issue.

Maintenance & Capital Projects:

- **Primary Clarifiers:** Sludge blanket levels were maintained at 0-1 feet, increased skimming has been implemented to prevent solids carry-over to the RBC.
- **Secondary Clarification:** Sludge blanket levels were maintained at 0-6 inches, increased skimming and cleaning of effluent weirs has been implemented to prevent solids carry-over to the (Cl_2) Chlorine Contact Tanks.

- **Chlorine Contact Tanks**: continue to be flushed and cleaned out on a biweekly schedule.
- **Collection System:** No sewer backups or blockages were reported during the month of August.
- **Odor Complaints:** No odor issues reported during the month of August. Continued monitoring North Union Pump Station.
- **Influent/Effluent Meter Calibration:** PSI Process was on site to complete annual In/Eff Meter Calibrations.
- **Dewatering Evaluation:** August 20, 2026, Dave Hiner Associates (DHA), along with representatives from Greener Day Solutions, conducted an on-site demonstration of a Multi-Disc Dewatering Screw Press to evaluate its performance and potential application for sludge dewatering operations at the wastewater treatment plant.
- **Restoration Cherry Street Park:** LMUA completed the removal of all plastic netting material from the site. This portion of the remediation request has therefore been completed.

Safety:

- Zero (0) lost-time accidents reported.
- Right to Know/Central file was reviewed and updated.
- Fire Drill: In accordance with LMUA's Emergency Response Plan, a facility-wide fire drill was conducted on August 19, 2026, to evaluate emergency response procedures, employee preparedness, and evacuation protocols. All gates are now labeled, and the employees have been trained in the emergency meeting location.

Director's Notes:

- While the facility is performing well, we are monitoring all equipment. LMUA's staff will continue to discuss future modifications and replacement of major process equipment to ensure long-term removal capabilities.

6.1. Monthly DMR: July Wastewater Treatment Plant Data:

Mr. Ingenito noted the yellow highlighted fields on the report under *BOD Influent, BOD Effluent* and *BOD % Removal* were missing values. The samples were missing as part of a laboratory error as reported by One Water Consulting on August 14, 2026, to the New Jersey Department of Environmental Protection (NJDEP).

6.2. Affirmative Defense Letter OWC Laboratory Error 8/14/26:

One Water Consulting provided notice to NJDEP on August 14, 2026, of a known laboratory error that occurred during the month of July 2026. The weekly sampling for 5-Day Biochemical

Oxygen Demand (BOD_5) on its influent and effluent was collected by the LMUA and sent to the contract laboratory for testing. However, the influent and effluent samples collected on July 28, 2026, were inadvertently analyzed by Eurofins for 5-Day Carbonaceous Oxygen Demand ($CBOD_5$).

LMUA was made aware of this issue by Eurofins late on August 10, 2026. Early on August 11, 2026, Michael Ingenito, LMUA's Executive Director, contacted its compliance officer, Andrew Coleman. On August 12, 2026, Mr. Coleman recommended reporting this incident to the NJDEP hotline and preparation of this letter. Mr. Ingenito notified the hotline immediately.

It is also important to note that the BOD_5 results from the other weeks of the month were well within its permit limits (maximum effluent concentration of 30 mg/L monthly average and 45 mg/L weekly average; 85% minimum percent removal) Most importantly, Mr. Ingenito noted that this mistake was not the LMUA's fault. We will need to dig into contracts and make sure this is bid out with the other professional services.

6.3. Capacity Verification-18S. Main Street, Lambertville NJ:

The Board reviewed the capacity verification to provide sewer service to the proposed expansion of an existing restaurant, account 40061 by converting an existing commercial unit, account 30265 into one consolidated restaurant space under account 40061.

6.4 Capacity Verification-46 Buttonwood St., Lambertville NJ:

The Board reviewed the capacity verification to provide sewer service to the proposed addition of one (1) two-bedroom apartment to be located over an existing detached garage, at the above address. The LMUA also advised that a separate lateral and connection permit would be required as it is a separate building.

6.5 Capacity Verification-119-121 N. Union St., Lambertville NJ:

The Board reviewed the capacity verification to provide sewer service to the proposed addition of one (1) efficiency apartment to the existing detached garage. The LMUA also advised that a separate lateral and connection permit would be required as it is a separate building.

6.6 Capacity Verification-165 N. Union St., Lambertville NJ:

The Board reviewed the capacity verification to provide sewer service to the proposed addition of one (1) one-bedroom apartment to the existing house replacing two (2) third floor bedrooms.

The Board thanked Mr. McCarey for his time, he exited the meeting at 6:51 p.m.

7. Discussion on Resolution 063-9-2026 ***Authorizing the Renewal of Membership in the New Jersey Utilities Authority Joint Insurance Fund***

Mr. Ingenito stated the membership is a three-year term running through 2030. Mr. Ingenito explained that NJUA JIF is a self-insurance fund that is funded and run by member utility authorities.

7.1 Letter from New Jersey Utilities Authority Joint Insurance Fund:

This was reviewed by the Board.

7.2 Agreement to Renew Membership in the New Jersey Joint Insurance Fund:

This was reviewed by the Board.

Resolution 063-9-2026
Authorizing the Renewal of Membership in the New Jersey Utilities Authority Joint Insurance Fund

WHEREAS, the Lambertville Municipal Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2026, unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

The Lambertville Municipal Utilities Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.

The Governing Body shall be and hereby is authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

Moved: Ms. Pettit
Seconded: Mr. Burd

Certification of Funds

I, Kathy Leary, Chief Financial Officer, do hereby certify that sufficient funds are available in the Operating Budget, Insurance Account.

/s/ Kathy Leary
Chief Financial Officer
Lambertville Municipal Utilities Authority
Dated: September 1, 2026

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

8. Discussion on Resolution 064-9-2026 ***A Resolution Authorizing the Reimbursement to Peter Scott for One Side View Mirror from Chapman Chrysler Dodge Jeep***

Mr. Ingenito reported that one of our employees was in a small motor vehicle accident where the LMUA work truck clipped a mirror of a parked vehicle. There was no damage done to our vehicle.

8.1 Lambertville City Police Department Incident Report #26-156487
This was reviewed by the Board.

8.2 LMUA Vehicle Incident Report
This was reviewed by the Board.

8.3 Invoice for Mirror Replacement
This was reviewed by the Board.

Resolution 064-9-2026
Authorizing the Reimbursement to Peter Scott for One Side View Mirror from Chapman Chrysler Dodge Jeep

WHEREAS, a vehicle owned by Peter Scott sustained damage to its side-view mirror as a result of activities conducted by the Lambertville Municipal Utilities Authority ("LMUA") on July 29, 2026; and

WHEREAS, the LMUA has reviewed the circumstances and documentation surrounding the incident and has determined that reimbursement for the reasonable cost of repair or replacement is appropriate; and

WHEREAS, Peter Scott provided proof of payment to Chapman Chrysler Dodge Jeep on August 27, 2026, for one replacement side view mirror in an amount not to exceed $554.63; and

WHEREAS, funds are available in the LMUA's Operating Budget for this purpose.

NOW, THEREFORE, BE IT RESOLVED, by the Lambertville Municipal Utilities Authority that the request for reimbursement to Peter Scott for the purchase of one side view mirror from Chapman Chrysler Dodge Jeep, in an amount not to exceed $554.63, is hereby authorized and approved.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute any documents and take such actions as may be necessary to complete this purchase.

Certification of Funds
I, Kathy Leary, Chief Financial Officer, do hereby certify that sufficient funds are available in the Operating Budget.

/s/ Kathy Leary
Chief Financial Officer
Lambertville Municipal Utilities Authority
Dated: September 1, 2026

Motion: Mr. Burd
Second: Ms. Namanan

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

9. Discussion on Resolution 066-9-2026 ***Approving Payment of a Portable Comfort Station for the 2026 Annual Trick-or-Treating Event***

Mrs. MacGregor noted that the LMUA has been providing portable comfort stations for Halloween and Shad Fest for a long time. This is accounted for in the budget under *Contributions for Civic Organizations*.

9.1 City of Lambertville Police Request for Halloween Event 2026 Assistance
This was reviewed by the Board.

9.2 Invoice from P&W Services for One ADA Compliant Portable Comfort Station
This was reviewed by the Board.

Resolution 066-9-2026
Approving Payment of a Portable Comfort Station for
the 2026 Annual Trick-or-Treating Event

WHEREAS, the Board received an email dated August 25, 2026, from the Chief Robert Brown, Lambertville City Police Department requesting that the Lambertville Municipal Utilities Authority (LMUA) cover the cost of one handicap-accessible portable comfort station at the 2026 Annual Trick-or-Treat Event (Event); and

WHEREAS, Lambertville's Event has grown into a popular, elaborate event with elaborate decorations, live performers and large crowds; and

WHEREAS, the Lambertville City Police Department manages the safety of visitors at the Event held on Halloween night, October 31, 2026; and

WHEREAS, due to the large crowds that are expected to attend, one handicap-accessible portable comfort station is necessary for the Event; and

WHEREAS, the Board wishes to support the 2026 Annual Trick-or-Treat Event by covering the cost of one handicap-accessible portable comfort station.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority agree to cover the costs of the portable comfort station not to exceed $275.00 for the Annual Trick-or-Treat Event to be held on October 31, 2026.

Moved: Ms. Pettit
Seconded: Ms. Nanneman

Certification of Funds

I, Kathy Leary, Chief Financial Officer, do hereby certify that sufficient funds are available in the Operating Budget, Account: 10-001-6320 *Contributions to Civic Organizations*.

/s/ Kathy Leary
Chief Financial Officer
Lambertville Municipal Utilities Authority
Dated: September 1, 2026

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

PROJECTS-FINANCE COMMITTEE REPORT.

10. Discussion on Resolution 065-9-2026 ***Authorizing the Award of a Non-Fair & Open Contract to Ronald Gardner of Gardner & Rosario, LLC for Financial Accounting & Consulting Services-FY 2027:***

Mr. Ingenito noted Resolution 065-9-2026, the 6th Whereas needed to be corrected to reference *Finance Committee* not *Projects Committee.* He then explained that this contract will help the LMUA get a better understanding of their financials. Mr. Ingenito had been working with the LMUA's Auditor, and the Finance Committee on contracting with a financial accounting and consulting professional to strengthen LMUA's financial oversight, improve reporting, and support informed financial decision-making. He noted that Mr. Gardner comes highly recommended by our Auditor and has been working with Hillsborough MUA providing the same services.

Scope of Services:

- Assist with FY 2026 and FY 2027 year-end financial reviews and accounting adjustments.
- Review of financial records, bank reconciliations, and internal controls to ensure accuracy and compliance.
- Develop and enhance monthly financial reports for the Finance Committee and Board of Commissioners.
- Provide financial analysis, projections, and recommendations to support effective governance.
- Assist with preparation of the FY 2028 statutory budget and long-range financial planning.
- Serve as a financial resource for management, the Finance Committee, and Board on special projects and accounting matters.

Expected Outcomes:

- More accurate and transparent financial reporting.

- Stronger internal financial controls and oversight.
- Improved budget development and financial planning.
- Better financial information for Board decision-making.
- Enhanced long-term financial sustainability and accountability for the Authority.

Ms. Alexander confirmed that this would be considered a professional services contract pursuant to NJ Public Contract Laws. Mr. Ingenito confirmed that he will ensure that all necessary regulatory documentation is in place with the contract.

10.1 Memo. Projects-Finance Committee Meeting 8/27/26
This was reviewed by the Board.

10.2 Ronald Gardner-Financial Accounting & Reporting Consulting Services Proposal
This was reviewed by the Board.

10.3 RFG Resume – Gardner & Rosario, LLC
This was reviewed by the Board.

Resolution 065-9-2026
Authorizing the Award of a Non-Fair & Open Contract to Ronald Gardner of Gardner & Rosario, LLC for Financial Accounting & Consulting Services-FY 2027

WHEREAS, the Lambertville Municipal Utilities Authority ("LMUA") has a need to acquire financial accounting & consulting services for Fiscal Year 2027 as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5; and

WHEREAS, the LMUA has determined and certified in writing that the value of the acquisition will exceed $17,500; and

WHEREAS, the anticipated term of this contract is one (1) year and may be extended one time as approved by the LMUA Board and

WHEREAS, Ronald Gardner of Gardner & Rosario, LLC has submitted a proposal dated August 5, 2026, indicating they will provide the financial accounting & consulting services-FY 2027 at an hourly rate of $125.00, not to exceed an annual amount of $24,000.00; and

WHEREAS, Ronald Gardner of Gardner & Rosario, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Ronald Gardner of Gardner & Rosario, LLC has not made any reportable contributions to a candidate committee in the Board of Commissioners of the LMUA in the previous one year, and that the contract will prohibit the Ronald Gardner of Gardner & Rosario, LLC from making any reportable contributions through the term of the contract, and

WHEREAS, the LMUA's Projects-Finance Committee has reviewed the proposed professional services contract and determined that the award of said contract is in the best interests of the LMUA; and

WHEREAS, the Authority's Chief Financial Officer has certified that sufficient funds are available for this contract, subject to the availability and appropriation of funds for each fiscal year of the contract.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville MUA authorizes Michael Ingenito, E.D. to execute a contract with Ronald Gardner of Gardner & Rosario, LLC as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification be placed on file with this resolution; and

BE IT FURTHER RESOLVED that Notice of this contract award shall be published in the September 10, 2026, issue of the Trenton Times pursuant to NJAC 5:34-9.5(d).

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 Operating Budget, under Accounting & Audit.

/s/ Kathy Leary
Chief Financial Officer
Lambertville Municipal Utilities Authority
Dated: September 1, 2026

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

CHIEF FINANCIAL OFFICER'S REPORT-KATHY LEARY.

12. Discussion on Resolution 067-9-2026 to *Approve Payment of Bills and Claims from August:*
The Board approved payment of bills as listed on the Operating and Capital Bills Lists.

12.1. August-List of Expenditures from Authority Funds for Approval:

The Secretary and Treasurer reviewed the list of expenditures before the Board for approval. The total Bill list from Operating to be approved is $103,967.92.

Total Capital expenses are $13,234.20 from the North Union P.S., Coryell St. P.S., Swan St. P.S., and Wastewater Treatment Plant projects.

12.2. August Operating Bills:

Ms. Leary noted that the larger bills this month included Atlantic County Utilities Authority for sludge hauling and incineration, JCP&L, Polymer, Flood Insurance Premiums & State of NJ Health Benefits.

12.3. August Capital Bills:

The Board reviewed the list of Capital bills and did not have any questions or concerns. Bills included; Carroll Engineering for engineering services for Coryell, Swan, and N. Union Streets Pump Station Projects and Cherry Street sewer main project; Colliers Engineering for the wastewater treatment plant improvements. Maraziti Falcon for N. Union Street PS and One Water Consulting for NJPDES permit consulting services.

12.4. Memo. August Checks Greater than $5,000:

<u>Fund 10:</u>
1. State Health Benefits: $24,516.70
2. JCP&L: $9,496.82
3. ACUA: $7,347.99
4. Rhule LLC: $5,692.36
5. Selective Insurance: $15,454.00

<u>Fund 16:</u>
1. Carroll Engineering: $6,208.25
    a. N. Union St. PS: $2,010.25
    b. Coryell St. PS: $2,065.75
    c. Swan St. PS: $1,066.25
    d. Cherry St. Sewer: $1,066.25

Resolution 067-9-2026

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:

AUGUST OPERATIONAL (Fund 10) BILLS LIST: $103,967.92

AUGUST CAPITAL (Fund 16) BILLS LIST: $13,234.20

TOTAL TO BE APPROVED: $117,202.12

Moved: Ms. Pettit
Seconded: Mr. Burd

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: September 1, 2026

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

13. Bucks County W&SA Capital Projects Reimbursement Request.

The LMUA requested reimbursement for Capital Projects directly financed in Fiscal Year 2026 based upon the average daily flow for the three-year audited period of 2023-2025. BCW&SA three-year average daily flow is 44.04% of the total flow. The total requested amount is $128,928.66.

PERSONNELL COMMITTEE REPORT.

11. Updated Employee Handbook-Draft 8/25/26:

Ms. Pettit reported the formatting changes were made to better organize the policies. She has reorganized all the terms and policies into like buckets. She has taken the existing forms from the Policy Procedures Manual and added them to the Employee Manual as one section under the Appendices to the Handbook. Ms. Pettit also organized the statutes and regulations under another Appendix as well. The plain language of the policies and the procedures is located in the body of the Handbook. This organization will enable the LMUA to update the appendices as needed without too much work being required to the overall handbook.

Ms. Pettit noted a number of policies that were added to the Handbook which included: The Pregnant Worker, Protection and Safe Treatment of Minors, Domestic Violence. This should make it easy for all staff to read and find policies as necessary. The importance of Seniority with Operations Staff was discussed.

Mrs. MacGregor agreed that this document is a lot more organized. Ms. Pettit would like Mr. Schneider to review this document and look for clarity and any corrections needed.
Ms. Pettit explained that the Handbook should clearly lay out staff members' responsibilities, rights and benefits.

Ms. Pettit would like the Board to take a good look at the Handbook to make sure it is written clearly and is correctly written. Ms. Pettit would like to collect some comments before the Board approves the Handbook.

Ms. Parsons will upload the Draft Handbook through Microsoft SharePoint for each of the Board members to review and make suggested changes or corrections.

ATTORNEY'S REPORT-DIANE ALEXANDER

14. PFAS Proposed Settlements with 3M & Dupont Update (Verbal):

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

As per the June 2, 2026, Board meeting, the State filed the settlement agreement with the court. The judge needed to review and sign it. The State has offered Publicly Owned Treatment Works ("POTW's") a liability shield regarding the New Jersey Site Remediation Professional Licensing Act ("SURPLA") and Spill Act Liability for our wastewater and sludge contribution claims, the State agreed not to pursue municipal sewer authorities under SURPLA and the Spill Act.

Ms. Alexander had no new developments to update the Board on.

CLOSED SESSION.

15 Resolution 068-9-2026 Approving a Closed Session to Discuss Personnel Matters

Resolution 068-9-2026
Approving a Closed Session to Discuss Personnel Matters

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, September 1, 2026, at The LMUA Treatment Facility located at 3 Bridge Street, Lambertville to discuss personnel matters.

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: Mr. Burd

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

ENTERED CLOSED: 7:23 p.m.
RESUMED OPEN: 7:40 p.m.

OPEN FORUM/ NEW BUISNESS.

16. Agenda Items Added After Distribution to Board (If any):

The Board will revise Mr. Ingenito's performance form, and the Personnel Committee will review it further.

Mr. Burd requested the additional meeting microphone be installed before the next meeting.

HISTORIC REFERENCE MATERIALS.

Nothing new to review or discuss.

PUBLIC COMMENT.

There was no public in attendance at this time.

ADJOURNMENT.

The meeting adjourned at 7:48 p.m. with a motion made by Ms. Pettit seconded by Ms. Nanneman 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 November 3, 2026.