

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

April 19, 2018

Chairwoman CoCo Capri called the regular meeting of the Mount Laurel Township Municipal Utilities Authority to order at 7:07 p.m. in the Elbo Lane Water Treatment Plant Facility Meeting Room.

Those in attendance were:

Cheryl Coco-Capri	Chairwoman
John Francescone	Vice Chairman
Elwood Knight	Secretary
Geraldine Nardello	Member

Also in attendance were:

Kelly Grant	Solicitor
Russell Trice	Consulting Engineer
Pamela Carolan	Executive Director
David Wiest	Finance Director
Robert Adler	Operations Engineer
Theresa Trumbetti	Stenographer

Chairwoman CoCo-Capri 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 Mr. Francescone, the Board unanimously approved the minutes for the March 15, 2018 Regular Meeting, with affirmative votes from Mr. Knight, Ms. Nardello, Mr. Francescone and Ms. Capri.

Total votes: 4 ayes, 0 nays, 0 abstention, 1 absent

Developments/New Connections

None.

Operations

Water System Summary

Ms. Carolan said that there were 4 breaks since the last meeting – one at Cambridge Crossing which was commercial, one in Birchfield where the road collapsed during the repair. There was a break on Willow Turn – the line was 12’ deep and took 14 hours to repair. A break on Briggs Rd. a contractor hit the line – it was an unmarked private line that we repaired.

Ms. Carolan noted that there is 213MG stored in the ASR for the summer.

Wastewater System Summary

Ms. Carolan reported 5 pumping stations are operating out of normal parameters.

Ms. Carolan noted that there are more issues on Oleander Drive in Birchfield – all the homes have shared sewer laterals and the sewer main is 20' deep. We have had 3 incidents so far that we have had to repair as a public safety issue and now have to determine who will be responsible to pay. It involves about 12 homes at this point. The Homeowner's Association is refusing responsibility, however that is not the Authority's position.

Mr. Francescone suggested sending letters to the homeowners explaining that this is not the MUA's responsibility.

Ms. Carolan said she is not sure exactly which homes are involved, but she will send the letter to the homeowners as well as the HOA.

Ms. Carolan explained that a new problem that has presented itself around the world past several years called fatbergs, which is toilet paper/rags combined with grease that causes a concrete like condition.

Ms. Carolan explained that on April 11 there was a period of no influent flow to the plant midday, and current conjecture is that a piece of a fatberg came off at the new Hartford Rd force main and got lodged at the head of the plant. There was minimal damage. Staff is meeting with the engineers who performed a recent force main study; more should be known after, and additional monitoring measures are planned to gather information for the next incident with subsequent development of a corrective action plan.

Ms. Carolan added that on April 18 another force main break occurred at the Elbo curve which was a hole and was able to be clamped, and added that staff believes that the incident on April 11 was related.

Presentation of Engineer's Status Report

Mr. Trice presented the report.

Library, Millstream and Briggs Road Pump Station Force Main Replacement

The replacement of the Library PS, Briggs Road PS and Millstream PS force main connections to the primary force main on Union Mill Road, replacement of a section of the Library force main and replacement of a section of the Briggs Road force main have been combined into one contract for bidding purposes. We are currently finalizing the plans and specs for the combined project and anticipate advertising for bids in June and accepting bids and awarding the contract in July of this year.

Hartford Road WPCF and Elbo Lane WTP SCADA System Improvements

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 all the original contract work and the change order work previously requested by the Authority. At the request of the Authority the contractor has provided pricing for additional SCADA and security system upgrades. Allied Controls has completed approximately 75-80% of the change order work authorized at last month's meeting.

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 the UV system is in operation. The SCADA modifications for control of the new slide gates have been completed and the gates have been inspected by the gate manufacturer.

Alaimo and Authority personnel met with the contractor to review exactly what was required to be submitted to satisfy the electrical as-built requirements. The most recent as-built drawing submittal has been reviewed and the drawings are acceptable. Final payment and closeout of the contract is recommended.

Hartford Road Force Main Replacement- Phase I

The project included 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 ½" PVC force main was also 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, 2017 meeting. The replacement section of 20" and 24" force main and the new 2" and 2 ½" low pressure force main are both operational.

A punch list has been prepared and forwarded to the contractor for completion.

Hartford Road WPCF Pump Station Upgrade

No change in status. 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 processes 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 & Hooten Pump Station Electrical Work

No change in status. Plans and specs are being prepared for the replacement of pumps and electrical controls at the Atrium PS and electrical upgrade work at the Hooten Road PS. This project will be included in the first loan application for NJEIT financing; however, construction is not scheduled to start until FY2020.

Liberty Road and Lincoln Drive Water Main Replacements

This project included 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.

All the new water main and house services have been installed. Restoration work and final paving, which is scheduled for early May, remain to be completed.

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. This project will be included in the first loan application for NJ Environmental Infrastructure Trust financing and construction is scheduled for FY2019.

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, valves and other associated equipment or devices will be rehabilitated or replaced. The Authority plans to apply for funding for this project from the NJ Environmental Infrastructure Trust.

Design work is substantially complete. We are addressing Authority comments and some additional work added to the contract. This project will be included in the first loan application for NJ Environmental Infrastructure Trust financing and construction is scheduled for FY2019.

Union Mill Farms Pump Station Flow Diversion Study

Currently the Union Mill Farms Pump Station discharges directly into the 24" 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 the Holiday Village East Pump Station or into gravity sewer mains that flow to the Stonegate Pump Station. 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 and pressure recorders were installed in the stations for over a month and we have just received and started to review the data.

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 drawings are substantially complete and were forwarded to the Authority for review and comment.

This project will be included in the first loan application for NJ Environmental Infrastructure Trust financing and construction is scheduled for FY2020.

Well No. 4 Redevelopment and Pump Repair

This contract was for the redevelopment of Well No. 4, including removal and repair of the existing well pump and the installation of the spare pump they Authority has stored. Upon completion of this project, the Authority expected to have appropriately sized spare well pumps for each of the production wells. The contract was awarded to Steffen Drilling, the low bidder, in the amount of \$103,400.00, at the January 18 meeting.

The existing well pump was found to be in very poor condition and not cost effective to repair. As a result, the Authority decided to use the allowance included in the contract for pump repair and purchase a new bowl assembly to have on hand in case there is a failure of the new pump that was just installed under this contract. Should there be a problem with the column pipe or pump shafting the spare pump in storage for Well 3 can be used.

Generator Replacement – 85 Elbo Lane

This project will include the replacement of the original 1974 generator, now oversized, located at 85 Elbo Lane. The new 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 are working on the plans and specs. This project is scheduled to be advertised for bids in July 2018 and bids received and the contract awarded in August 2018.

Nottingham Way Water Main Replacement

This project includes the replacement of approximately 500 LF of 6" water main. Survey work has been completed. Project schedule is dependent on the frequency of future water main breaks.

Saint David Drive Water Main Replacement – Phase 2

This project includes the replacement of approximately 1,400 LF of 6" water main. Survey work has been completed. Project schedule is dependent on the frequency of future water main breaks.

York Road Water Main Replacement

This project includes the replacement of approximately 1,200 LF of 6" water main. Survey work has been completed. Project is scheduled for construction in FY2019.

FY2018 Pump Station Painting

This project includes the maintenance painting of 4 sewage pumping stations. The stations that will be included in this contract are Hunters, Timbercrest, Brentwood, Devonshire and East Park. We anticipate advertising for bids in May 2018 and awarding the contract in June 2018.

In addition to the Hartford Road Warehouse to Garage Conversion, Tank Repairs and Orbal Aerator Repairs, the projects listed below are planned to be submitted to the Environmental Infrastructure Trust for financing under one loan application. We intend to submit the Planning Documents for this loan application by May 1, 2018.

- PLC Pump Station Monitoring System, construction scheduled for FY2020.
- Hartford Road WPCF Building Roof Replacements, construction scheduled for FY2019.
- Installation of lightning protection system, construction scheduled for FY2021.
- Replacement of plant lighting (tanks and parking lot), construction scheduled for FY2021.
- Upgrade belt filter press control panels, construction scheduled for FY2019.
- Replacement of heat tracing and insulation on exposed piping on various tanks throughout the plant, construction scheduled for FY2020.

Closed Session

A motion was made by Ms. Nardello, seconded by Mr. Francescone, voted on and unanimously approved to pass Resolution 2018-04-57 to close the meeting to discuss Regulatory Matters, Litigation and Potential Litigation, which are exempt from open meetings under the Sunshine Law, at 7:50 p.m.

Total votes: 4 ayes, 0 nays, 0 abstentions, 1 absent

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

The meeting was re-opened at 7:55 p.m., following a motion made by Mr. Francescone, and seconded by Ms. Nardello and with unanimous agreement from Ms. Capri, Mr. Knight, Mr. Francescone and Ms. Nardello.

Contracts

Following a motion made by Mr. Knight and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2018-04-58 Resolution Authorizing Acceptance of Hartford Road WPCF UV Disinfection Project (Gates) and Initiating the Two-Year Maintenance Period, MUA Contract No. 2015-22, with affirmative votes from Ms. Capri, Mr. Knight, Francescone and Ms. Nardello.

Total votes: 4 ayes, 0 nays, 0 abstentions, 1 absent

Following a motion made by Ms. Nardello and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2018-04-59 Resolution Approving Release of the Maintenance Bond for Orchard Pump Station Site Improvements and 81 Elbo Lane Paving Improvements, MUA Contract No. 2013-12, with affirmative votes from Ms. Capri, Mr. Knight, Francescone and Ms. Nardello.

Total votes: 4 ayes, 0 nays, 0 abstentions, 1 absent

Accounting and Financial**Discussion Regarding 2018 Appropriation to Mount Laurel Township**

Mr. Wiest explained how the state budget form “F8” is designed to determine the amount of Unrestricted Net Assets the Authority has available to use in the proposed budget. For FY19, he stated that the Water Utility continues to generate operating results which do not support making an appropriation to the township. This continues a trend experienced for several years. However, the Sewer utility continues to be able to support an

appropriation to the township, so the proposed budget reflects a \$388,002 payment in FY19, the maximum amount allowed. The Board discussed the appropriation and opted for the maximum.

Discussion of Authority Water and Sewer Budgets

Mr. Wiest reviewed the highlights of the budgets, noting any significant changes from last year.

Mr. Wiest noted that the FY19 budget anticipates an increase in the water utility rates, to be implemented in the second half of FY19. He explained that the Authority has not had a rate increase since 2013 and the water utility has been in need of one for a while now. Other rates, such as connection and ancillary fees, are in need of updating as well. These fees have not been changed since 2008.

Following a motion made by Mr. Knight and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2018-04-60 Resolution Endorsing Modification of Renewal and Replacement Reserve Fund, with affirmative votes from Ms. Capri, Mr. Knight, Francescone and Ms. Nardello.

Total votes: 4 ayes, 0 nays, 0 abstentions, 1 absent

Following a motion made by Mr. Francescone and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2018-04-61 Resolution Approving Authority Budget for Water and Sewer Service and Facilities for Fiscal Year from July 1, 2018 to June 30, 2019, with affirmative votes from Ms. Capri, Mr. Knight, Francescone and Ms. Nardello.

Total votes: 4 ayes, 0 nays, 0 abstentions, 1 absent

Resolution No. 2018-04-62 Resolution Declaring Intent of Authority to Reimburse itself from the Proceeds of One or More Tax Exempt Financings for Certain Expenditures Made and/or to be Made in Connection with the Acquisition and Construction and Equipping of Certain Capital Improvements was not prepared in time for the meeting and therefore tabled.

Following a motion made by Ms. Nardello, and seconded by Mr. Knight, the Board unanimously approved the Treasurer's Report for March 2018 and Payment Plan Status Report for April 2018, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight and Ms. Nardello.

Total votes: 4 ayes, 0 nays, 0 abstentions, 1 absent

Following a motion made by Mr. Knight, and seconded by Mr. Francescone, the Board unanimously approved Requisition #582 in the Amount of \$324,148.56 approving Accounts Payable Vouchers, with affirmative votes from Ms. Capri, Mr. Knight, Ms. Nardello and Mr. Francescone.

Total votes: 4 ayes, 0 nays, 0 abstentions, 1 absent

No Acquisition and Construction payments this month.

Following a motion made by Mr. Francescone, and seconded by Mr. Knight, the Board unanimously approved Requisitions #4123 through #4157 in the amount of \$197,961.08 from the Renewal and Replacement List, with affirmative votes from Ms. Capri, Mr. Knight, Ms. Nardello and Mr. Francescone.

Total votes: 4 ayes, 0 nays, 0 abstentions, 1 absent

Comments:

Ms. Carolan noted that we are doing a presentation and display regarding water supply at Rowan College at Burlington County on Monday.

Mr. Wiest thanked Mr. Trice for his work on the capital budget and thanked the staff members for their work on the entire FY19 budget, especially Jane Rottau and Tenisha Taylor.

Mr. Wiest said he will be presenting the budget for adoption after it is approved by the State, which is expected by the May meeting.

Mr. Wiest reminded the board of our past relationship with Thom Dickinson, who provided Energy Consulting services while with 5 Energy. Mr. Dickinson is now with Muirfield Energy, a firm in the same space as 5 Energy. Mr. Wiest recommended that going forward, we use Tom Dickinson / Muirfield Energy as our Energy Consulting firm, as the guidance received from Mr. Dickinson has been fruitful, with our entry into 3rd party electric supply contracts and energy curtailment programs. The Board approved the recommendation.

Following a motion made by Ms. Nardello, seconded by Mr. Knight, and with unanimous agreement from the members, the meeting was adjourned at 8:33 p.m.