

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

December 17, 2015

Chairman Smith called the regular meeting of the Mount Laurel Township Municipal Utilities Authority to order at 7:08 p.m. in the Elbo Lane Water Treatment Plant Facility Meeting Room.

Those in attendance were:

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

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

None.

Minutes

Following a motion made by Ms. Nardello, and seconded by Ms. Capri, the Board unanimously approved the minutes for the November 19, 2015 Regular Meeting, with affirmative votes from Mr. Knight, Mr. Smith, Ms. Capri, Mr. Francescone and Ms. Nardello.

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

**Discussion Regarding GASB 68 – Accounting and Financial Reporting for Pensions
Mike Cragin, Auditor, Bowman in Attendance**

Mr. Wiest noted that he asked Mr. Cragin to attend the meeting in order to provide a brief explanation of the Government Accounting Standards Board (GASB) Statement #68 (GASB68) – Accounting and Financial Reporting for Pensions. He mentioned that there was also a conversation regarding this at the Audit exit conference. GASB68 requires the Authority record and reflect on its balance sheet the long term liability associated with its employee pension benefits. Mr. Cragin explained that this resulted in a restatement of Net Position, which reclassified \$9.2 million from Unrestricted Net Position to Long Term Liability.

Developments/New Connections

Following a motion made by Mr. Francescone, and seconded by Ms. Capri, the Board unanimously approved Resolution No. 2015-12-122 Resolution Declaring the Developer of 5158 Church Road (Everlast Subdivision) in Default of its Obligation to Install Water and Sewer Utilities and Authorizing Action to Recover on the Developer's Letter of Credit Guaranteeing the Performance of the Developer's Obligations, with affirmative votes from Mr. Knight, Ms. Capri, Mr. 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 Mr. Francescone, the Board unanimously approved Resolution No. 2015-12-123 Resolution Approving Expiration of Water Distribution Maintenance Bond for 19 Sixth Avenue Project, with affirmative votes from Mr. Knight, Ms. Capri, Mr. Francescone, Ms. Nardello and Mr. Smith.

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

Following a motion made by Mr. Knight, and seconded by Ms. Capri, the Board unanimously approved Resolution No. 2015-12-124 Resolution Approving Expiration of Water Distribution Maintenance Bond for Grace Bible Church Project, with affirmative votes from Mr. Knight, Ms. Capri, Mr. 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 Mr. Francescone, the Board unanimously approved Resolution No. 2015-12-125 Resolution Declaring the Larchmont Shopping Center in Default of its Obligation to Properly Install Water and Sewer Utilities and Authorizing All Appropriate Action to Recover on Posted Performance Guarantees and Financial Assurances for Completion of the Utility Work, with affirmative votes from Mr. Knight, Ms. Capri, Mr. Francescone, Ms. Nardello and Mr. Smith.

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

Following a motion made by Ms. Capri, and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2015-12-126 Resolution Approving Release of Water Distribution and Sanitary Sewer Performance and Maintenance Bond for East Gate Center II Project, with affirmative votes from Mr. Knight, Ms. Capri, Mr. Francescone, Ms. Nardello and Mr. Smith.

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

Operations

Water System Summary

Ms. Carolan reported that there have been 5 water main breaks since the last meeting.

Ms. Carolan also noted that there is 2.5 MG of water allocation left to remove from Elbo Lane this year. As of 1/4/16 the plant will be turned on due to Willingboro doing work on their system.

Ms. Carolan said that we received a notice of violation from the County for the generator at Elbo Lane. Apparently the air permits for the generators at 85 Elbo and 41 Elbo were mixed up; the situation is being addressed.

Wastewater System Summary

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

Ms. Carolan noted that there were new problems with the UV which were just repaired.

Presentation of Engineer's Status Report

Mr. Trice presented the report.

Orchard Pumping Station Site Work

This project included drainage improvements, paving, painting of existing structures and fence replacement at the Orchard Pump Station, and drainage and paving work at 81 Elbo Lane. Ricky Slade Construction, Inc. was awarded the contract in the amount of \$142,215.50 at the Authority's August 2015 meeting. The contractor has completed the grading, drainage and landscaping items. Revised driveway widths and alignments that will accommodate a new jetter truck the Authority has purchased are being reviewed and quotes are being obtained from the contractor.

Country Lane Water Main Installation and Hunter's Pump Station Force Main Replacement

This project included the installation of 1,000 LF of new 8" water main, and the replacement 1,800 LF of 4" diameter force main at Hunter's pump station. A contract, in the amount of \$497,450.00, was awarded to DSC Construction, Inc. at the Authority's October 16, 2014 meeting. The contractor has completed the installation of the water main and the sanitary sewer force main. Punch list items, as-built drawings and contract documents remain to be completed.

Library Pump Station Force Main Replacement

This project includes replacement a portion of the Library pump station force main, approximately 1,450 LF of 6" force main. Estimated construction cost is \$337,000. A wetlands delineation and permit application has been submitted to DEP for review. Finalization of the design is dependent on DEP's review.

Amsterdam Road Water Main Replacement

This project included replacement of approximately 1,700 LF of 6" water main and addition of a fire hydrant. This contract, in the amount of \$337,050.00 was awarded to South State, Inc. at the Authority's December 18, 2014 meeting. All contract work has been completed. Final payment is recommended.

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. Notice to proceed was issued September 15, 2015 and the contract completion date is May 12, 2016.

Field work to document the as-built installation of existing instrumentation and control equipment has been completed. Shop drawings continue to be submitted and reviewed. The contractor has started installation of new fiber optic cabling.

Birchfield and Timbercrest Pump Stations Level Control System Upgrades

This project includes of electrical equipment and equipment that measures the level in the wet well and controls the operation of the pumps at both pump stations. Scalfo Electric, Inc. was awarded the contract in the amount of \$235,000.00 at the Authority's August 2015 meeting. Notice to proceed was issued September 15, 2015 and the contract completion date is February 12, 2016. Construction work is ongoing. Conduit and wiring are being installed.

St. David Drive Road Water Main Replacement

The project includes the replacement of 4 and 6" water main with approximately 1,700 LD of 8" water main. The plans and specifications are substantially complete and have been forwarded to the Authority for review. Due to the large number of utilities in the roadway the new main will be installed under the sidewalk. Typically, it is not possible to replace concrete sidewalks during cold winter months. As a result, the Authority has decided to delay the project schedule so that the construction work is taking place in warmer temperatures and sidewalks can be immediately replaced. This will avoid costs associated with temporary sidewalk restoration.

Pump Station Evaluations

A contract has been awarded to a firm to perform the structural and coating condition assessment of four underground steel can-style sewage pump stations. The assessment will determine the thickness of the steel walls, floor and ceiling of the structure and the condition of the coating (paint) and cathodic protection systems. The subconsultant's inspection reports were used to prepare station assessment reports, which contain recommendations for needed rehabilitation work. The assessment report has been finalized and forwarded to the Authority for review.

Wharton Road Water Main Replacement

This project was fast tracked due to the number of breaks during the summer of 2015. Approximately 240' of 8" main is included in the project scope. Bids were received on September 10, 2015. DSC Construction Inc. submitted the low bid in the amount of \$147,242.00. The contract was awarded at a special meeting held on September 11, 2015. Punch list items and final paving remain to be completed.

Force Main Repair

This project includes the replacement of the emergency repair made on the 24" force main in Hartford Road in January 2014. The pipe and pipe sleeves installed during the emergency repair will be replaced with new sections of ductile iron pipe. A 24" inoperable valve on the force main in Hartford Road will also be replaced when the pipe is repaired. The pipe repair and valve replacement will require the main to be shut down. Plans and specifications are being prepared although a specific schedule for bidding and construction has not been determined.

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

This project includes the replacement of the wet well level control systems and the installation of new electrical equipment at both stations. A meeting was held with Authority personnel on September 17 to discuss the scope of work. Plans and specs are substantially complete and have been forwarded to the Authority for review.

Well No. 7 Redevelopment and Pump Repair

This project includes the redevelopment of the well and repair of the well pump. The contractor will install a spare well pump which the Authority has stored at 81 Elbo Lane. The repaired pump will be returned to the Authority for future use. A contract in the amount of \$81,800.00 was awarded to A.C. Shultes at the Authority's November 19, 2015 meeting. The contractor has started field work.

Hartford Road WPCF UV Tank Slide Gate Replacement

The influent and effluent slide gates in the channel which contains the original UV disinfection equipment have deteriorated, don't seal completely and need to be replaced. The existing manually operated slide gates will be replaced with motor operated gates. A wood shed constructed by Authority personnel that covers the UV system electrical equipment will also be demolished and replaced with a structure meeting current building codes.

Closed Session

A motion was made by Ms. Nardello, seconded by Ms. Capri, voted on and unanimously approved to pass Resolution 2015-12-127 to close the meeting to discuss Litigation, Potential Litigation and Personnel Issues, which are exempt from open meetings under the Sunshine Law, at 7:30 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 7:33 p.m., following a motion made by Mr. Francescone, and seconded by Ms. Nardello and with unanimous agreement from Mr. Francescone, Ms. Capri, Mr. Smith, Ms. Nardello and

Mr. Knight.

Contracts

Following a motion made by Mr. Knight, and seconded by Ms. Nardello, the Board unanimously approved Resolution No. 2015-12-128 Resolution Awarding Contract for Worker's Compensation Insurance Coverage to New Jersey Manufacturers in the Amount of \$324,285.00, with affirmative votes from Mr. Knight, Ms. Capri, Mr. 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 Mr. Francescone, the Board unanimously approved Resolution No. 2015-12-129 Resolution Approving Award of Contract No. 2015-16 for Water Utility Pump Control Panel to J.T. Seeley and Company, Inc. in the Amount of \$25,514.00, with affirmative votes from Mr. Knight, Ms. Capri, Mr. Francescone, Ms. Nardello 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. 2015-12-130 Resolution Approving Change Order No. 2 in the Credit Amount of \$2,775.00 to Contract No. 2014-19 for Amsterdam Road Water Main Replacement Project Resulting in an Adjusted Contract Amount of \$331,670.00, with affirmative votes from Mr. Knight, Ms. Capri, Mr. 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. 2015-12-131 Resolution Approving Acceptance of Amsterdam Road Water Main Replacement Project and Initiating the Two-Year Maintenance Period - Contract No. 2014-19, with affirmative votes from Mr. Knight, Ms. Capri, Mr. Francescone, Ms. Nardello 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. 2015-12-132 Resolution Approving Change Order No. 1 in the Amount of \$7,432.00 to Contract No. 2015-11 for Wharton Road Water Main Replacement Project Resulting in an Adjusted Contract Amount of \$154,674.00, with affirmative votes from Mr. Knight, Ms. Capri, Mr. 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. 2015-12-133 Resolution Authorizing Sale of Solar Renewable Energy Credits (SRECS), with affirmative votes from Mr. Knight, Ms. Capri, Mr. 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. Capri, the Board unanimously approved Resolution No. 2015-12-134 Resolution Approving Award of Contract No. 2015-17 for 200kw Multi-Voltage Towable Diesel Generator to Atlantic Switch & Generator in the Amount of \$67,960.00, with affirmative votes from Mr. Knight, Ms. Capri, Mr. 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 Ms. Nardello, the Board unanimously approved Resolution No. 2015-12-135 Resolution Concerning Reviewing of Annual Report and Group Affidavit (signed by all members – three original copies) with affirmative votes from Mr. Knight, Ms. Capri, Mr. 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 Mr. Knight, the Board unanimously approved Resolution No. 2015-12-136 Resolution Regarding Corrective Action Plan Adopted in Response to Annual Audit Report for Fiscal Year ending June 30, 2015, with affirmative votes from Mr. Knight, Ms. Capri, Mr. Francescone, Ms. Nardello and Mr. Smith.

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

Mr. Wiest noted that no corrective action was necessary – this is merely a placeholder resolution.

Following a motion made by Mr. Knight and seconded by Mr. Francescone, the Board unanimously approved the Treasurer's Report for October 2015 and Payment Plan Status Report for November 2015, with affirmative votes from Mr. Knight, Ms. Capri, Mr. 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 Requisition #554 in the Amount of \$1,155,804.36 approving Accounts Payable Vouchers, with affirmative votes from Mr. Knight, Ms. Capri, Mr. 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 Requisition #4500 through #4504 in the amount of \$2,184.70 from the Acquisition and Construction List, with affirmative votes from Mr. Knight, Ms. Capri, Mr. 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 Requisition #3154 through #3175 in the amount of \$270,075.97 from the Renewal and Replacement List, with affirmative votes from Mr. Knight, Ms. Capri, Mr. Francescone, Ms. Nardello and Mr. Smith.

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

Comments:

Ms. Carolan noted that Mt. Laurel cub scouts toured the water plant facility on December 9, 2015.

Ms. Carolan noted that the professional services proposals have been received and 1 or 2 Board members need to be on the review committee meeting on 1/21/16. Mr. Francescone and Mr. Smith will attend.

Mr. Wiest noted that the Township will not be performing lawn services for the Authority in 2016 and the work will be bid out.

Mr. Wiest noted that the NJ Environmental Infrastructure Trust refunded the Authority's 2007 Trust bond issue of \$2,635,000. This will result in debt service savings through September 2027 of approximately \$250,000, or \$20,000 per year.

Following a motion made by Ms. Nardello, seconded by Ms. Capri, and with unanimous agreement from the members, the meeting was adjourned at 8:06 p.m.