

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

December 21, 2017

Chairman Smith 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:

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

Also in attendance were:

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|----------------|--------------------------|
| Kelly Grant | Solicitor |
| Russell Trice | Consulting Engineer |
| Pamela Carolan | Executive Director |
| David Wiest | Finance Director |
| Robert Adler | Operations Engineer |
| Brian Scott | Human Resource Director |
| Diane Ordille | Administrative Assistant |

Chairman Smith 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 Ms. Capri, the Board unanimously approved the minutes for the November 16, 2017 Regular Meeting, with affirmative votes from Mr. Knight, Ms. Capri, Mr. Smith and Ms. Nardello.

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

Developments/New Connections

Following a motion made by Ms. Nardello, and seconded by Ms. Capri, the Board unanimously approved Resolution No. 2017-12-117 Resolution Approving the Release of the Sanitary Sewer Performance Bond for the ARS Hospitality (Wyndham) 1111 Route 73 Project, with affirmative votes from Ms. Nardello, Ms. Capri, Mr. Knight and Mr. Smith.

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

Following a motion made by Mr. Knight and seconded by Ms. Capri, the Board unanimously approved Approval of Resolution No 2017-12-118 Resolution Approving Release of Performance Bonds for DSW (M-181-201-401) Project, 64 Centerton Road, with affirmative votes from Mr. Knight, Ms. Capri, Mr. Smith and Ms. Nardello

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

Following a motion made by Ms. Nardello and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2017-12-119 Resolution Approving Release of the Performance Bonds for ESBI Holdings, LLC (M-181-201-207) Project, 101 Gaither Drive with affirmative votes from Ms. Nardello, Mr. Knight, Ms. Capri and Mr. Smith.

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

Operations

Water System Summary

Ms. Carolan noted that there were 4 water main leaks since the last meeting.

Ms. Carolan discussed a situation on Brentwood Road in the Ramblewood section that could either be a water main leak or a situation with the underdrain system being surcharged. Several holes were drilled and no water came up; the water department performed a valve repair and continues to investigate. The residents at 130 and 132 Brentwood had water in their basements and contracted with ServPro for cleanup. This was reported to our insurance company.

Ms. Carolan noted 1 fire hydrant in the Birchfield area was hit by a car and out of service.

Ms. Carolan reported that our full water allocation has been used and we are meeting our contracts with Willingboro and NJAWC.

Ms. Carolan also noted that the Water Quality Accountability Act (WQAA) was signed into law by the Governor and became effective 10/20/17. A summary sheet was distributed and discussed.

Ms. Carolan added that the WQAA prescribes minimum requirements for components within the distribution system, plus cybersecurity and asset management.

Ms. Carolan also added that the Authority will need to make some modifications for compliance with the WQAA which should not be overwhelming for us due to the setup of our operations; however, we are in the process of assessing related manpower needs.

Mr. Francescone arrived at this time.

Wastewater System Summary

Ms. Carolan reported 3 pumping stations are operating outside of normal parameters.

Ms. Carolan noted that there was another sewer backup at the main township building in their lateral. The MUA will inquire if the township has a holding cell where possibly items are being put into the toilet that aren't flushable causing blockages.

Ms. Carolan explained there were 2 service line breaks on Hartford Road force main during the construction project. Costs will be broken down to determine what is our responsibility and what is the contractor's responsibility. The second break required more trucking (8-10 trucks) and took more time to repair.

Ms. Carolan reported that Primary #1 experienced a weir failure. It will be temporarily repaired after the holidays. Tank rehab was already on the capital plan for rehab in 2019.

Presentation of Engineer's Status Report

Mr. Trice presented the report.

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 95% of the change order work requested by the Authority. This change order work included upgrades to the video/security system at Elbo Lane WTP and remote water facilities and tank sites, and connection of a new level transducer at Well 3.

St. David Drive Road Water Main Replacement

The project included the replacement of 4 and 6" water main with approximately 1,700 LD of 8" water main. The contract in the amount of \$414,000.00 was awarded to DSC Construction, Inc. at the Authority's June 16, 2016 meeting.

The contractor has completed all punch list work and final payment is recommended.

Wharton Road Water Main Replacement

No change in status. This project included replacement of approximately 240' water main. A contract was awarded to DSC Construction Inc. in the amount of \$147,242.00 at a special meeting held on September 11, 2015. The new main has been in service since fall 2016. The contractor's surveyor is in the process of collecting the additional information needed to complete the as-built drawings.

At our direction, in December 2016 another contractor milled, regraded and repaved the area where water was ponding at the location of a previous water main break. The repaving corrected some of the ponding problem; however, there are still areas that do not drain. We are investigating other methods to correct the problem.

Additional questions were raised by Authority personnel regarding the GIS as-builts submitted by the contractor. We are currently investigating these questions and responding to the Authority.

East Park and Turnpike Pump Stations Level Control and Electrical Equipment Upgrades

No change in status. This project included the replacement of the wet well level control systems and the installation of new electrical equipment at both stations. The contract was awarded to MJF Electrical Contracting, Inc. in the amount of \$215,000 at the Authority's February 18, 2016 meeting. All work was completed by early 2017 except for punch list items, as-builts and closeout documentation. Electrical as-builts were submitted, reviewed and returned to the contractor for correction.

Correspondence was sent to the contractor indicating that all closeout documents including as-builts must be completed within thirty (30) days or their bonding company will be contacted.

Hartford Road WPCF UV Tank Slide Gate Replacement

No change in status. The purpose of 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 inspected by the manufacturer. The UV system has been in operation since March 2017. Electrical as-builts were submitted, reviewed and returned to the contractor for correction.

Correspondence was sent to the contractor indicating that all closeout documents including as-builts must be completed within thirty (30) days or their bonding company will be contacted.

Grant Road and St. Andrews Drive Water Main Replacements

No change in status. This project included the replacement of 990 feet of 6" water main with 8" water main on Grant Road, and the replacement of 1,140 feet of 6" water main on St. Andrews Drive and St. Andrews Court. RTW Construction, Inc. was awarded the contract in the amount of \$667,155.00 at the October 2016 meeting.

The contractor has completed all water main work on South St. Andrews Drive and Grant Road. On South St. Andrews, the final paving was completed by the Township's contractor under their road program. Final road restoration on Grant Road has been completed. Punch list items remain to be completed.

Hartford Road Force Main Replacement- Phase I

The project includes 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 will also be 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 meeting.

The contractor has completed the installation of the new twenty-four inch (24") main and it is in service. The Larchmont Pump Station and the chemical feed line from the pump station have been connected to the new main and all individual ejector station service lines except for one have been disconnected from the old main and reconnected to the new low pressure two inch (2") PVC force main. The old main is out of service the last ejector station tie in will be completed, the thirty-six inch (36") storm cross drain will be replaced and removal of manholes on the old main will be completed. The contractor intends to temporarily mill and pave one-half of the roadway open the road to traffic. Hartford Road may be open to traffic in approximately two (2) weeks.

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 facilities 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 majority of the work has been completed and the new station is operational. Tie-in of the new equipment to the existing plant SCADA system is scheduled for January 5. Site restoration work remains to be completed.

Atrium Pump Station Upgrade & Hooten Rd Pump Station Upgrade

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 upgrade of the station, which generally will include replacement of pumps and electrical controls. The Authority has also decided to include electrical upgrade work at the Hooten Road pump station in this project.

Liberty Road and Lincoln Drive Water Main Replacements

This project includes 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 meeting.

The contractor has completed the installation for the water mains on the Liberty Road, Lincoln Drive and Stuyvesant Place. Replacement of water services will start next week.

FY-2017 Pump Station Painting

The contract in the amount of \$92,000.00, was awarded to Ascend Construction Management at the Authority's April 20, 2017 meeting for corrosion control painting at 4 of the Authority's sanitary sewer pump stations (Bridlewood, East Gate II, Laurel Ponds, and Turnpike).

The contractor has completed the painting of all four stations. Touchup work remains to be completed. The contract will be closed out next month.

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. The Authority plans to apply for funding for this project from the NJ Environmental Infrastructure Trust.

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

Briggs Road Pump Station Force Main Replacement

No change in status. This project is for replacement of the existing pump station force main from the pump station to and including the connection to the main force main in Union Mill Road. The plans and specs are substantially complete and have been forwarded to the Authority for review. It appears that the Authority now intends to finance this work through the NJEIT and that finalization of this contract will be tied to other pump station force main work that will also be financed.

Millstream Pump Station Force Main Connection Replacement

No change in status. The Authority has authorized Alaimo to prepare plans and specs for the replacement of the existing pump station force main connection to the main force main in Union Mill Road at Walton Avenue. Design drawings have been completed and the specs are being prepared. This project will be financed through the NJEIT.

Library Pump Station Force Main Connection Replacement

The Authority authorized Alaimo to prepare plans and specs for the replacement of the existing pump station force main connection to the main force main in Union Mill Road at Moorestown Mount Laurel Road. Survey work has been completed. Since the County recently paved this intersection there is a question as to whether the County will permit any work to be performed in the intersection. If this project proceeds, it will be financed through the NJEIT.

Survey work has been started, however the location of the existing tie-in connection must be determined before the design can be completed.

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. Flow meters will be installed on both stations to determine the existing flows and excess capacities.

Hartford Road WPCF Orbal Aerator Repairs

No change in status. The Authority has authorized the preparation of plans and specs 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.

Well No. 4 Redevelopment and Pump Repair

The contract for the redevelopment of Well No. 4, including the removal and repair of the existing installed well pump and the installation of the spare pump stored at 81 Elbo Lane has been advertised for bids.

Generator Replacement – 85 Elbo Lane

We have been authorized to prepare plans and specs for the replacement of the generator located at 85 Elbo Lane. This 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.

Design not yet started; we plan to advertise in June and award in July.

Closed Session

A motion was made by Ms. Nardello, seconded by Ms. Capri, voted on and unanimously approved to pass Resolution 2017-12-120 to close the meeting to discuss Regulatory Matters, Litigation and Potential Litigation, Personnel and Collective Bargaining Agreement which are exempt from open meetings under the Sunshine Law, at 7:35 p.m.

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

Regulatory Matters, Litigation and Potential Litigation, Personnel and Collective Bargaining Agreement – SEE CLOSED PORTION OF MEETING

The meeting was re-opened at 7:36 p.m., following a motion made by Ms. Nardello, and seconded by Ms. Capri and with unanimous agreement from Ms. Capri, Mr. Francesone, Mr. Knight, Ms. Nardello and Mr. Smith.

Contracts

Following a motion made by Mr. Francesone, and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2017-12-121 Resolution Approving the Authorizing the Award of a Contract with the New Jersey Manufacturers Insurance Agency to Provide Worker's Compensation Insurance Coverage with affirmative votes from Ms. Capri, Mr. Knight, Mr. Francesone, Mr. Smith and Ms. Nardello.

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

Following a motion made by Mr. Francesone and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2017-12-122 Resolution Approving Change Order No. 1, Contract No. 2016-08, Hartford Road Force Main Replacement, Phase 1 with affirmative votes from Mr. Francesone, Ms. Nardello, Ms. Capri, Mr. Smith and Mr. Knight.

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. 2017-12-123 Resolution Approving Change Order No. 2, Contract No. 2016-09, Grant Avenue and South St. Andrews Drive Water Main Replacement with affirmative votes from Ms. Nardello, Mr. Knight, Ms. Capri, Mr. Smith and Mr. Francesone.

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

Following a motion made by Ms. Capri, and seconded by Mr. Francesone, the Board unanimously approved Resolution No. 2017-12-124 Resolution Approving Acceptance of Saint David Drive Water Main Replacement Project, MUA Contract No. 2015-09, and Initiating the Two-Year Maintenance Period with affirmative votes from Ms. Capri, Mr. Francesone, Ms. Nardello, Mr. Smith and Mr. Knight.

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

Accounting and Financial

Following a motion made by Mr. Knight, and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2017-12-125 Resolution Approving Appointment of Public Agency Compliance Officer

(P.A.C.O.) for the Mount Laurel Municipal Utilities Authority, 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

Following a motion made by Mr. Francescone, and seconded by Ms. Capri, the Board unanimously approved the Treasurer's Report for October 2017 and Payment Plan Status Report for November 2017, with affirmative votes from Mr. Francescone, Ms. Capri, Mr. Smith, Mr. Knight and Ms. Nardello.

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

Following a motion made by Ms. Nardello, and seconded by Ms. Capri, the Board unanimously approved Requisition #578 in the Amount of \$326,616.48 approving Accounts Payable Vouchers, with affirmative votes from Ms. Capri, Mr. Knight, Ms. Nardello, Mr. Francescone and Mr. Smith.

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

No Acquisition and Construction payments this month.

Following a motion made by Mr. Knight, and seconded by Mr. Francescone, the Board unanimously approved Requisitions #3989 through #4024 in the amount of \$969,512.06 from the Renewal and Replacement List, with affirmative votes from Ms. Capri, Mr. Knight, Ms. Nardello, Mr. Francescone and Mr. Smith.

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

Comments:

Ms. Carolan said she participated at the Parkway School STEM fair on November 29th

Ms. Carolan noted that on November 30th, the NJDEP, Division of Water Quality toured our facilities to learn about wastewater treatment; It was very well received which was relayed via a very nice email thanking everyone involved.

Ms. Carolan noted that there was a shared service meeting held by the Township on December 18th that she and Mr. Smith were invited to attend where Mayor Riley promoted the benefits of shared services.

Ms. Carolan also noted that the three (3) water department employees are retiring at the end of the month.

Mr. Wiest reported that Jane Rottau sat for the QPA test, results should be received the end of January.

Mr. Wiest noted that the shared services with the Township using Meredith Tomczyk as our QPA, is working well.

Mr. Wiest reported that we still haven't replaced our billing collections clerk (Mr. Clark), who left at the end of October. No collections took place during November and although no one has been hired, the mailing of shut off notices began again in December. Mr. Wiest also noted that he will be recording payment plans differently than Mr. Clark. Specifically, Mr. Wiest formalizes all payment plans when they are negotiated by entering the terms and conditions into the A/R system. Mr. Clark's practice was to monitor short-term and other plans to ensure they were complying with their terms. If they were, he simply continued monitoring for compliance rather than formalizing payment plans in the A/R system. Since the monthly payment plan report distributed to the board shows only formalized plans, Mr. Wiest's approach will give the appearance that more payment plans are being established than were in the past.

Mr. Adler added that we are involved in shared services with our GIS program. We are working to make all information available in a mobile format. We are absorbing the costs associated with these changes and making it accessible to the other township entities to utilize including the fire department.

Following a motion made by Ms. Nardello, seconded by Ms. Capri, and with unanimous agreement from the members, the meeting was adjourned at 8:00 p.m.