

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

September 20, 2018

Chairwoman Coco-Capri called the regular meeting of the Mount Laurel Township Municipal Utilities Authority to order at 7:03 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
Christopher Smith	Member

Also in attendance were:

Kelly Grant	Solicitor
Russell Trice	Consulting Engineer
Pamela Carolan	Executive Director
David Wiest	Finance Director
Robert Adler	Operations Engineer
Neil Grossman	Financial Advisor
Thomas Hastie	Bond Counsel
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

Following a motion made by Mr. Knight and seconded by Mr. Smith, the Board unanimously approved the minutes for the August 16, 2018 Regular Meeting, with affirmative votes from Mr. Knight, Mr. Smith and Ms. Capri.

Total votes: 3 ayes, 0 nays, 0 abstentions, 1 absent

Developments/New Connections

None

Mr. Francescone arrived.

Operations

Water System Summary

Ms. Carolan reported that there was one leak since the last meeting, 7 valves were repaired and water usage has been on the lower end. In addition, our off-peak season with NJAWC begins on 10/1/18 and our annual nomination was reduced from 550 MGY to 450 MGY.

Ms. Carolan said that this is the second time we reduced our commitment and we are still in recovery mode with ASR – 75 MG will be stored for next year and we will re-charge again in January 2019.

Ms. Carolan noted that DEP has adopted new drinking water standards for PFNA and 1,2,3 TCP as of 9/4/18, Moorestown and Maple Shade had detections over the new limits. We have been testing, but our minimum testing threshold pursuant to standard methods, did not detect to the low threshold; we will be revising our protocol in conformance with DEP's new method, when it is issued.

Wastewater System Summary

Ms. Carolan reported 8 pumping stations are operating out of normal parameters and there was one force main break at Tricia Meadows and there continue to be problems with the Larchmont pumping station chemical feed.

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.

This project will be funded through the NJ Water bank (NJWB). We are revising the plans and specs for the combined project to incorporate NJWB requirements and Authority comments. We are also preparing the Planning Document, which is the initial submission that must be made for a NJWB project. This project will be combined in one loan application with the Elbo Lane Force Main Replacement project. The Elbo Lane Force Main Replacement project includes the replacement of a section of the 20" main force main from the west side of Church Street, under the Elbo Lane/Church street intersection and along Elbo Lane to a point near Well No. 7.

Before the Planning Document can be submitted survey work and some preliminary design must be completed to determine the new force main location. This work is ongoing.

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.

All work has been completed and final payment 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, in the amount of \$2,561,111.00 was awarded to Montana Construction Corp. at the Authority's May 2017 meeting. All field work has been completed. Closeout documents are being reviewed and the final payment is being prepared.

We are continuing to investigate the cause of the false alarm associated with a chemical piping leak at the Larchmont PS connection. It is now believed that the alarm may be associated with back pressure from the fittings that connect the chemical piping to the force main. We are investigating options for the replacement of those fittings.

Hartford Road WPCF Pump Station Upgrade

The project included the replacement of the pumps, controls and other equipment at a pump station located at the treatment plant. The contract in the amount of \$368,200.00, was awarded to TKT Construction Co., Inc. at the Authority's April 2017 meeting.

All work has been completed and final payment is recommended.

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

No change in status. This project is for an upgrade of the station which was originally constructed in 1977 as part of the Larchmont Village IV development. The station has been upgraded a few times since then; however, major work is now required to the electrical and mechanical systems to keep it 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.

Since the existing electrical building will be replaced with a larger building in Mount Laurel Township Planning Board Site Plan approval will be required. We are preparing this application and intend to proceed through the approval process as soon as possible since the building size should not change regardless of the ultimate station capacity.

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.

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

No change in status. 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 NJWB financing and construction is scheduled for FY2019. The plans and specs have been completed and forwarded to NJDEP for review.

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 have reviewed the flow metering data collected and determined that there is sufficient excess capacity in Holiday Village East Pump Station to handle the wastewater flows currently being processed plus the wastewater flows currently being discharged into the Union Mill Farms Pump Station. The Union Mill Farms Pump Station would have to be modified to reduce the pumping capacity to accommodate the new pumping conditions (lower pump discharge pressures) and more closely match the station influent flows. It was also determined that the gravity sewer lines that would convey the flow in Holiday Village East have a greater capacity than those in Stonegate (which has many slopes that are too flat which reduces capacity) and can more readily handle the additional flow from Union Mill Farms.

Hartford Road WPCF Orbital 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 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. The contract was awarded to Steffen Drilling, the low bidder, in the amount of \$103,400.00, at the January 18 meeting.

All work has been completed and final payment is recommended.

Generator Replacement – 85 Elbo Lane

This project includes the replacement of the generator located at 85 Elbo Lane. The generator at 85 Elbo Lane is the original generator installed when the first Elbo Lane WTP was constructed in the early 1970's.

The contract has been advertised for bids, which are scheduled to be received on October 11, 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. This contract in the amount of \$265,945.00 was awarded to Pioneer Pipe Contractors, Inc. at the August 2018 meeting.

The preconstruction meeting was held and Notice to Proceed issued on September 12, 2018. All work except for final paving is to be completed by January 10, 2019.

FY2018 Pump Station Painting

This project includes the maintenance painting of 4 sewage pumping stations. The stations included in this contract are Hunters, Timbercrest, Brentwood and East Park. This contract in the amount of \$76,000.00 was awarded to Allied Painting, Inc. at the August 2018 meeting.

The preconstruction meeting was held and Notice to Proceed issued on September 12, 2018. All work is to be completed by January 10, 2019.

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.

This project is scheduled for construction in FY2019; however, the exact timing is dependent on NJDEP approval. A Minor Site Plan Alteration application is being prepared for submission to the Township Planning Board.

Hartford Road WPCF Filter Press Control Panel Replacement (NJWB)

No change in status. This project included the replacement of the filter press controls and filter press belt motors. This project is scheduled for construction in FY2019; however, the exact timing is dependent on NJDEP approvals. Plans and specs have been prepared and forwarded to the Authority for review.

In addition to the Hartford Road Warehouse to Garage Conversion, Tank Repairs, Orbital Aerator Repairs and the Plant Laboratory, the projects listed below were submitted to the Environmental Infrastructure Trust 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.
- Replacement of heat tracing and insulation on exposed piping on various tanks throughout the plant, construction scheduled for FY2020.

2018 Sanitary Sewer Rehabilitation

Ms. Carolan summarized the project as the design was performed by Environmental Resolutions Inc. This project includes lining of approximately 1200' of 10" and 2400" of 16" diameter sanitary mains and rehabilitation of 15 manholes in the Birchfield development. Bids were taken and 4 bids were received for this project. Award of Contract 2018-12 is recommended to National Water Main Cleaning Co. in the amount of \$216,792.00.

Chairwoman Capri noted that our Bond Counsel and Financial Advisor are in attendance and that we could discuss the Bond related issues be discussed at this time so that they may leave when done.

Accounting and Financial

Neil Grossman and Tom Hastie were in attendance.

Mr. Wiest noted that at this meeting, the Board will be passing the First Supplemental Subordinated Utility System Revenue Bond Resolution which authorizes borrowings not to exceed \$17,500,000.

Mr. Grossman spoke of the five proposals received from underwriting firms, his review of those proposals and his ultimate recommendation to select RBC Capital Markets as Underwriter.

Mr. Wiest said the Authority appeared at the September 12th meeting of the Local Finance Board (LFB). Ms. Carolan, Mr. Grossman and Mr. Hastie were in attendance. The LFB voted favorably on the Authority's application for its upcoming financing activity. Mr. Wiest noted that the board members are required to pass a resolution and a Group Affidavit acknowledging the member's review of the findings and recommendations of the LFB. Upon Mr. Hastie's advice, the members were invited to adopt the requisite resolution and group affidavit at this meeting based on the LFB's actions at their September 12th meeting, notwithstanding the LFB's findings and recommendations had not yet been received in writing.

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2018-09-99 Resolution Approving First Supplemental Subordinated Utility System Revenue Bond Resolution Relating to Subordinated Utility System Revenue Bonds, Series 2018, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Mr. Francescone.

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

Following a motion made by Mr. Smith and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2018-09-100 Resolution Authorizing Group Affidavit to Local Finance Board (2018 Capital Plan), with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Mr. Francescone.

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

Following a motion made by Mr. Knight and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2018-09-101 Resolution Authorizing Appointment of RBC Capital Markets, LLC in the amount of \$3.52/\$1,000 of Bonds as Underwriter for the Mount Laurel Township Municipal Utilities Authority, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Mr. Francescone.

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

Mr. Hastie and Mr. Grossman left the meeting at this time.

Closed Session

A motion was made by Mr. Smith, seconded by Mr. Knight, voted on and unanimously approved to pass Resolution 2018-09-89 to close the meeting to discuss Regulatory Matters, Litigation and Potential Litigation, which are exempt from open meetings under the Sunshine Law, at 7:40 p.m.

Total votes: 4 ayes, 0 nays, 0 abstentions, 0 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. Smith, and seconded by Mr. Francescone and with unanimous agreement from Mr. Knight, Ms. Capri, Mr. Francescone and Mr. Smith.

Contracts

Following a motion made by Mr. Smith and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2018-09-90 Resolution Approving Final Change Order No. 1 for Well #4 Redevelopment, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Mr. Francescone.

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

Following a motion made by Mr. Smith and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2018-09-91 Resolution Approving Acceptance of Well #4 and Start of the 2 Year Maintenance Period, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Mr. Francescone.

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

Following a motion made by Mr. Smith and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2018-09-92 Resolution Approving Acceptance of the Hartford Road Water Pollution Control

Facility Pump Station Upgrade and Start of the 2 Year Maintenance Period, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Mr. Francescone.

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

Following a motion made by Mr. Smith and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2018-09-93 Resolution Approving Change Order No. 7, Contract No. 2014-21, Hartford Road WPCF and Elbo Lane WTP SCADA Project, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Mr. Francescone.

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

Following a motion made by Mr. Smith and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2018-09-94 Resolution Authorizing Acceptance of the Hartford Road Water Pollution Control Facility and 41 Elbo Lane SCADA Project and Establish Start of the 2 Year Maintenance Period, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Mr. Francescone.

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

Following a motion made by Mr. Smith and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2018-09-95 Resolution Authorizing Award of the 2018 Sanitary Sewer Rehabilitation Project with ERI to National Water Main Cleaning Co., in the amount of \$216,792.00, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Mr. Francescone.

Total votes: 4 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. 2018-09-96 Resolution Approving Appointment of Wills of New Jersey, Inc. to provide Property Insurance Coverage Including Boiler and Machine, Inland Marine, Crime, General Liability, Auto, Excess Liability and NJ PLIGA through the American Alternative Company in the amount of \$182,020.00 for the Mount Laurel Township Municipal Utilities Authority, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Mr. Francescone.

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

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2018-09-97 Resolution Approving Appointment of Wills of New Jersey, Inc. to provide Public Officials Liability Insurance Coverage through Greenwich Insurance Group in the amount of \$16,448.00 for the Mount Laurel Township Municipal Utilities Authority, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Mr. Francescone.

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

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2018-09-98 Resolution Approving Appointment of Wills of New Jersey, Inc. to provide Cyber Liability Insurance Coverage through CSC/Lloyd's of London in the amount of \$4,000.00 for the Mount Laurel Township Municipal Utilities Authority, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri and Mr. Francescone.

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

Accounting and Financial (continued)

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

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

Following a motion made by Mr. Francescone, and seconded by Mr. Smith, the Board unanimously approved Requisition #587 in the Amount of \$526,335.20 approving Accounts Payable Vouchers, with affirmative votes from Mr. Knight, Mr. Francescone, Ms. Capri and Mr. Smith.

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

No payments from the Acquisition and Construction Account this month.

Following a motion made by Mr. Knight, and seconded by Mr. Francescone, the Board unanimously approved Requisitions #4320 through #4372 in the amount of \$415,659.59 from the Renewal and Replacement List, with affirmative votes from Mr. Knight, Mr. Francescone, Ms. Capri and Mr. Smith.

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

Comments:

Ms. Carolan noted that hydrant flushing begins 9/25 and will last for 4 weeks and will be done 24/7.

Ms. Carolan said the Fall Festival is this Saturday and the MUA will be participating.

Mr. Wiest noted that the audit field work starts Monday.

Following a motion made by Mr. Francescone seconded by Mr. Knight, and with unanimous agreement from the members, the meeting was adjourned at 8:28 p.m.