

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

December 15, 2022

Chairwoman Coco-Capri called the regular meeting of the Mount Laurel Township Municipal Utilities Authority to order at 7:01 p.m. via in person and videoconference. A sign with the call-in information was posted at the Elbo Lane Water Treatment Plant Facility Meeting Room and posted on the Authority’s official website.

Those in attendance were:

Cheryl Coco-Capri	Chair
Christopher Smith	Vice Chair
Elwood Knight	Secretary
John Francescone	Member

Also in attendance were:

William Long	Consulting Engineer
Alexis Smith	Solicitor
Pamela Carolan	Executive Director
Jonathan Sears	Finance Director
Russell Trice	Operations Engineer
Charles Bernheimer	Operations Director
Brian Scott	Human Resources Director
Diane Ordille	Administrative Assistant

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 - General**

No public in attendance

**Minutes**

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved the minutes for the November 17, 2022, regular meeting, with affirmative votes from Ms. Capri, Mr. Smith, Mr. Knight and Mr. Francescone.

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

**Developments/New Connections**

There were no developments or new connections.

**Operations**

**Water System Summary**

Mr. Bernheimer reported water treatment plant preventative maintenance is taking place.

Mr. Bernheimer said that Well No. 3 rehabilitation project is still underway.

Mr. Bernheimer stated that we are down to our last million gallons of allocated water.

Mr. Bernheimer mentioned that that ASR started recharging December 5<sup>th</sup> with a target of 170 MG to use during the summer months.

Mr. Bernheimer stated that the number of hydrants out of service are 12 public and 6 private.

Mr. Bernheimer advised that there have been 4 water main leaks since the last meeting as well as the ongoing leak on the county bridge and that Alaimo is preparing plans to address that repair.

Mr. Bernheimer stated that we submitted our WQAA certification and received acknowledgement that it is complete.

#### Sewer System Summary

Mr. Bernheimer reported that there are 5 pump stations working outside of normal parameters.

Mr. Bernheimer stated that the electrical incident by the Orbal aerator repair contractor that occurred on November 11<sup>th</sup> at the sewer plant, was quickly addressed, and the plant is returned to running on PSEG electric now.

Mr. Bernheimer went on to say that the Orbal aerator repair project, is still not complete; the contractor still has Cell No. 2 offline awaiting the parts needed for the aerators which should take place next week.

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

Mr. Long presented the report.

#### Active Projects in Construction

##### Atrium & Hooton Pump Station Upgrades, M-180-347-001

This project includes electrical and control system replacement and upgrades at both the Atrium and the Hooton Road stations. The Atrium station work also includes pump replacement and replacement of the emergency generator with which also connects to the adjacent Horizon Way Water Booster Station. Financing will be via a NJIB loan. On December 16, 2021, a contract in the amount of \$1,177,150.00 was awarded to Eagle Construction Services. Overall construction is 75% complete. Both stations expected to be on temporary controls until January 2023. Waiting for equipment delivery, controls now scheduled for January delivery and emergency generators still on schedule for February 2023.

##### Devonshire Pump Station Upgrade, M-180-353-001

No change in status. This project included a major rehabilitation of the Devonshire Pump Station. A contract in the amount of \$759,000 was awarded to B & H Contracting, Inc. at the December 2020 meeting. Construction started on April 6, 2021. Project is substantially complete with contractor addressing punch list items, close out documentation to be submitted. Still issue with one alarm, some modifications needed.

##### Hartford Road WPCF Orbal Aerator Repairs, M-180-360

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 channel 2 will also be cleaned. This project will be financed via NJIB loan. Contract # 2018-03 awarded to Eagle Construction Services in the amount of \$752,514.00 on August 18, 2022. Cell No. 2 was drained, and debris removed. Concrete inspection completed, with no issues found. Disks arrived, but not hardware. Expect disk installation the week of December 19<sup>th</sup>.

##### Union Mill Farms Force Main Replacement, M-180-376-001

No change in status. This project included installation of a new force main that redirects the pump station discharge out of the primary force main in Union Mill Road and into the gravity sewer collection system for Holiday Village East Pump Station. Financing will be via an NJIB loan. Contract No. 2019-02 was awarded to Earle Asphalt Company in the amount of \$409,713.13 during the October 21, 2021, meeting.

During construction, a line stop failed on June 30, 2022, which caused a sewage spill. We are preparing the proposed change order for reimbursement to the Authority for costs related to the June 22 incident. Construction is now complete.

#### Well No. 3 Redevelopment M-180-391

This project will include removal and rehabilitation of the existing pump and well piping, redevelopment of the well and installation of Authority supplied pump and well piping. Contract awarded to A.C. Schultes in the amount of \$128,500.00 during the October 20, 2022, meeting. Construction has started and is about 40% complete.

#### Active Projects in Design

##### Replacement of Part of Library Force Main and Millstream Force Main Connection, M-180-322-002

The project includes replacing a section of the existing PVC library force main with 10" HDPE (via directional drill), beginning at the pump station, through the adjacent wooded area to Route 295. The project includes cleaning and televising the force main crossing under Route 295/NJTP. The project also includes replacement of the connection of the Millstream force main to the primary force main in Union Mill Rd. Project will be financed via an NJIB loan. Received TWA approval from NJDEP. SED approval is required prior to advertising.

##### Pump Station Monitoring System, M-180-365

This project includes updating of the alarm system at 27 of the Authority's 41 sewage pumping stations. In addition, condition monitoring will be included with the system. The Authority authorized start of design work with a construction completion of March 2021, which was not met. Financing for this project was originally planned for NJIB bundle #1. Panel delivery is delayed to the first quarter of 2024. Design is 75% complete. Should have plans to Authority next week.

##### Air Release Manhole Improvements Union Mill Road M-180-390

This project includes the replacement of a force main air relief valve at the intersection of Union Mill Road and the entrance to Signature Place. The project schedule is to coincide with the Township project to improve Union Mill Road. Priority and construction schedule will be done when UMR is closed for improvements which are now scheduled to begin in spring of 2024. Design has started.

##### Air Release Manhole Improvements 101 Hartford Road & Isolation Valve Removal Pike Road

The project includes the replacement of the air relief valve at 101 Hartford Road. The project also includes the removal of the valve and fittings for the Pike Road isolation valve. Design, plans and specs are ongoing, 90% complete. Plans and specs submitted to Authority for review. A meeting necessary to discuss.

##### Water Main on Hainesport-Mount Laurel Road County Bridge #B4.71

The Authority's 12" water main which is strapped to the side of the County's bridge has a small leak. Originally a repair was planned but due to configuration a replacement is necessary. We began coordinating with the County for the replacement. Design started.

##### Automatic Transfer Switch Installation-81 Elbo Lane

We have been authorized to prepare design plans and specifications to install an Automatic Transfer Switch (ATS) at the Authority's Engineering Office Located at 81 Elbo Lane. The Authority has an emergency generator that can be connected to the transfer switch if power is lost.

Bill Long reported that Alaimo questioned Haddon Point on why they believe they shouldn't have to pay connection fees and their response was that the clubhouse is for residents only.

Mr. Trice reported on the following projects as they are being designed by firms other than Alaimo Associates:

Force Main Air Release Valves (Engineer: ERI, Inc.)

This project was to rehabilitate and install select air release valves on sections of the secondary force main. Contract 2020-06 rebid was awarded to Coastline Construction, LLC in the amount of \$434,500.00 in October 2021. Project is complete.

East Saint Andrews Drive Water Main Replacement (Engineer: ERI)

This project was to replace approximately 900 LF of 10" water main on E. St. Andrews Dr. and an upgrade of approximately 400 LF of 4" water main to 6" on Pebblebrook Lane. Contract awarded July 13, 2021, to Earle Asphalt Company in the amount of \$400,213.13. Field punchlist items have been completed. As-built and contract closeout documentation remains to be submitted.

Sanitary Sewer System Modeling, Capacity Assessment and Master Planning (Engineer: Mott MacDonald)

The hydraulic model has been completed and calibrated. Mott MacDonald is currently using the model to develop and analyze alternatives for alleviating operational problems experienced in the system and to evaluate alternatives identified by the Authority in the initial SOW. Mott MacDonald anticipates submitting a draft master plan report which will include the modeling results and recommendations for capacity relief projects in mid-January.

Elbo Lane WTP HVAC Replacement (Engineer: Mott MacDonald)

This project is to replace or rehabilitate the HVAC system at the Elbo WTP. Mott MacDonald's revised schedule indicates that the 90% complete bid documents will be submitted to the Authority for review in late April 2023.

Ramblewood Pump Station Generator Replacement (Engineer: Remington & Vernick)

No change in status. This project is to replace the existing standby generator at the Ramblewood Pump Station. A contract was awarded to Lee-Way Electrical in the amount of \$173,400.00 at the February 17, 2022, meeting. The generator shop drawings have been submitted and approved. We have been informed that generator deliveries are on average 12 months from shop drawing approval. Therefore, we do not anticipate the generator being delivered until August 2023.

HRWPCF Sludge Dewatering Equipment Replacement (Engineer: Colliers)

No change in status. This project includes the replacement of the sludge handling and dewatering equipment in the sludge building which was originally constructed in 1996. Colliers Engineering and Design has been actively working on the Planning Document submission required by the IBank and on design and bid documents. Collier's initial project schedule anticipated having bid ready construction documents ready for submission to NJDEP for approval in January 2023. This project is included in the Capital Budget as UB FY21. On schedule and anticipate receiving plans next month to submit to DEP for approval.

Chapel Hill Road and Trefoil Terrace Water Main Replacement (Engineer: ERI)

This project includes the replacement of approximately 1,020 feet of 6" and 8" water main and 45 services on Chapel Hill Road and Trefoil Terrace. Contract No. 2022-07-84 was awarded to CTX

Infrastructure in the amount of \$430,673.50 in July 2022. Water main installed. The contractor has completed the water main installation work on Trefoil Terrace and Chapel Hill Road. We have requested the contractor to not start the installation of the new service lines until after December 27<sup>th</sup>.

**Tricia Meadows Force Main (Engineer: ERI)**

This project is for the replacement of a section of the Tricia Meadows force main from the vicinity of the PS to Moorestown-Mount Laurel Road. Bid advertisement is planned to occur in January 2023, with award at the February meeting. This work is included in the Capital Budget under heading 1-05-70-R302-FY23. Preliminary plans are complete. Meeting with Davis Enterprises on 12/22 regarding access on their land where the facilities currently are installed.

**Closed Session**

A motion was made by Mr. Smith, seconded by Mr. Knight, the Board unanimously approved to pass Resolution 2022-12-110 to close the meeting to discuss Litigation, Potential Litigation, and Personnel which are exempt from open meetings under the Sunshine Law, at 7:17 p.m., with affirmative votes from Ms. Capri, Mr. Smith, Mr. Knight, and Mr. Francescone.

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

Potential Litigation – SEE CLOSED PORTION OF MEETING

The meeting was re-opened at 7:29 p.m., following a motion made by Mr. Francescone, and seconded by Mr. Knight and with unanimous agreement from Ms. Capri, Mr. Smith, Mr. Knight, and Mr. Francescone.

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

**Professional Services Review Committee**

Mr. Sears stated that volunteers are needed for the committee. Review will take place before the January board meeting and appointments will take place at the February board meeting.

Ms. Carolan added that a maximum of two members may participate on the committee.

Ms. Capri indicated that Member Carol Murphy sent an email stating that she was interested in being involved in the RFP process. Ms. Capri was unaware that Ms. Murphy would not be in attendance tonight, but it was agreed that they would put her name as a volunteer and if Ms. Murphy was not interested, one of the other members would step up.

Ms. Capri stated she would be the other volunteer.

Ms. Capri mentioned the discussion that took place last year regarding the pay to play reform that was passed in Mount Laurel and do the Mount Laurel Township rules apply to the MUA?

Ms. Smith will look into this and advise at the January board meeting if it applies to the MUA.

**Contracts**

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2022-12-111 Resolution Authorizing the Award of a Contract with the New Jersey Manufacturers Insurance Company in the amount of \$124,031.00 to Provide Worker's Compensation Insurance Coverage for the Mount Laurel Township Municipal Utilities Authority, with affirmative votes from Ms. Capri, Mr. Smith, Mr. Knight, and Mr. Francescone.

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

Following a motion made by Mr. Knight and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2022-12-112 Resolution Approving Acceptance of the Air Release Manhole Rehabilitation and Installation Project, Rebid and Initiating the Two-Year Maintenance Period, MUA Contract No. 2022-06, with affirmative votes from Ms. Capri, Mr. Smith, Mr. Knight, and Mr. Francescone.

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

Following a motion made by Mr. Francescone and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2022-12-113 Resolution Approving Release of Maintenance Bonds for the Emergency Eyewash and Shower Installations, MUA Contract No. 2018-18, with affirmative votes from Ms. Capri, Mr. Smith, Mr. Knight, and Mr. Francescone.

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

Following a motion made by Mr. Knight and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2022-12-114 Resolution Approving Release of Maintenance Bonds for the Saint David Drive Water Main Replacement, Phase 2 Project, MUA Contract No. 2019-13, with affirmative votes from Ms. Capri, Mr. Smith, Mr. Knight, and Mr. Francescone.

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

### **Accounting and Financial**

Mr. Sears provided an overview of the audit. He stated there were no findings this year. During the exit conference the auditors did mention a few items which Mr. Sears brought up during the November meeting.

Mr. Sears stated that the collection rate dipped slightly from FY21 to FY22. Our net position dropped slightly. In changing the way that we dispose of changed out meters generated the charge off. Mr. Sears reviewed major expenditure items and their increases. Utility service grew slightly, and Mr. Sears stated that our revenue from investments, did not perform well.

Following a motion made by Mr. Francescone and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2022-12-115 Resolution Concerning Review of Annual Audit Report, with affirmative votes from Ms. Capri, Mr. Smith, Mr. Knight, and Mr. Francescone.

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

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2022-12-116 Resolution Regarding Corrective Action Plan Adopted in Response to Annual Audit Report for Fiscal Year Ending June 30, 2022, with affirmative votes from Ms. Capri, Mr. Smith, Mr. Knight, and Mr. Francescone.

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

Following a motion made by Mr. Knight and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2022-12-117 Resolution Approving Appointment of Public Agency Compliance Officer (P.A.C.O) for the Mount Laurel Township Municipal Utilities Authority, with affirmative votes from Ms. Capri, Mr. Smith, Mr. Knight, and Mr. Francescone.

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

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved the Treasurer's Report for October 2022 and Payment Plan Status Report for December 2022, with affirmative votes from Ms. Capri, Mr. Smith, Mr. Knight, and Mr. Francescone.

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

Following a motion made by Mr. Knight and seconded by Mr. Smith, the Board unanimously approved Requisition #638 in the amount of \$399,317.85 for the Accounts Payable voucher's list, with affirmative votes from Ms. Capri, Mr. Smith, Mr. Knight, and Mr. Francescone.

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

There were no bills from the Acquisition and Construction Bill List

Following a motion made by Mr. Smith and seconded by Mr. Knight the Board unanimously approved Requisition #5760 through #5771, in the amount of \$336,238.20 from the Renewal and Replacement list with affirmative votes from Ms. Capri, Mr. Smith, Mr. Knight, and Mr. Francescone.

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

Following a motion made by Mr. Francescone and seconded by Mr. Smith the Board unanimously approved the non-union increases effective January 1, 2023.

**Comments:**

Ms. Carolan thanked the staff for handling the board meeting items during her family emergency and especially Mr. Sears who is on vacation and attended the meeting remotely. Also, Merry Christmas and Happy New Year.

Mr. Sears thanked the board for approving the non-union increases. Happy holidays to everyone.

Mr. Trice wished everyone a happy holiday season.

Mr. Scott wished everyone a Merry Christmas and a safe holiday.

Ms. Smith and Ms. Ordille also wished everyone a happy holiday.

Mr. Francescone wished everyone a happy holiday and thanked everyone for their hard work.

Ms. Capri questioned a billing item from New Resource Group that was noted as a pencil, pencil case and eraser in the amount of \$1,187.00. Ms. Capri believes this is an error but would like Mr. Sears to look at it.

Following a motion made by Mr. Smith seconded by Mr. Francescone, and with unanimous agreement from the members, the meeting was adjourned at 7:48 pm.