

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

September 21, 2017

Chairman Smith 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:

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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 |
| Theresa Trumbetti | Stenographer |

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 August 17, 2017 Regular Meeting, with affirmative votes from Mr. Knight, Ms. Nardello, Mr. Smith and Ms. Capri.

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

Developments/New Connections - none

Operations

Water System Summary

Ms. Carolan noted that there were four leaks since the last meeting – one was discovered on 8/21 behind Home Depot shopping center by our inspector; it appeared to be a major leak on AC Moore’s water service that was draining directly into the storm sewer. We will be gathering more information to determine how much water was lost because it appeared to have been leaking for a while.

Another leak occurred on 8/28 at Union Mill and Briggs Roads the day after the road was paved. Valves were paved over, Ms. Carolan noted, and she has been communicating with Bill Long to determine a way to avoid these breaks due to paving work even though precautions are already taken to paint valve indicator lines at the curbing area.

Ms. Carolan said that the Authority had previously entered into an agreement for curtailing its electric usage if called for, due to excessive summertime demands on the power grid. In exchange for this, the Authority will get paid based on the load it can shed. If no curtailment “event” is announced by the power grid during the summer, the Authority must demonstrate, during an announced test, its ability to curtail the amount of load we registered in the program. This test happened last week and we met our registered electric curtailment. The program will pay the Authority about \$48K for this curtailment year because of this.

Mr. Francescone arrived.

Regarding the solar field, Ms. Carolan reported that, as previously discussed, the meter that is specifically used to calculate our solar energy production for SREC calculation purposes failed on July 17th and was replaced on August 14th. During that period, no power generation was recorded and we were unable to register the kilowatt generation data that is used to obtain SREC’s for auction.

Mr. Adler added that we requested that we be allowed to use the historic average kWh production of the facility during the same time period for SREC purposes and that request was denied and that the estimated loss is approximately \$10,195.00. The original company that installed the meter was bought out by a much larger company and they are hard to deal with.

Ms. Grant added that the meter is out of warranty.

Mr. Trice suggested keeping adequate spare parts on hand.

Mr. Scott noted that this claim was reported to the Authority’s insurance carrier and there is no deductible.

Wastewater System Summary

Ms. Carolan noted that 3 pump stations are operating outside normal parameters.

Ms. Carolan said that we recently obtained all the permits to perform final pavement repairs at the Elbo Lane curve; the work was completed last week.

Ms. Carolan added that additional operational issues occurred at PFC #2 and that only one sludge dewatering press was operational for a while in August.

Presentation of Engineer’s Status Report

Mr. Trice presented the report.

Elbo Lane WTP Clarifier Improvements

An inspection was performed and release of the 2-year maintenance bond is recommended.

Hartford Road WPCF and Elbo Lane WTP SCADA System Improvements

No change in status. 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 is currently working on change order work requested by the Authority. This change order work in the amount of \$62,270.00 includes 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. This work is anticipated to be completed in October.

St. David Drive Road Water Main Replacement

The project included the replacement of approximately 1,700’ of water main in St. David Ct and part of St. David Drive. The contract in the amount of \$414,000.00 was awarded to DSC Construction, Inc. at the Authority’s June 16, 2016 meeting. The new mains have been in service since December 2016.

The contractor was given a final punch list containing 6 items in the beginning of August. 2 of the 6 items remain to be completed.

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.

Hartford Road WPCF UV Tank Slide Gate Replacement

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.

Grant Road and St. Andrews Drive Water Main Replacements

This project includes 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 Ct. 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 Avenue. On South St. Andrews, the final paving was completed by the Township's contractor under their road program. Final road restoration on Grant Road is scheduled to start next week.

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 1/2" 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 plans to start the installation of the temporary bypass line next week. Only one lane of traffic will be closed during this work. During the week of October 9, the contractor will close and detour Hartford Road and start the installation of the 24" force main.

Hartford Road WPCF Pump Station Upgrade

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. There have been ongoing problems with the pumps and controls at the station. 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 new pumps, pump control panel and valve vault are scheduled to be delivered today and the installation of these items is scheduled to start next week. The installation of new electrical conduit and wiring is ongoing.

Atrium Pump Station Upgrade

A site visit was held with Authority personnel to discuss the scope of work (SOW). The SOW includes primarily electrical upgrades similar to those recently completed at other stations. We are reviewing previous flow records and installed equipment capacities to determine if they are adequate for current and future flow conditions. Design drawings are being prepared.

Additional flow metering data has been collected and is being reviewed.

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.

Shop drawings have been submitted for approval. Pipe work is scheduled to start the second week in October.

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). Field work is ongoing. A change order is being presented tonight to compensate the contractor for extra cleaning of the floors at two of the stations. Approval is recommended.

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. Design work is on-going. The Authority plans to apply for funding for this project from the NJ Environmental Infrastructure Trust.

Closed Session

A motion was made by Ms. Nardello, seconded by Ms. Capri, voted on and unanimously approved to pass Resolution 2017-09-98 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 7:50 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 8:21 p.m., following a motion made by Mr. Francescone, and seconded by Ms. Capri and with unanimous agreement from Ms. Capri, Mr. Smith, Mr. Knight, Mr. Francescone and Ms. Nardello.

Contracts

Following a motion made by Mr. Francescone, and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2017-09-99 Resolution Approving Appointment of Willis 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 \$177,833.00 for the Mount Laurel Township Municipal Utilities Authority, with affirmative votes from Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

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. 2017-09-100 Resolution Approving Appointment of Willis of New Jersey, Inc. to provide Public Officials Liability Insurance Coverage through Darwin National Insurance Company in the amount of \$16,499.00 for the Mount Laurel Township Municipal Utilities Authority, with affirmative votes from Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

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. 2017-09-101 Resolution Approving Appointment of Willis 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 Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

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

Following a motion made by Mr. Francescone, and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2017-09-102 Resolution Approving Change Order No. 1 for Pump Station Painting Project – MUA Contract No. 2017-03, with affirmative votes from Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

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 Resolution No. 2017-09-103 Resolution Authorizing Release of Maintenance Bond for Elbo Lane WTP Clarifier Improvements Project (fans) - MUA Contract No. 2014-08, with affirmative votes from Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

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

Accounting and Financial

Following a motion made by Mr. Francescone, and seconded by Mr. Knight, the Board unanimously approved **to table** the Treasurer's Report for July 2017 and Payment Plan Status Report for August 2017 until the next meeting, with affirmative votes from Ms. Capri, Mr. Knight, Ms. Nardello and Mr. Smith.

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 #575 in the Amount of \$375,832.67 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 Ms. Capri, and seconded by Ms. Nardello, the Board unanimously approved Requisitions #3887 through #3923 in the amount of \$250,699.16 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

Following a motion made by Mr. Knight, and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2017-09-104 Resolution Approving Collective Bargaining Agreement, with affirmative votes from Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

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

Following a motion made by Mr. Francescone, and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2017-09-104 Resolution Approving Collective Bargaining Agreement, with affirmative votes from Ms. Capri, Mr. Knight, Francescone, Ms. Nardello and Mr. Smith.

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

Comments:

Ms. Carolan said that annual hydrant flushing begins on 9/25.

Ms. Carolan noted that the Fall Festival was a success and she received good feedback on the Authority's displays.

Ms. Carolan added that there was a problem with the new jetter truck and the engine light – it is now back in service.

Ms. Carolan gave an update on public education events – Rowan College at Burlington County requested a tour be given for a summer camp program because PSE&G had cancelled last minute which we accommodated. On 9/8 the Moorestown First Lego Robotics League toured the sewer plant.

Mr. Wiest noted that audit field work has started.

Mr. Adler said that Bancroft still owes their cost sharing.

Mr. Scott indicated that he and other Authority employees will be participating in an emergency management table top exercise on September 27th.

Following a motion made by Mr. Francescone, seconded by Ms. Nardello, and with unanimous agreement from the members, the meeting was adjourned at 8:35 p.m.