

**MINUTES OF THE REGULAR MEETING OF THE
MOUNT LAUREL TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

January 18, 2018

Chairman Smith called the regular meeting of the Mount Laurel Township Municipal Utilities Authority to order at 7:05 p.m. in the Elbo Lane Water Treatment Plant Facility Meeting Room.

Those in attendance were:

Christopher Smith	Chairman
John Francescone	Vice Chairman
Cheryl Coco-Capri	Secretary
Geraldine Nardello	Member (via teleconference call)
Elwood Knight	Member

Also in attendance were:

Kelly Grant	Solicitor
Russell Trice	Consulting Engineer
Pamela Carolan	Executive Director
David Wiest	Finance Director
Robert Adler	Operations Engineer
Brian Scott	Human Resource Director
Jeff Hammell	Water Distribution Supervisor
Theresa Trumbetti	Stenographer

Chairman Smith announced that the notice requirements of the “Senator Byron M. Baer Open Public Meetings Act” have been satisfied. Annual notice has been transmitted to two newspapers; it has been prominently posted on the Municipal Bulletin Board and filed with the Mount Laurel Township Clerk.

Public Comment

There was no public comment

Minutes

Following a motion made by Mr. Knight, and seconded by Ms. Capri, the Board unanimously approved the minutes for the December 21, 2017 Regular Meeting, with affirmative votes from Mr. Knight, Ms. Nardello, Mr. Francescone, Mr. Smith and Ms. Capri.

Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

Developments/New Connections

No items for Developments/New Connections

Operations

Water System Summary

Ms. Carolan said that there were 25 total main breaks since 12/21/17 and added that Jeff Hammell is in attendance tonight to review them with the Board. Jeff is the Authority’s new supervisor for water distribution; he replaced Brian Dippolito who retired at the end of 2017.

Mr. Hammell noted that the members have been provided with a list of the 25 breaks and a short synopsis of what happened with each one.

Mr. Hammell added that this is a large number of breaks in such a short time period and noted that the average is 50 per year.

Mr. Hammell went into more detail for several of the breaks that were notable and noted that all the breaks were in areas where either the mains are scheduled for replacement or plans are on the books to replace within the next 10 years.

Mr. Hammell went on to say that Authority personnel performed 80% of the repairs in 2017, and that there are over 30 locations that need pavement repairs in the spring.

Mr. Hammell noted that most of the Authority's customers were patient and understanding during times they were without water and that Authority personnel worked sometimes in below freezing temperatures for hours to restore service.

Mr. Hammell demonstrated several new Geographic Information System (GIS) capabilities on one of the new tablets which is being rolled out to operators.

Ms. Carolan reported that we have used all our own water allocation and have met our contractual obligations to purchase water – we have re-charged 120 MG and are currently not re-charging.

Ms. Carolan noted that there is a sodium hypochlorite tank leak at Elbo Lane but the plant is running most days.

Wastewater System Summary

Ms. Carolan reported 6 pumping stations are operating out of normal parameters and that one pump station emergency generator is out of service.

Ms. Carolan added that at the sewer plant primary #1 is back in service but now primary #2 is out of service due to additional problems associated with rags.

Ms. Carolan reported that there was an EPA inspection of the sanitary collection system and plant on 1/8/18. There is no report yet.

Ms. Carolan noted that snow caused us to lose generation at the solar panels.

Presentation of Engineer's Status Report

Mr. Trice presented the report.

Hartford Road WPCF and Elbo Lane WTP SCADA System Improvements

No change in status. This project includes the replacement of the entire SCADA system at the Hartford Road WPCF and the upgrade of the SCADA system at the Elbo Lane WTP. Allied Control Services, Inc. was awarded the contract in the amount of \$688,705.00 at the Authority's August 2015 meeting. The new SCADA systems are running at both plants.

The contractor has completed 95% of the change order work requested by the Authority. This change order work included upgrades to the video/security system at Elbo Lane WTP and remote water facilities and tank sites, and connection of a new level transducer at Well 3.

St. David Drive Road Water Main Replacement

The project includes the replacement of 4 and 6" water main with approximately 1,700 LD of 8" water main. The contract in the amount of \$414,000.00 was awarded to DSC Construction, Inc. at the Authority's June 16, 2016 meeting. The contractor completed all the punch list items and final payment was made. This project is now complete.

Wharton Road Water Main Replacement

No change in status. This project included replacement of approximately 240' water main. A contract was awarded to DSC Construction Inc. in the amount of \$147,242.00 at a special meeting held on September 11, 2015. The new main has been in service since fall 2016.

Additional questions were raised by Authority personnel regarding the GIS as-builts submitted by the contractor. We are currently investigating these questions and responding to the Authority. We hope to close out the project next month.

East Park and Turnpike Pump Stations Level Control and Electrical Equipment Upgrades

This project included the replacement of the wet well level control systems and the installation of new electrical equipment at both stations. The contract was awarded to MJF Electrical Contracting, Inc. in the amount of \$215,000 at the Authority's February 18, 2016 meeting. All work was completed by early 2017 except for punch list items, as-builts and closeout documentation. Electrical as-builts were submitted, reviewed and returned to the contractor for correction.

O&M manuals and electrical as-built drawings have been received and are under review.

Hartford Road WPCF UV Tank Slide Gate Replacement

This project was to replace slide gates at the UV tank which are used to isolate the UV4000 and UV3000 systems and to replace the structure which houses the UV controls. KRS Services, Inc. was awarded the contract in the amount of \$138,169.00 at the Authority's April 2016 meeting. The new slide gates have been installed and inspected by the manufacturer.

Electrical as-builts were resubmitted, reviewed and returned to the contractor for correction.

Grant Road and St. Andrews Drive Water Main Replacements

No change in status. This project included the replacement of 990 feet of 6" water main with 8" water main on Grant Road, and the replacement of 1,140 feet of 6" water main on St. Andrews Drive and St. Andrews Court. RTW Construction, Inc. was awarded the contract in the amount of \$667,155.00 at the October 2016 meeting.

The contractor has completed all water main work on South St. Andrews Drive and Grant Road. On South St. Andrews, the final paving was completed by the Township's contractor under their road program. Final road restoration on Grant Road has been completed. Punch list items remain to be completed.

Hartford Road Force Main Replacement- Phase I

The project includes the installation of approximately 2,600 LF of 24" and 160 LF of 20" force main on Hartford and Union Mill Roads. Approximately 2,200 LF of 2" and 2 1/2" PVC force main will also be installed to collect wastewater from existing and future properties along Hartford Road. The contract was awarded to Montana Construction Corp. in the amount of \$2,561,111.00 at the Authority's May 18 meeting.

The contractor has completed the installation of the new 24" force main and it is in service. The Larchmont Pump Station and the chemical feed line from the pump station have been connected to the new main and all individual ejector station service lines have been disconnected from the old main and reconnected to the low pressure 2" PVC force main. The old main has been shut down and the old ejector station service taps and air release manholes have been removed or abandoned. A lot of restoration work and punch list items remain to be completed. The County inspector will determine when/if the road can be reopened. An inspection was performed by the Soil Conservation District, deficiencies were found; the contractor will be sent a letter.

Several members voiced concerns about timing of road reopening to through traffic.

Mr. Trice added that as an update, the County inspector will not permit the road to be reopened in its current condition as it is not drivable. We will continue communicating with him.

Hartford Road WPCF Pump Station Upgrade

This project includes the replacement of pumps, controls and other equipment for the pump station located at the treatment plant. The station is an integral part of the plant since it collects drainage from a number of facilities throughout the plant. A contract in the amount of \$368,200.00, was awarded to TKT Construction Co., Inc. at the Authority's April 20, 2017 meeting.

The new station is operational. Tie-in of the new equipment to the existing plant SCADA system has been partially completed. Site restoration work, as-builts and closeout documentation remain to be completed.

Atrium Pump Station Upgrade

No change in status. The station flows and design criteria for sizing the new pumps have been finalized. We are now proceeding with the preparation of plans and specs for upgrade of the station, which generally will include replacement of pumps and electrical controls. The Authority has also decided to include electrical upgrade work at the Hooten Road pump station in this project.

Liberty Road and Lincoln Drive Water Main Replacements

This project includes the replacement of approximately 2,200 LF of water main on Liberty Road (2nd half), Lincoln Drive and Stuyvesant Place. The contract in the amount of \$666,472.00 was awarded to RTW Construction, Inc. at the Authority's July 19, 2017 meeting.

The contractor has completed the installation of the water mains on Liberty Road, Lincoln Drive and Stuyvesant Place. Replacement of water services will start as soon as weather conditions permit.

FY-2017 Pump Station Painting

The contract in the amount of \$92,000.00, was awarded to Ascend Construction Management at the Authority's April 20, 2017 meeting for corrosion control painting at 4 of the Authority's sanitary sewer pump stations (Bridlewood, East Gate II, Laurel Ponds, and Turnpike). The contractor has completed all work and final payment is recommended.

Hartford Road WPCF Warehouse to Garage Conversion

No change in status. The purpose of this project is to convert the existing warehouse at the Hartford Road WPCF to a vehicle storage garage for several of the Authority's large vehicles which require tempered storage. Currently the vehicles are stored at the Commerce Tank and 85 Elbo facilities. One existing garage door will be replaced and 2 new garage doors will be installed. Paving for access to the new garage doors and storage will also be provided. The plans and specs are complete and have been provided to the Authority for review. The Authority plans to apply for funding for this project from the NJ Environmental Infrastructure Trust.

Hartford Road WPCF Tank Repairs

This project includes rehabilitation of the 2 primary clarifiers, secondary clarifier No. 2 and the sludge thickener tank at the sewage treatment plant. New clarifier drives, sludge and scum collection equipment, bar screens, electrical equipment and other associated equipment or devices will be rehabilitated or replaced. The replacement of 4 existing valves has also been added to the contract. The Authority plans to apply for funding for this project from the NJ Environmental Infrastructure Trust.

Design work is substantially complete and plans will be forwarded to the Authority for review.

Briggs Road Pump Station Force Main Replacement (and Millstream & Library)

This project is for replacement of the existing pump station force main from the pump station to and including the connection to the main force main in Union Mill Road. The plans and specs are substantially complete and have been forwarded to the Authority for review. The Authority now intends to finance this work through the NJEIT and that finalization of this contract will be tied to other pump station force main work that will also be financed. The plans and specs are substantially complete.

Note: The Briggs Road Pump Station Force Main Connection Replacement (M-180-356), the Millstream Pump Station Force Main Connection Replacement (M-180-357), the Library Pump Station Force Main Replacement (M-180-322) that was designed in 2015-2016 will be combined into a single contract before bidding.

Millstream Pump Station Force Main Connection Replacement (now combined with Briggs and Library)

This project is for the replacement of the existing pump station force main connection to the main force main in Union Mill Road at Walton Avenue. Design drawings have been completed and the specs are being prepared.

Library Pump Station Force Main Connection Replacement (now combined with Briggs and Millstream)

This project is for the replacement of the existing pump station force main connection to the main force main in Union Mill Road at Moorestown Mount Laurel Road.

Survey work has been started, however the location of the existing tie-in connection must be determined before the design can be completed.

Union Mill Farms Pump Station Flow Diversion Study

No change in status. Currently the Union Mill Farms Pump Station discharges directly into the primary 20" force main in Union Mill Road. The Authority has authorized a study to determine if it would be possible to redirect the flow from the Union Mill Farms Pump Station so that it discharges into a gravity sewer main which flows to the Holiday Village East of Stonegate pump stations. This would eliminate one of the connections to the main force main system and it is thought that the Holiday Village East Pump Station has sufficient excess capacity to handle the additional flow. Flow meters will be installed on stations to determine the existing flows and excess capacities.

Hartford Road WPCF Orbal Aerator Repairs

This project is for the repair of broken discs and hoods on some of the aerators on the orbal tank. When the aerators are repaired, the cell channels will also be cleaned. Design drawing are substantially complete and will be forwarded to the Authority for review.

Well No. 4 Redevelopment and Pump Repair

This contract is for the redevelopment of Well No. 4, including removal and repair of the existing installed well pump and the installation of the spare pump they Authority has stored. Upon completion of this project, the Authority will have appropriately sized spare well pumps for each of the production wells.

Bids were received on January 11. Steffen Drilling was the low bidder in the amount of \$103,400.00. Award is recommended.

Generator Replacement – 85 Elbo Lane

No change in status. This project will include the replacement of the generator located at 85 Elbo Lane. This generator will supply emergency power to Well No. 4, the garage located at that site and the engineering warehouse building located at 81 Elbo Lane. We plan to advertise in June 2018 and award in July.

In addition to the Hartford Road Warehouse to Garage Conversion, Tank Repairs and Orbal Aerator Repairs, the following additional projects are planned to be designed and submitted to the Environmental Infrastructure Trust for financing under one loan application:

- PLC Pump Station Monitoring System.
- Hartford Road WPCF Building Roof Replacements.
- Installation of lightning protection system.
- Replacement of plant lighting (tanks and parking lot).
- Upgrade belt filter press control panels.
- Replace floor drainage piping in primary sludge pump building.
- Replacement of heat tracing and insulation on exposed piping on various tanks throughout the plant.
- Anti-fall protection system on peripheral feed clarifiers.

Closed Session

A motion was made by Mr. Francescone, seconded by Ms. Capri, voted on and unanimously approved to pass Resolution 2018-01-01 to close the meeting to discuss Regulatory Matters, Litigation and Potential Litigation which are exempt from open meetings under the Sunshine Law, at 8:25 p.m.

Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

Regulatory Matters, Litigation and Potential Litigation – SEE CLOSED PORTION OF MEETING

The meeting was re-opened at 8:35 p.m., following a motion made by Ms. Nardello, and seconded by Ms. Capri and with unanimous agreement from Ms. Capri, Mr. Smith, Mr. Knight, Mr. Francescone and Ms. Nardello.

Contracts

Following a motion made by Mr. Francescone and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2018-01-02 Resolution Authorizing the Award of a Contract with Met Life Insurance Company to Provide Dental Insurance Coverage Effective February 1, 2018, with affirmative votes from Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

Following a motion made by Ms. Capri and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2018-01-03 Resolution Authorizing the Award of a Contract with Met Life Insurance Company to Provide Life, Accidental Death and Dismemberment, and Long-Term Disability Insurance Coverage Effective February 1, 2018, with affirmative votes from Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

Following a motion made by Mr. Knight and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2018-01-04 Resolution Approving Change Order No.1, Contract No. 2016-14, Hartford Road Water Pollution Control Facility Pump Station Upgrade Project, with affirmative votes from Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

Following a motion made by Ms. Nardello and seconded by Ms. Capri, the Board unanimously approved Resolution No. 2018-01-05 Resolution Approving Change Order No.2, Contract No. 2017-03, FY-2017 Pump Station Painting Project, with affirmative votes from Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

Following a motion made by Mr. Francescone and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2018-01-06 Resolution Approving Acceptance of FY17 Pump Station Painting Project, MUA Contract No. 2017-03, and Initiating the Two-Year Maintenance Period, with affirmative votes from Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

Following a motion made by Ms. Capri and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2018-01-07 Resolution Approving Award of Contract No. 2017-15, Well No. 4 Redevelopment and Pump Replacement Project to Steffen Drilling, LLC in the amount of \$103,400.00, with affirmative votes from Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

Accounting and Financial

Following a motion made by Mr. Francescone, and seconded by Ms. Capri, the Board unanimously approved the Treasurer's Report for November 2017 and Payment Plan Status Report for December 2017, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Ms. Nardello and Mr. Smith.

Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

Following a motion made by Ms. Capri, and seconded by Mr. Francescone, the Board unanimously approved Requisition #579 in the Amount of \$1,003,336.23 approving Accounts Payable Vouchers, with affirmative votes from Ms. Capri, Mr. Knight, Ms. Nardello, Mr. Francescone and Mr. Smith.

Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

No Acquisition and Construction payments this month.

Following a motion made by Ms. Nardello, and seconded by Mr. Francescone, the Board unanimously approved Requisitions #4025 through #4050 in the amount of \$397,979.55 from the Renewal and Replacement List, with affirmative votes from Ms. Capri, Mr. Knight, Ms. Nardello, Mr. Francescone and Mr. Smith.

Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

Comments:

Ms. Carolan said the County is increasing their sludge tipping rate which means an annual increase to the Authority of approximately \$5K.

Ms. Carolan noted that the Township would like an indication of how much the Authority would be contributing this year. Ms. Carolan said it is estimated to be \$350K plus or minus 10% but the actual amount won't be determined until April with our FY 2019 budget process.

Ms. Carolan said the Township is also asking about the lawn cutting services be renewed – the cost was \$17K several years ago but increased to \$42K last year; the Authority is looking to add the sewer plant this year and will ask for an updated cost.

Ms. Carolan said the new MUA website was rolled out – it is device friendly now.

Mr. Wiest noted that Jane passed the QPA exam and is now the Authority's Qualified Purchasing Agent.

Mr. Adler noted that the MLFD is anxious to participate with the Authority using the new mobile GIS.

Several of the members asked questions regarding cost sharing regarding this and other shared services.

Mr. Adler said that construction is moving quickly on the Chase Development; the project has been split into 3 phases.

Mr. Adler added that he was contacted about survey work for 500 units (partially affordable housing) at the Monte site.

Mr. Francescone noted that the Authority needs to obtain a copy of the Township's affordable housing settlement so that service for future projects can be planned.

Following a motion made by Mr. Francescone, seconded by Ms. Capri, and with unanimous agreement from the members, the meeting was adjourned at 9:00 p.m.