

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

October 17, 2013

Chairperson Misselwitz called the regular meeting of the Mount Laurel Township Municipal Utilities Authority to order at 6:00 p.m. in the Elbo Lane Water Treatment Plant Facility Meeting Room.

Those in attendance were:

James Misselwitz	Chairperson
Geraldine Nardello	Vice Chairperson
Elwood Knight	Secretary
Christopher Smith	Member
John Francescone	Member

Also in attendance were:

Anthony Drollas	Solicitor
Russell Trice	Consulting Engineer
Pamela Carolan	Executive Director
David Wiest	Finance Director
Robert Adler	Operations Engineer
Brian Scott	Safety/Human Resources Director
Theresa Trumbetti	Stenographer

Chairperson Misselwitz 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 were no members of the public in attendance.

**Minutes**

Following a motion made by Mr. Smith, and seconded by Mr. Knight, the Board approved the minutes of the September 19, 2013 Regular Meeting, with affirmative votes from Mr. Knight, Mr. Misselwitz, Ms. Nardello and Mr. Smith. Mr. Francescone abstained from voting.

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

Following a motion made by Mr. Smith, and seconded by Ms. Nardello, the Board approved the minutes of the October 3, 2013 Special Meeting, with affirmative votes from Mr. Knight, Mr. Misselwitz, Ms. Nardello and Mr. Smith. Mr. Francescone abstained from voting.

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

## **Operations**

### **Water System Summary**

Ms. Carolan reported that NJ American is on as of October 1<sup>st</sup> and Willingboro is turned on as needed; Willingboro is completing work at their plant. Evesham is taking .5 MGD which is normal and Elbo Lane is running at a reduced flow.

Ms. Carolan added that Well #6 has control problems that have to be re-configured over the winter.

Ms. Carolan also noted that she is estimating we will leave 100 MG of our 2013 allocation in the ground and we have applied to DEP to carry over to 2014, although we probably won't be successful.

Ms. Carolan said our ASR recovery for the last year was complete; we retrieved all of the water we put in during this cycle.

Ms. Carolan added that hydrant flushing is complete and there has been one water main break since the last meeting. The water plant at 85 Elbo had a leak of sodium hydroxide years ago and we have been remediating, but will have to do groundwater pumping for at least the next year.

### **Wastewater System Summary**

Ms. Carolan reported that there are 6 pumping stations currently operating outside of normal parameters.

In addition, Ms. Carolan noted that two additional isolation valves were just installed on the sewer force main on Moorestown – Mt. Laurel Rd.

Ms. Carolan added that at the sewer plant, belt filter press #2 is back in service, but only one sludge transfer pump is working and we cannot press as much as normal during regular business hours – in order to keep our solids content in balance, we are incurring some overtime to operate the one press for additional hours.

Ms. Carolan noted that additional hydraulic problems are occurring with the UV system.

## **Presentation of Engineer's Status Report**

### **Orchard Sanitary Sewer Pumping Station Electrical Modifications**

Mr. Trice noted that this project includes the replacement of electrical supply, pump motors and pump control equipment, the existing building roof and roof support system.

Mr. Trice added that the Township has approved the Authority's Minor Site Plan Alteration application.

The Authority is reviewing the final set of plans and specifications.

### **Orchard Sanitary Sewer Pumping Station Site Work**

No change in status.

Mr. Trice reported that this project includes the installation of storm drainage structures, paving and new fencing.

Mr. Trice added that the Township has approved the Authority's Minor Site Plan Alteration application, his office has forwarded plans to the Authority for review and that the Authority has temporarily put this project on hold pending budget reviews.

### **Hartford Road WPCF – UV Disinfection Equipment**

Mr. Trice reported that this project includes the installation of new UV disinfection equipment in a spare effluent channel that was provided when the facility was constructed in 1995-1996.

Mr. Trice added that design work is complete. The contract will be advertised for bids on Monday October 21 and bids are scheduled to be received on November 15.

### **Holiday Village East Pumping Station Improvements**

Mr. Trice reported that the Project includes the replacement and relocation of electrical equipment.

Mr. Trice noted that the contract was awarded to B&H Contracting, Inc., the low bidder in the amount of \$165,890.00 at the Authority's September meeting. The contractor is submitting shop drawings for approval.

### West Berwin Way Water Main Replacement

Mr. Trice reported that this project includes the replacement of approximately 700 feet of 10" water main on Berwin Way, which is off of North Lake Drive in Holiday Village. Estimated construction cost is approximately \$250K.

Mr. Trice noted that the contract was awarded to South State, Inc., the low bidder in the amount of \$219,988.45 at the Authority's September meeting. Work is expected to start in early November.

### 81 Elbo Lane Building Modifications

Mr. Trice reported that he is working with Authority personnel to identify various options for the renovation of the building and the associated code requirements.

Mr. Trice said he will be preparing schematic drawings for ADA compliant bathrooms for the Authority's review. Ultimately, drawings showing ADA compliant bathrooms, emergency lighting and ADA compliant building access and egress will have to be submitted to the construction code official for approval.

### Hooten Road Water Main Replacement

Mr. Trice reported that he is preparing plans and specifications for the replacement of approximately 100 LF of deteriorated water main on Hooten Road near the Authority's sewage pumping station.

### Well No. 6 VFD Installation

Mr. Trice reported that due to ongoing problems with the existing reduced voltage motor starter associated with the well pump we are preparing plans and specifications for its replacement with a variable frequency drive motor starter.

### Closed Session

A motion was made by Ms. Nardello, seconded by Mr. Smith, voted on and unanimously approved to pass Resolution 2013-10-95 to close the meeting to discuss Litigation, Potential Litigation and Personnel Issues, which are exempt from open meetings under the Sunshine Law, at 6:29 p.m.

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

Litigation and Potential Litigation – SEE CLOSED PORTION OF MEETING

The meeting was re-opened at 6:35 p.m., following a motion made by Mr. Francescone, and seconded by Mr. Smith and with unanimous agreement from Mr. Misselwitz, Mr. Smith, Ms. Nardello, Mr. Francesone and Mr. Knight.

### Contracts

Following a motion made by Mr. Francescone, and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2013-10-96 Resolution Authorizing Advertisement of Notice of Request, Solicitation and Invitation for Proposals for Various Annual Appointments for Professional Services, with affirmative votes from Mr. Knight, Mr. Smith, Mr. Francescone, Ms. Nardello and Mr. Misselwitz.

Total votes: 5 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. 2013-10-97 Resolution Awarding Contract No. 2013-14 to Rio Supply, Inc. for the purchase of 650 – 5/8 inch Neptune Water Meters and 50 – 1 inch Neptune Water Meters in the amount of \$187,050.00, with affirmative votes from Mr. Knight, Mr. Smith, Mr. Francescone, Ms. Nardello and Mr. Misselwitz.

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

Following a motion made by Mr. Francescone, and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2013-10-98 Resolution Authorizing the Appointment of Willis of New Jersey, Inc., to Provide Environmental Impairment Liability Insurance Coverage through ACE Environmental Risk Firm in the

Amount of \$56,651.31 Amending MUA Resolution No. 2013-09-88 in the Amount of \$53,953.23, with affirmative votes from Mr. Knight, Mr. Smith, Mr. Francescone, Ms. Nardello and Mr. Misselwitz.  
Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent.

Following a motion made by Ms. Nardello, and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2013-10-99 Resolution Approving Award of Contract No. 2013-15 for Design and Installation of Heating, Cooling and Ventilation System for the existing building at 81 Elbo Lane, and authorizing the Executive Director to evaluate all bids and execute documents as necessary to enter into Contract No. 2013-15, with affirmative votes from Mr. Knight, Mr. Smith, Mr. Francescone, Ms. Nardello and Mr. Misselwitz.  
Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent.

Following a motion made by Mr. Knight, and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2013-10-100 Resolution Approving Award of Contract No. 2013-16 for Surface Restoration of the Existing Asphalt Roofing System for the 15,600 square foot low slope roof at 81 Elbo Lane, and authorizing the Executive Director to evaluate all bids and execute documents as necessary to enter into Contract No. 2013-16, with affirmative votes from Mr. Knight, Mr. Smith, Mr. Francescone, Ms. Nardello and Mr. Misselwitz.  
Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent.

### **Accounting and Financial**

Following a motion made by Mr. Smith, and seconded by Ms. Nardello, the Board approved the Treasurer's Report for August 2013 and Payment Plan Status for September 2013, with affirmative votes from Mr. Knight, Ms. Nardello, Mr. Misselwitz, Mr. Francescone 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 approved Requisition #528 in the amount of \$322,395.04 approving Accounts Payable Vouchers, with affirmative votes from Mr. Knight, Mr. Misselwitz, Ms. Nardello, Mr. Francescone and Mr. Smith.  
Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

Following a motion made by Ms. Nardello, and seconded by Mr. Smith, the Board approved Requisition #4189 through #4191 in the amount of \$2,312.25 from the Acquisition and Construction List, with affirmative votes from Mr. Knight, Mr. Misselwitz, Ms. Nardello, Mr. Francescone and Mr. Smith.  
Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

Following a motion made by Mr. Smith, and seconded by Mr. Knight, the Board approved Requisition #2422 through #2442 in the amount of \$103,600.76 from the Renewal and Replacement List, with affirmative votes from Mr. Knight, Mr. Misselwitz, Ms. Nardello, Mr. Francescone and Mr. Smith.  
Total votes: 4 ayes, 0 nays, 0 abstentions, 0 absent

**Comments:**

Ms. Carolan noted that the Fall Festival was a success.

Ms. Carolan noted that the resident with the water quality issues, Mr. Myers, sent an email thanking us for taking care of his problem.

Mr. Wiest noted that ebilling and on line payments are being developed and tested.

Mr. Wiest added that the audit is finished, exit conference has been held and the final report is being compiled. There will be a finding regarding timeliness of deposits as we did not meet the 48 hour deposit requirement in 12 instances within the auditors' sampling. We have already taken steps to fix this issue and a corrective action plan will be developed for board approval and filing with the state. The final report will be sent to the members and they will be passing a November resolution that they have reviewed the report, including the finding.

Mr. Adler noted that selected interior demolition of the existing 81 Elbo Lane building is ongoing. Charlie Shoemaker is tracking the overall project and Jeff Hammell is supervising the work. To date we have had approximately 22 employees involved, totaling approximately 300 man-hours. They are doing an outstanding job. They have worked harder and have been more resourceful than anticipated. Mr. Adler continued that the Township Construction Official has been contacted and has volunteered his assistance, as much as possible, in making this a successful project.

The Board members requested that Mr. Adler convey their appreciation of the employee's efforts.

The Board members welcomed Mr. Francescone.

Following a motion made by Mr. Smith, seconded by Ms. Nardello, and with unanimous agreement from the members, the meeting was adjourned at 7:13 p.m.