

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

December 20, 2018

Chairwoman Coco-Capri called the regular meeting of the Mount Laurel Township Municipal Utilities Authority to order at 7:07 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:

Russell Trice	Consulting Engineer
Evan Crook	Solicitor
Pamela Carolan	Executive Director
David Wiest	Finance Director
Robert Adler	Operations Engineer
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 November 15, 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**

Following a motion made by Mr. Knight and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2018-12-114 Resolution Authorizing Release of the Sanitary Sewer System Performance Bond for the Wal-Mart Project, Fellowship Road and Church Road, with affirmative votes from Mr. Knight, Mr. Smith and Ms. Capri.

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

Following a motion made by Mr. Smith and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2018-12-115 Resolution Authorizing Reduction of the Water Distribution System Performance Bond for the Signature Place at Mount Laurel Project, Phase 1B, with affirmative votes from Mr. Knight, Mr. Smith and Ms. Capri.

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

**Operations**

**Water System Summary**

Ms. Carolan reported that there were 8 leaks since the last meeting and all were routine repairs; 7 were performed by the MUA crew.

Ms. Carolan noted that this week all customer volunteers were confirmed for lead and copper sampling.

Ms. Carolan said we won't use all our water allocation this year and we are purchasing the minimum amount from Willingboro and meeting our NJAWC requirement— also we started re-charging the ASR on December 1<sup>st</sup> to try to have more of this year's allocation available in future.

Ms. Carolan also said that the Ark Road booster station needed a replacement generator; rather than installing a new permanent installation, a portable was procured with quick connect capability so that it can be mobilized at other locations if needed.

#### Wastewater System Summary

Ms. Carolan reported that 3 pumping stations are operating out of normal parameters. There were leaks at 3 different customer services into our force mains which required our system to be shut down at 2 occasions. Two homes on Mt. Laurel Rd. were both leaking at connections and we are hauling sewage from their houses until the repair part is received (they will be responsible for reimbursement to the MUA). The third break was on Union Mill Rd at Heritage Baptist Church. Previously, in 2016, this customer had an ejector pump problem that caused 50% of the town to be shut down to get the flow stopped to enable repairs. They are still on a payment plan from that break, which cost \$40K, and now they will owe more for this event. We have required that they reroute their ejector station discharge line to prevent this from happening again in the future.

Ms. Carolan reported problems with Ramblewood PS not being able to keep up with incoming flow. Sewage had to be trucked from Ramblewood and Birchfield on 5 separate days since Thanksgiving because of this. When the upcoming pipe lining in Birchfield is finish, that should alleviate some of the problem. Illegal sump pump connections to our sewer system also contribute to the problem.

Ms. Carolan noted that there are still problems with inverter #1 at the solar field as it is currently not functioning. Last week there were problems with inverter #2 but it is now running. Ms. Carolan added that there are 11 years left on the warranty but the company who services them no longer builds solar panels. Jeff Nutt, our electrician, has talked to them about changing out the guts of the system.

Underdrains – Ms. Carolan said the draft groundwater collection system review plan prepared by the MUA using information provided by the Township Engineer was sent home to the members for review. Ms. Carolan added that it is helpful and she is happy with it so far, but it is not yet finished.

Mr. Adler said our staff, especially Cheryl Edelson, have been making good progress in identifying the location of the groundwater collection systems. However, we only have a general idea where many of the systems are located. Field inspection is necessary to verify that the groundwater collection systems were actually constructed as shown on the proposed plans. We are approximately 25% complete overall plan location and verification.

Ms. Carolan noted that the York Road water main replacement contract included an underdrain repair.

Ms. Carolan reported that the Stormwater Bill is at a halt – the NJ Business & Industry Association is opposed.

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

Mr. Trice presented the report.

#### Library, Millstream and Briggs Road Pump Station Force Main Replacement

No change in status. This project includes replacement of pump station force main connections to the primary force main on Union Mill Road at 3 locations. This project also includes replacement of a section of the Library force main, beginning at the pump station and extending beyond the Rt. 295/NJ Turnpike crossing.

This project will be funded through the NJ Infrastructure Bank (NJIB). We are revising the plans and specs for the combined project to incorporate NJIB requirements and Authority comments. We are also preparing the Planning Document, which is the initial submission that must be made for a NJIB project. The Library, Millstream

and Briggs project will be combined in one loan application with the Elbo Lane Force Main Replacement project and the Union Mill Farms Force Main Redirection project expected to be filed in January 2019 (Bundle 1B).

#### Elbo Lane Force Main Replacement

This project includes the replacement of a section of the 20" primary force main from the west side of Church Street, under the Elbo Lane/Church street intersection and along Elbo Lane to a point beyond 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. This project will be financed via NJIB borrowing.

#### Hartford Road Force Main Replacement- Phase I

The project included the installation of approximately 2,800 LF primary transmission force main on Hartford and Union Mill Roads and installation of approximately 2,200 LG of new low-pressure force main for collection on 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. The force mains were placed in service in December 2017. All field work has been completed. Closeout documents are being reviewed and the final payment is being prepared.

Replacement fittings for the chemical feed piping have been installed and the system is operating satisfactorily.

#### Atrium and Hooten Pump Stations Upgrades

No change in status. This project includes electrical and control system replacement and upgrades at both the Atrium and the Hooten Road stations. The Atrium station work will also include pump replacement and replacement of the emergency generator with which also connects to the adjacent Horizon Way Booster Station. Work on the plans and specifications is on-going.

This project was included in the first loan application for NJIB financing; however, construction is not scheduled to start until FY2020.

#### Devonshire Pump Station Upgrade

This project will include a major rehabilitation of the Devonshire Pump Station. The original pump station was constructed in 1977 as part of the Larchmont Village IV development. Although the station has been rehabilitated and upgraded a few times since it was constructed, major work is now required to the electrical and mechanical systems to keep the station 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. It is anticipated that a proposed housing project in Rancocas Woods as well as existing commercial and residential properties currently on septic systems located on or near Creek Road may connect to the Devonshire Pump Station drainage area. Although the estimated wastewater flow that could be discharged to the Devonshire Pump Station is not yet known, it is thought that the station will have sufficient capacity to handle these new connections; however, the design and sizing of the collection system along Creek Road should be sized to accommodate as many future connections as possible. Providing sewer to the properties along Creek Road may necessitate determining how to provide sewer to the remainder of the 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 all of the unsewered properties in Rancocas Woods.

Since the existing electrical building will be replaced with a larger building, Mount Laurel Township Planning Board Site Plan approval will be required. The site plan application has been prepared and submitted to the Planning Board and the application is scheduled to be on the January Planning Board meeting agenda.

We have installed a flow meter in the Rancocas Woods Pump Station to determine the excess capacity of that station. Once that is complete we will install the flow meter in the Timbercrest and Devonshire pump stations to

determine the excess capacities of those stations. This information will help us determine the most cost-effective plan for providing sewer to Rancocas Woods.

#### 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 NJIB 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 NJIB financing and construction is scheduled for FY2019. The plans and specs have been completed and forwarded to NJDEP for review.

#### Hartford Road WPCF Orbal Aerator Repairs

No change in status. This project is for the repair of broken discs and hoods on some of the aerators located on the orbal tank. When the aerators are repaired, the Orbal cell channels will also be cleaned.

The plans and specs are substantially complete. This project was included in the first loan application for NJIB financing, construction is scheduled for FY2020.

#### 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 in the amount of \$126,000.00 was awarded to ABS Electric, Inc. at the October 18, 2018 meeting. The preconstruction meeting has been held and the contractor is procuring equipment.

#### Hartford Rad WPCF Roof Replacement

We are preparing plans and specifications for the replacement of roofs on seven (7) buildings at the WPCF. These roofs are the original roofs installed when the buildings were constructed in 1996. This project will be funded using NJIB financing; bidding will occur as soon as approvals are obtained.

#### 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. The project schedule will be 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. The project schedule will be 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. A contract in the amount of \$265,945.00 was awarded to Pioneer Pipe Contractors, Inc. at the August 2018 meeting. All work except for final paving is to be completed by January 10, 2019.

A break of the old main occurred on October 30 as mentioned by Ms. Carolan. The contractor has completed the entire main installation and is in the process of performing the bacteria and pressure tests. Once the testing has been successfully completed, the new water services will be installed. We anticipate the transfer of services to begin next Monday.

FY2018 Pump Station Painting

This project included the maintenance painting of 4 sewage pumping stations: Hunters, Timbercrest, Brentwood and East Park. A contract in the amount of \$76,000.00 was awarded to Allied Painting, Inc. at the August 2018 meeting. All work is to be completed by January 10, 2019.

All work has been completed except for minor punch list items. A final punch list inspection needs to be performed.

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 since it is part of bundle 1 of the NJIB loan.

A Minor Site Plan Alteration application was submitted to the Township Planning Board for review. We anticipate receiving this approval shortly.

Emergency Shower and Eyewash Facility Installation

This project includes the installation/replacement of emergency shower and eyewash equipment at 8 facilities. Some of the facilities do not currently have shower/eyewashes and some of the facilities do have shower/eyewashes; however, they do not use tepid water as is required by current regulations.

We anticipate completing the plans and specs and advertising for bids in December.

Elbo Lane WTP Clarifier Davit Replacement

This project includes the replacement of 2 existing davits located at the clarifiers which are used to pull the clarifier sludge removal pumps. The 2 existing davits will be replaced with 4 davits with one davit dedicated to each of the submersible pumps. A platform will also be installed to allow the operators better access to the davits and wet wells where the pumps are located.

Plans and specs are substantially complete and will be forwarded to the Authority for review shortly.

Hartford Road WPCF Filter Press Control Panel Replacement

This project includes 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 as part of bundle 1 of the NJIB loan.

We are currently addressing Authority review comments of the plans and specs.

Hartford Road WPCT Door Replacements

This project includes the replacement of approximately 26 doors located at various buildings at the Hartford Road WPCF. The doors are the original metal doors installed on the building when the plant was constructed in 1996.

Due to the environment, the doors have corroded and will be replaced with fiberglass doors which are corrosion resistant.

Plans and specifications have been prepared and forwarded to the Authority for review. We anticipate completing the plans and specs and advertising for bids in December.

#### Union Mill Farms Pump Station Force Main Replacement

This project will include installation of a new force main that will redirect the pump station discharge out of the main force main in Union Mill road and into the gravity sewer collection system that discharges to the Holiday Village East Pump station. We are preparing the plans and specifications. This project will be included in the Library Pump Station force main replacement NJWB loan application.

#### Additional Projects

In addition to the projects previously mentioned, additional projects were submitted to the NJ Infrastructure Bank 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.
- 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 added that design of this project was performed by ERI. 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. Contract 2018-12 in the amount of \$216,792.00 was awarded to National Water Main Cleaning Co. at the September 2018 meeting.

The contractor has completed the preliminary cleaning and video of the mains. The present scheduled provides for lining to begin during the week of January 7<sup>th</sup>.

#### Closed Session

A motion was made by Mr. Francescone, seconded by Mr. Smith, voted on and unanimously approved to pass Resolution 2018-12-116 to close the meeting to discuss Regulatory Matters, Litigation and Potential Litigation, which are exempt from open meetings under the Sunshine Law, at 8:20 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 8:27 p.m., following a motion made by Mr. Francescone, and seconded by Mr. Smith 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. 2018-12-117 Resolution Authorizing the Award of a Contract with the New Jersey Manufacturers Insurance Agency to Provide Worker's Compensation Insurance Coverage, 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. 2018-12-118 Resolution Approving Change Order No. 5, Contract No. 2016-08, Hartford Road Force Main Replacement, Phase I, 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. 2018-12-119 Resolution Approving Acceptance of Hartford Road Force Main Replacement, Phase I Project, Contract No. 2016-08, and Initiating the Two-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

### **Accounting and Financial**

Following a motion made by Mr. Francescone and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2018-12-120 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, 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 the Treasurer's Report for October 2018 and Payment Plan Status Report for November 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. Knight, the Board unanimously approved Requisition #590 in the Amount of \$607,082.40 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. Smith, and seconded by Mr. Francescone, the Board unanimously approved Requisitions #4435 through #4475 in the amount of \$365,235.39 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 she received the professional services proposals, members of the professional review committee need to be confirmed. Mr. Francescone and Ms. Capri volunteered for the committee with a review date to be determined.

Ms. Carolan reported that we were asked to bring water samples to the New Jersey Waterworks Conference for their water bar – our water won – among 3 entrants.

Mr. Carolan noted that CPR/defib training will be held on 1/9 and 1/17/19.

Ms. Carolan reported that 2 employees are retiring at the end of the month, one was the sewer treatment supervisor. We have reorganized and our sewer collection supervisor, Mark Cimorelli, holds the appropriate licenses will handle treatment in addition to collections.

Mr. Wiest reported that he reviewed the connection fee analysis prepared by Bowman & Company. The newly calculated fees are \$3,454 for water connections and \$4,791 for sewer connections. This compares to the current fees of \$2,022 water and \$2,556 sewer, which have been in effect since 2008.

Mr. Wiest noted that a package was sent to the members regarding the water/sewer rates. The current fiscal year 2019 budget included an increase to water rates. Sewer rates will not be changed. A 3-year plan will be recommended, with increases to be implemented with the February monthly bills in 2019, 2020 and 2021. A public rate hearing will be held on January 17, 2019. Increases to connection fees and ancillary fees will also be proposed.

Mr. Wiest reported that the Preliminary Official Statement has been distributed and is in final review. He anticipates the bond sale will occur in early January, with results presented at the January board meeting.

Mr. Wiest said that he met with Thom Dickinson of Muirfield Energy, who advised we begin looking into 3<sup>rd</sup> party supply pricing sooner rather than later. Our 3<sup>rd</sup> party supply contract expires in October 2019, and Muirfield's opinion is that we be ready to advertise for bid when market conditions are in our favor. Mr. Dickinson recommended that the board pass a resolution authorizing Ms. Carolan to execute a contract after bids are opened, reviewed for compliance with the bid specifications and a recommendation is made by Muirfield Energy. This will allow the Authority to avoid the "holdover" factor that suppliers add to their pricing when contracts are to be executed on a day other than the day bids are opened. The Board authorized Ms. Carolan to execute a contract immediately, upon the advice of our Energy Advisor, Muirfield Energy.

Mr. Adler noted that our inspector resigned and his last day of work is tomorrow.

Following a motion made by Mr. Francescone, seconded by Mr. Smith, and with unanimous agreement from the members, the meeting was adjourned at 10:05 p.m.