

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

November 21, 2013

Chairperson Misselwitz called the meeting of the Mount Laurel Township Municipal Utilities Authority to order at 6:05 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
Brian Scott	Safety/Human Resources Director
Robert Adler	Operations Engineer
Diane Ordille	Administrative Assistant

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 Ms. Nardello, and seconded by Mr. Smith, the Board approved the minutes of the October 7, 2013 Regular Meeting with affirmative votes from Mr. Knight, Mr. Misselwitz, and Mr. Francescone.

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

Water System Summary

Ms. Carolan reported that annual water use is still low. 100 MG allocation will not be used, a request was sent to DEP to carryover this allocation and they said declined our request.

Ms. Carolan indicated that in the past waivers of the minimum quarterly purchase from Willingboro MUA were approved. Mr. Misselwitz instructed Ms. Carolan to make a similar request for this quarter.

Ms. Carolan noted that there have been 9 water main breaks and one in the Birchfield section where we broke an unmarked PSE&G gas main. No issues resulted from this break; PSE&G repaired and indicated that their drawings have inaccuracies in Birchfield.

Ms. Carolan added that there were problems today at the W. Berwin Way main replacement job. The existing main blew apart beneath a storm sewer. We don't know yet about additional costs but will be charged by the contractor for emergency repair work performed.

Wastewater Summary

Ms. Carolan reported there are 5 pumping stations currently operating outside of normal parameters.

Ms Carolan said that there continue to be problems with the UV control system at the plant resulting in approximately \$500/week additional electricity expense. The UV system replacement is scheduled to be ready in 9 months.

Ms. Carolan also noted that there were problems with the sludge transfer pump and VFD's are being installed. Currently 2 of the 4 pumps are running so we are in a stable operating position with regard to sludge removal.

Presentation of Engineer's Status Report

Sanitary Sewer Rehab Project (2009-7, Ramblewood & Devonshire)

Mr. Trice reported that material from the new lining broke off and clogged Ramblewood Pump Station last year. Additional areas were found with the liner material breaking off after jetting. Mr. Trice has written several letters to the contractor, EnTech. EnTech has responded and proposed cleaning and sampling of one section. Mr. Trice indicated he is going to propose a meeting with EnTech to reach an agreeable plan to correct the problem.

Hartford Road WPCF-UV Disinfection Equipment

Mr. Trice notes that four (4) bids were received on November 15th and B & H Contracting Inc., was the low bidder in the amount of \$664,900.00. Award is recommended.

Orchard Pumping Station Electrical Modifications

Mr. Trice reported that there is no change in status.

Orchard Sanitary Sewer Pumping Station Site Work

Mr. Trice notes that there is no change in status.

Holiday Village East Pumping Station Improvements

Mr. Trice indicates the contractor continues to submit shop drawings for approval and has started work on-site.

West Berwin Way Water Main Replacement

Mr. Trice adds that this project was started on November 18th and the contractor plans on completing the job by December 6th.

81 Elbo Lane Building Modifications

Mr. Adler stated that all bids for the roof resurfacing contract have been rejected and that this project will be rebid with substantial revisions to the contract specifications. The specifications will be reviewed and revised based on the outcome of a non-destructive survey of the existing roof to determine the extent of

moisture currently present in the roof insulation and the most cost effective method for repair. The non-destructive moisture survey will cost approximately \$2,000.

Mr. Adler also stated that the HVAC contract work is ongoing and progressing as scheduled. The work will be completed in approximately two weeks, weather permitting.

He went on to say that a roofer has been hired to flash and seal the HVAC and skylight units. They will also be installing the sky lights. The skylight contractor will only be installing the portion of the skylight tubing within the building.

Mr. Adler reported that the Minor Site Plan Alteration application will be submitted to the Township this week. And that our personnel are continuing work both inside and outside of the building.

Hooton Road Water Main Replacement

Mr. Trice reported that we are preparing plans and specification for the replacement of approximately 100 LF of deteriorated water main on Hooton Road near the Authority's pumping station.

Well No. 6 VFD Installation

Mr. Trice indicates that this contract will also include the installation of a new flow meter and the plans are close to being complete.

Closed Session

A motion was made by Chris Smith, seconded by Ms. Nardello, voted on and unanimously approved to pass Resolution 2013-11-101 to close the meeting to discuss Litigation, Potential Litigation and Personnel Issues, which are exempt from open meetings under the Sunshine Law, at 6:35 pm

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

Litigation and Potential Litigation – SEE CLOSED PORTION OF MEETING

The meeting was reopened at 7:35 pm, following a motion made by Mr. Knight, and seconded by Mr. Francescone and with unanimous agreement from Mr. Misselwitz, Mr. Smith and Ms. Nardello.

Contracts

Following a motion made by Mr. Francescone, and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2013-11-102 Resolution Approving award of Contract Following Receipt of Competitive Bids (Hartford Road WPCF UV Disinfection Equipment Improvements Contract No. 2013-05) with affirmative votes from Mr. Knight, 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 Mr. Smith, the Board unanimously approved Resolution No. 2013-11-103 Resolution Approving award of Contract Following Receipt of Competitive Bids (Roofing System 81 Elbo Lane Contract No. 2013-05) Bid Rejections with affirmative votes from Mr. Knight, 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. Knight, the Board unanimously approved Resolution No. 2013-11-104 Resolution Approving award of Contract Following Receipt of Competitive Bids (Contract No. 2013-15, HVAC Design and Installation, 81 Elbo Lane) with affirmative votes from Mr. Francescone, Mr. Smith 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 Mr. Francescone, the Board unanimously approved Resolution No. 2013-11-105 Resolution Concerning Reviewing of Annual Audit Report and Group Affidavit (signed by all members-three (3) original copies) with affirmative votes from Mr. Knight, 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. Francescone, the Board unanimously approved Resolution No. 2013-11-106 Resolution Regarding Corrective Action Plan Adopted in Response to Annual Audit Report for Fiscal Year Ending June 30, 2013, with affirmative votes from Mr. Knight, Mr. Smith 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 Treasurers Report for September 2013 and Payment Plan Status Report for October 2013, with affirmative votes from Ms. Nardello, Mr. Francescone 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 Treasurers Report for September 2013 and Payment Plan Status Report for October 2013, with affirmative votes from Ms. Nardello, Mr. Francescone and Mr. Misselwitz.

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

Following a motion made by Mr. Knight, and seconded by Mr. Smith, the Board unanimously approved Requisition #529 in the amount of \$1,335,397.06 for the accounts payable voucher, with affirmative votes from Ms. Nardello, Mr. Francescone 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 Requisition #4192 through #4200 in the amount of \$9,464.37 from the Acquisition and Construction list, with affirmative votes from Mr. Knight, Mr. Francescone 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 Requisition #2443 through #2475 in the amount of \$135,439.41 from the Renewal and Replacement list, with affirmative votes from Mr. Knight, Mr. Smith and Mr. Misselwitz.

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

Comments:

Ms. Carolan said that on the Preliminary Agenda there was a Resolution for a new Pickup Truck. There is a memo indicating there were no bids received, therefore we will utilize the State Contract which is due out next month.

Ms. Carolan also noted that last Friday a presentation was given to the 3rd graders at Hillside Elementary; two of our employees did the watershed presentation to 70-80 students.

Mr. Wiest discussed payment to the Township for FY13 in the amount of \$578,390 on October 30, 2013.

Mr. Wiest also mentioned that the Township paid \$32,700 for the underdrain system and this brings them current through June and the outstanding balance from July through October 2013 is \$11,000.

Mr. Scott reported the Mt. Laurel Fire Department conducted emergency rescue drills at several of our locations including E. Park Pump Station and the Hartford Road Facility. They have also requested our financial assistance in purchasing some rescue equipment. Mr. Scott indicated he will look further into the request and present to the Board.

Mr. Adler reported that inverter number 1 at the Ramblewood solar facility has experienced some recent equipment failures but that the failed equipment was replaced under warranty.

Following a motion made by Mr. Knight, seconded by Mr. Francescone, and with unanimous agreement from the members, the meeting was adjourned at 7:35 p.m.