

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

July 19, 2018

Chairwoman Coco-Capri 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:

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

Also in attendance were:

Russell Trice	Consulting Engineer
Pamela Carolan	Executive Director
David Wiest	Finance Director
Robert Adler	Operations Engineer
Thomas Hastie	Bond Counsel/Solicitor
Neil Grossman	Financial Advisor
Theresa Trumbetti	Stenographer

Chairwoman 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

Approval of the June 21, 2018 regular meeting minutes was tabled as a quorum of the members who were in attendance during the June meeting, were not in attendance during the July meeting at this point in time.

Developments/New Connections

Following a motion made by Mr. Smith and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2018-07-78 Resolution Approving Expiration of the Water and Sewer Maintenance Bonds for Roger’s Walk Phase III Project, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Ms. Nardello.

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

Approval of Resolution No. 2018-07-79 Resolution Declaring Tires Plus in Default of Contract for the Water and Sewer System Project was tabled.

Operations

Water System Summary

Ms. Carolan reported that there were 5 leaks since the last meeting.

Ms. Carolan said that one was near the fire department on Firehouse Lane and there was a major valve blowout in Millstream. The others were small leaks from valve exercising program.

Ms. Carolan noted that water use has increased since last month and added that the ASR is in recovery mode since the end of June.

Mr. Francescone arrived.

Wastewater System Summary

Ms. Carolan reported 6 pumping stations are operating out of normal parameters – one is the Larchmont pump station where there is a leak in the new chemical feed piping that goes into the new force main on Hartford Road; no spills of chemical as it's all contained within the new dual wall piping. Ms. Carolan said that sometimes the sewage goes septic in the downstream sections of the force main and coming into the plant because we can't keep the chemical dosage consistent with the temporary work around.

Ms. Carolan notes that there were several operating issues at the plant on July 3, 4, and 5 related to a lightning strike during the early evening of July 3. She added that the Authority's insurance carrier has been put on notice.

Mr. Francescone added that he was aware of a lightning strike at the plant during that time.

Ms. Carolan noted that the annual DEP inspection of the plant went very well – effluent sampled looked good and DEP is happy about the capital projects which are in the works, formal report will likely follow in 2 months.

Underdrains

Ms. Carolan reported that the MUA cleared 3 blockages last month and noted that mapping items are delayed.

Mr. Adler explained that the Township has authorized Alaimo Associates to review approved development plans, contractor construction notes and any other information available for the preparation of underdrain and sump pump header system plans. Bill Long, Township Engineer, advised Mr. Adler that he is approximately 50% complete. We have requested that he provide to us whatever has already been completed so we can begin to include this information into our GIS.

Minutes (cont'd)

Chairwoman Coco-Capri returned to the minutes section of the agenda at this time.

Following a motion made by Mr. Francescone and seconded by Mr. Knight, the Board unanimously approved the minutes for the June 21, 2018 Regular Meeting, with affirmative votes from Mr. Knight, Ms. Nardello and Mr. Francescone. Ms. Capri and Mr. Smith abstained from voting.

Total votes: 3 ayes, 0 nays, 2 abstentions, 0 absent

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 Pump Station force main, the Briggs Road Pump Station force main and the Millstream Pump Station force main connection to the main line on Union Mill Road have been combined into one contract for bidding purposes.

We are revising the plans and specs for the combined project to incorporate Authority comments. Funding for this project will be from a proposed private borrowing, which must be approved by the Local Finance Board. The Authority anticipates appearing before the LFB on August 15, 2018; therefore, we do not anticipate advertising for bids until late August or early September after LFB approval has been received.

Hartford Road WPCF and Elbo Lane WTP SCADA System Improvements

This project included 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.

All field work has been completed. As-built drawings and closeout documents are supposed to be submitted tomorrow.

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 1/2" 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 1/2" low pressure force main are both operational.

All field work has been completed. Closeout documents are being reviewed and the final payment is being prepared.

Hartford Road WPCF Pump Station Upgrade

This project included 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.

Due to recurring electrical problems a voltage recording meter was installed. A preliminary review of the data indicates that there are no major voltage fluctuation problems. Some low voltage conditions were recorded but they appear to be within PSE&G's allowable range. Subsequent testing of the variable frequency drives has determined that there is a problem with both drives and the manufacturer is scheduled to replace the drives today.

Ms. Carolan added that Authority field personnel indicated the new VFDs were replaced today and appear to be operating properly in the several hours since replacement.

Atrium and Hooten Road Pump Station Upgrade

No change in status. These projects have been added together due to like work and for economies of scale. Both stations will include electrical and control system upgrades. Plus, the Atrium station will also include pump replacement and a replacement emergency generator with connection to the Authority's adjacent Horizon Way Booster Station. 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 upgrades of the stations.

This project was included in the first loan application for NJ Infrastructure Bank (new name for Environmental Infrastructure Trust); construction is not scheduled to start until FY2020.

Devonshire Pump Station Upgrade

The Authority has authorized Alaimo to prepare plans and specs for the upgrade of the Devonshire Pump Station. The original pump station was constructed in 1977 as part of the Larchmont Village IV development. The station has been upgraded a few times since it was constructed; however, major work is now required to the electrical and mechanical systems to keep the station operating acceptably.

The Devonshire Pump Station receives flow from some of the Larchmont sections and from the Timbercrest Pump Station and the Rancocas Woods Pump Station. We recently became aware of a proposed housing project that may be constructed on Creek Road in Rancocas Woods, which based on the existing sewer infrastructure in that area would likely discharge into the Timbercrest Pump Station. We do not know if there is sufficient capacity in the Timbercrest and Devonshire Pump Stations to handle the flow from the proposed project; however, providing sewer to this project may necessitate determining how to provide sewer to the remainder of the properties on Creek Road as well as the other unsewered properties in Rancocas Woods; therefore, we do not recommend finalizing the Devonshire Pump Station Upgrade project until we have a better understanding for how public sewer will be provided to the unsewered properties in Rancocas woods and if ultimately wastewater from Rancocas Woods may be discharged into the Devonshire Pump Station.

Mr. Francescone added that the Authority will be invited by the Township to a meeting regarding Rancocas Woods which is planned for the evening of July 26th or August 2nd, at Cater2U.

Hartford Road WPCF Warehouse to Garage Conversion

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.

This project was included in the first loan application for NJ Infrastructure Bank financing and construction is scheduled for FY2019. Plans and specs have been forwarded to NJDEP for review.

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.

This project was included in the first loan application for NJ Infrastructure Bank financing and construction is scheduled for FY2019. We are finalizing the plans and specs and anticipate forwarding them to NJDEP for review next week.

Union Mill Farms Pump Station Flow Diversion Study

No change in status. 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 a gravity sewer main which flows to the Holiday Village East 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.

We are currently reviewing the flow and pressure data collected.

Hartford Road WPCF Orbal Aerator Repairs

No change in status. This project is for the repair of broken discs and hoods on some of the aerators on the orbital tank. When the aerators are repaired, the cell channels will also be cleaned.

The plans and specs are substantially complete. This project was included in the first loan application for NJ Infrastructure Bank financing and construction is scheduled for FY2020.

Well No. 4 Redevelopment and Pump Repair

No change in status. This contract was for the redevelopment of Well No. 4. The contract was awarded to Steffen Drilling, the low bidder, in the amount of \$103,400.00, at the January 18 meeting.

The new well pump has been installed and the well is in service. The spare pump bowl assembly has been delivered. SCADA modifications to the well pump control panel remains to be completed.

Generator Replacement – 85 Elbo Lane

No change in status. 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 now scheduled to be advertised for bids in August 2018 and bids received and the contract awarded in September 2018.

Nottingham Way Water Main Replacement

No change in status. 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

No change in status. 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. The plans and specs have been completed. Bids are scheduled to be received on August 7th and awarded at the August 16th meeting.

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 and East Park. The specs have been completed. Bids are scheduled to be received on August 7th and awarded at the August 16th meeting.

Hartford Road WPCF Plant Laboratory

This project includes the conversion of an existing storage building that formerly contained a package water treatment plant for the on-site well into a laboratory for plant operating personnel's use.

The final plans and specs will be forwarded to the Authority for review next week. This project is scheduled for construction in FY2019; however, the exact timing is dependent on NJDEP approval.

Other projects

In addition to the Hartford Road Warehouse to Garage Conversion, Tank Repairs, Orbal Aerator Repairs and the Plant Laboratory, the projects listed below were submitted to the NJ Infrastructure Bank for financing under the first loan application. The schedule for advertisement, receipt of bids and awarding the projects to be financed is very dependent on the time it takes NJDEP to review the planning documents, plans, specs and other loan documents. The date when NJDEP will approve each project to be advertised for bids is unknown at this time.

- 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 Mr. Smith, seconded by Ms. Nardello, voted on and unanimously approved to pass Resolution 2018-07-80 to close the meeting to discuss Regulatory Matters, Litigation and Potential Litigation, which are exempt from open meetings under the Sunshine Law, at 7:45 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 8:03 p.m., following a motion made by Mr. Smith, and seconded by Ms. Nardello and with unanimous agreement from Mr. Knight, Ms. Capri, Mr. Smith, Mr. Francescone and Ms. Nardello.

Contracts

Following a motion made by Mr. Francescone and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2018-07-81 Resolution Approving Award of Public Contract on an Emergency Basis to

Del Chevrolet, Inc. for Purchase of Vehicle, with affirmative votes from Mr. Knight, Mr. Francescone, Mr. Smith, Ms. Capri and Ms. Nardello.

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

Following a motion made by Ms. Nardello and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2018-07-82 Resolution Authorizing the Appointment of Muirfield Energy, Inc. to Provide Energy Advisory Service at no Direct Cost to the Mount Laurel Township Municipal Utilities Authority, with affirmative votes from Mr. Knight, Mr. Francescone, Mr. Smith, Ms. Capri and Ms. Nardello.

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

Accounting and Financial

Discussion Regarding Upcoming Bond Issues:

Mr. Wiest said that Mr. Hastie created a timeline for actions to be taken in the coming months concerning issuance of debt and added that the Board passed resolutions last month for the NJ Infrastructure Bank and LFB applications.

Mr. Hastie said the total amounts to \$17M for various projects and added the township approved borrowings of not to exceed \$17.5M. Application will be made to the LFB in August.

Mr. Hastie reviewed the timeline with the Board.

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2018-07-83 Resolution Adopting Amended Authority Budgets for Fiscal Year from July 1, 2017 to June 30, 2018, with affirmative votes from Mr. Knight, Mr. Francescone, Mr. Smith, Ms. Capri and Ms. Nardello.

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

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

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 Requisition #585 in the Amount of \$326,223.38 approving Accounts Payable Vouchers, with affirmative votes from Mr. Knight, Ms. Nardello, Ms. Capri, Mr. Smith and Mr. Francescone.

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. Smith, the Board unanimously approved Requisitions #4238 through #4272 in the amount of \$199,753.82 from the Renewal and Replacement List, with affirmative votes from Mr. Knight, Ms. Nardello, Ms. Capri, Mr. Smith and Mr. Francescone.

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

Comments:

Mr. Wiest reported that we sold 353 SRECs from Energy Year 2018 at \$207.50 each, for a total of ~\$73,200.

Mr. Wiest reported that a new A/P clerk started on July 9th. Michelle Holzinger's duties have been restructured to include A/R clerk and involvement with special projects to develop computer systems that will provide better, more streamlined processes.

Following a motion made by Mr. Knight seconded by Ms. Nardello, and with unanimous agreement from the members, the meeting was adjourned at 8:50 p.m.