

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

December 17, 2020

Chairwoman Coco-Capri called the regular meeting of the Mount Laurel Township Municipal Utilities Authority to order at 7:00 p.m. via 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
Dennis Riley	Vice Chair
Christopher Smith	Secretary
Elwood Knight	Member
John Francescone	Member

Also in attendance were:

William Long	Consulting Engineer
Dick Alaimo	Consulting Engineer
George Morris	Solicitor
Carmen Saginario	Labor Attorney
Pamela Carolan	Executive Director
Russell Trice	Operations Engineer
David Wiest	Finance Director
Jonathan Sears	Finance Director
Brian Scott	HR Director
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**

Councilperson-Elect Karen Cohen attended the meeting.

**Minutes**

Following a motion made by Mr. Riley and seconded by Mr. Francescone, the Board approved the minutes for the November 19, 2020 regular meeting, with affirmative votes from Mr. Francescone, Mr. Riley, Ms. Capri, Mr. Knight and Mr. Smith.

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

**Developments/New Connections**

Following a motion made by Mr. Smith and seconded by Mr. Riley, the Board unanimously approved Resolution No. 2020-12-93, Resolution Authorizing Release of Performance Bond Posted by Signature Place at Mount Laurel, Section 1B, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Riley and Mr. Smith.

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

Following a motion made by Mr. Riley and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2020-12-94, Resolution Authorizing Release of the Performance Bond Posted by Signature Place at Mount Laurel, Section 2, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Riley and Mr. Smith.

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

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2020-12-95, Resolution Authorizing Release of the Performance Bonds Posted by Mount Laurel Development, LLC for the On-Site Improvements for Lifetime Fitness, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Riley and Mr. Smith.

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

Following a motion made by Mr. Riley and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2020-12-96, Resolution Authorizing Release of the Performance Bonds Posted by Mount Laurel Development, LLC for the Off-Site Improvements for Lifetime Fitness, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Riley and Mr. Smith.

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

## **Operations**

### **COVID-19 Update**

Ms. Carolan noted that one employee tested positive after having recent contact with other employees, the exposed employees are in quarantine, either working from home or in isolation working at a remote location as recommended by the CDC guidelines.

Mr. Sears reviewed the financial status impact and noted that the collection rate for November on the \$1.75 million billings was 94.1%. While the December billings totaled \$1.55 million, while \$160,676 in interest has been forgiven thus far on delinquent accounts.

As previously discussed, Mr. Sears reminded that late fees cannot be charged until 3/15/21.

Mr. Francescone asked when the Authority began waiving interest.

Mr. Sears noted that we began waiving interest in March 2020, several months prior to this requirement by the State of NJ.

### **Water System Summary**

Ms. Carolan reported that there were no water system leaks since the last meeting.

Ms. Carolan noted that there is 7 MG left in our water allocation for the year and we will use all of it and also will meet both Willingboro and Evesham contract obligations and added that the usage for 2020 is expected to be approximately 1425 MG, the 7<sup>th</sup> lowest in the last 20 years.

Ms. Carolan reported that the non-regulatory PFAS testing continues with no detection in our wells and with a slight detection at the Willingboro and NJ American interconnections, far below the new NJDEP limit which takes effect this January.

### **Sewer System Summary**

Ms. Carolan reported that 4 pump stations are operating outside of normal parameters. There were no force main breaks, and there is a problem with the transfer switch on the emergency generator at The Lakes pumping station, but it can be run manually for now.

At the plant, there were operational issues with the newer UV system, so we had to operate the old UV for a week as a backup until repairs were made.

Ms. Carolan noted that for 263 and 265 Mount Laurel Road, the shared homeowner ejector line broke again over the Thanksgiving holiday weekend – this is one of several leaks to this service in the last few years. The homeowner at 265 refused to shut off their pump, causing sewage to leak onto the shared

driveway. By December 1<sup>st</sup>, Ms. Carolan said she called in our contractor to repair the line at an estimated cost of \$17K. We have been working for the past two years to rectify the lack of a correct legal agreement for the maintenance of the line.

#### Underdrains

Ms. Carolan said that for the last several years, the MUA has been working to identify what type of groundwater removal systems (underdrains or sump pump headers) might be located in individual developments. As such, in 2018 the MUA put together a draft plan and supplied it to Township. We have continued to identify and verify the systems.

Ms. Carolan presented an updated plan and noted that there are still several areas with conflicting information. She indicated that it would be sent to the Township in January.

Ms. Carolan added that the Township owns the underdrain systems but the MUA responds to all customer calls and services the pump stations pursuant to a shared service agreement with the Township where the Township reimburses the MUA for these services.

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

Mr. Long presented the report.

#### Active Projects in Construction

##### Replacement of Briggs Force Main and Connection and Library Force Main Connection

This project includes replacement of Briggs Road force main from the pump station to the connection to the primary force main on Union Mill Road, and replacement of the Library force main connection to the primary. The Briggs force main, and Library connection projects were combined in one NJ Infrastructure Bank (NJIB) loan application with the Library force main replacement, Millstream connection, and Union Mill Farms Force Main Redirection projects.

A contract was awarded to Pioneer Pipe Contractors, in the amount of \$780,050.00 on May 21, 2020. Construction started on September 28, 2020 and is 95% complete.

##### Hartford Road-Marne Highway Force Main Connection Replacement

No change in status. The Gables Development is required to reconstruct the Hartford Road/Marne Highway intersection as a condition of the County approval. At the intersection the Authority's 18" Devonshire force main connects to the 24" primary force main which continues to the plant along Hartford Road. The Authority had planned to replace this connection, which was originally installed in the late 1970's, as part of the Renewal and Replacement program. The Authority approached the developer about having their contractor perform the Authority's project while performing their other work. An agreement with the developer is forthcoming.

##### Hartford Road WPCF, Warehouse to Vehicle Storage Conversion

This project was the last of several related projects. The Authority has been storing its vehicles which require winter climate control inside the Commerce Water Tank for many years. The Authority explored several alternatives including constructing a building at the WPCF to house the vehicles. After the 81 Elbo building was purchased it was decided that the existing machine space at 81 Elbo could be converted to a warehouse and the existing warehouse at Hartford WPCF would be retrofitted to store the Authority's large sewer vehicle (this project).

Contract 2017-10 in the amount of \$341,000.00 was awarded to J.H. Williams Enterprises at the April 2019 meeting. With change orders, the total contract was \$348,577.32. Alaimo Associates performed the engineering design and inspection services under project number M-180-354 for \$132,160.69. The Authority funded the project via a low interest loan from the NJ I-Bank. Conversion of the facility was

deemed substantially complete in November 2019. The maintenance bond will expire in November 2021. This project is now complete. Closeout documentation was submitted.

#### Hartford Road WPCF Tank Repairs

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. A contract in the amount of \$1,882,000 was awarded to BR Welding, Incorporated, on August 15, 2019. Change Order No. 1 in the amount of \$12,232.66 was approved by the Authority during the April 2020 meeting and was also approved by NJDEP. New contract total is \$1,894,232.66. Change Order No. 2 for \$0 was approved by the Authority in June 2020 and extends the completion date by 125 days to October 31, 2020, following supply chain issues related to the State of Emergency.

Construction is ongoing and is 60% complete overall. Primary Clarifier No. 1 and Primary Clarifier No. 2 are complete.

#### Hartford Road WPCF Roof Replacement and Lightning Protection

This project includes the replacement of roofs on five (5) buildings and lightning protection 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, bundle 1. The Authority awarded Contract No. 2018-17 to JH Williams Enterprises in the amount of \$360,500.00.

Construction started on September 28, 2020. Lightning protection is 65% complete. Roof construction is 60% complete. The contractor is still waiting for metal fabrication for cap.

#### Hartford Road WPCF Lighting Replacement

No change in status. This project is for the replacement of site lighting throughout the plant. A contract in the amount of \$102,040.00 was awarded to ABS Electric, Inc. on September 17, 2020. A preconstruction meeting was held on October 20, 2020. Construction was scheduled to start in mid-December.

#### Saint David Drive Water Main Replacement – Phase 2

No change in status. This project includes the replacement of approximately 2,100 LF of 8” and 6” water main. Contract 2019-13 was awarded on March 26, 2020 to the Pioneer Pipe Contractors in the amount of \$523,526.00. The water mains and service connections have been installed and road restoration completed. Project 95% complete. Contractor to complete punchlist items, closeout documents to be submitted.

#### Hartford Road WPCF Plant Laboratory

This project included the conversion of an existing storage building that formerly contained a package water treatment plant for the on-site well into the laboratory for plant operating personnel. Contract 2018-07 in the amount of \$ 224,000.00 was awarded to J.H. Williams Enterprises at the April 2019 meeting. With change orders, the total contract was \$232,452.12. Alaimo Associates performed the engineering design and construction management under project number M-180-370 for \$76,797.77. The Authority funded the project via a low interest loan from the NJ I-Bank. Conversion of the facility was deemed substantially complete in November 2019. The contractor completed punch list items. Closeout documentation was recently submitted. The maintenance bond will expire in November 2021.

#### Emergency Shower and Eyewash Facility Installation

This project includes the installation/replacement of emergency shower and eyewash equipment at 6 locations. Some of the facilities did not 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. The

Authority awarded Contract 2018-18 to Whitfield Schneider Enterprises, Inc. in the amount of \$193,100.00 on March 26, 2020. Construction is on-going and is 85% complete.

#### Door and Window Replacement – Various Locations

This project includes the replacements of doors and windows at various locations including Hartford Road WPCF, two (2) pump stations, 1201 South Church Street, and the Ark Road Booster Station. Contract 2020-05 was awarded to WJ Gross, Inc. in the amount of \$222,870.00 in November 2020. Construction is scheduled to begin in April 2021.

#### Repainting of Elbo Lane Clarifiers

This project includes blasting and painting all the metal surfaces below and above the typical water surface elevation for both clarifiers at the Elbo Lane Water Treatment Plant. Contract 2020-03 in the amount of \$189,700.00 was awarded to Brave Industrial Painting, LLC on September 17, 2020. Construction started on October 12, 2020. Clarifier No. 1 is painted and was returned to service in November. Work began on Clarifier No. 2 on December 10. Project is 45% complete.

#### Redevelopment of Well #6

This project includes removal of the existing pump and internal piping, redeveloping the well (cleaning the casing/screen) and installing the pump and internal piping. The replacement material will come for Authority stock. The existing equipment will be rehabilitated and returned to the Authority for use in future projects.

Contract 2020-04 in the amount of \$87,130 to A.C. Schultes, Incorporated on September 17, 2020. Construction started on November 5, 2020 with a work around of the failed VFD. Construction is on-going and is 40% complete.

#### Active Projects in Design

##### Replacement of Part of Library Force Main and Millstream Force Main Connection

No change in status. The project includes replacing a section of the Library force main, beginning at the pump stations, through the adjacent wooded area to Rout 295. The project includes cleaning and televising the force main crossing under Tour 295/NJTP. A meeting was held on October 9, 2020 with the Authority to review alternate routes for the force main. We will be providing 3 cost estimates to the Authority.

##### Atrium & Hooten Pump Station 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 Water Booster Station. This project was included in the first loan application for NJIB financing. Construction was originally scheduled to begin in FY20.

Plans and specifications were submitted to the Authority for review.

##### Devonshire Pump Station Upgrade

This project includes 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. The Mount Laurel Manor Apartments housing project in Rancocas Woods as well as existing commercial and residential properties currently on septic

systems located on or near Creek Road will connect to the Devonshire Pump Station drainage area. Although the total wastewater flow that could be discharged to the Devonshire Pump Station is not known, it is assumed based on a flow metering study that the station will have sufficient capacity to handle these new connections. Design and sizing of the collection system along Creek Road is sized to accommodate as many future connections as possible.

A contract in the amount of \$759,000 was awarded to B & H Contracting, Inc. as the December 2020 meeting.

#### Hartford Road WPCF Orbal Aerator Repairs

No change in status. Project to be bid in March 2021. 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 was originally scheduled for FY 2020.

#### Pump Station Monitoring System

This project includes updating of the alarm system at all sewage pumping stations. In addition, condition monitoring will be included with the system. The Authority authorized start of design work with a completion of March 5, 2021. An on-site meeting is planned at Ramblewood PS to address the scope of the project. All pump stations included in the project will be visited.

#### Pump Station Site Work

No change in status. This project includes improvements at three pumping stations: Timbercrest, East Gate and Ethel Lawrence. The work includes replacement of gates, fencing, relocation of driveways and asphalt paving. Construction is anticipated in spring 2021.

Plans and specifications were submitted to the Authority for review.

#### Union Mill Farms Force Main Replacement

This project will include installation of a new force main that will redirect the pump station discharge out of the primary force main in Union Mill road and into the gravity sewer collection system that discharges to the Holiday Village East Pump station. An existing adjacent isolation valve for the primary will also be replaced. This project was combined in one NJIB loan application with the Replacement of Library Force Main, Millstream Force Main Connection, the Briggs Road Force Main Replacement and Connection and Library Force Main Connection. The Planning Document has been submitted to the NJDEP. Plans and specifications are 95% complete and have been submitted to the Authority for review. Authority decided not to replace the blowoff manhole. A buried plug valve will be installed in the new main at the approximate location of the existing manhole.

#### Piping, Heat Tracing and Insulation Replacement at the Hartford Rd WPCF

This project is for the replacement of various heat tracing and insulation that was originally installed on exposed piping at the Hartford Road WPCF when the plant was expanded in 1996. This project will be funded via a loan from the NJIB. The project is currently out to bid with a bid opening scheduled for January 14, 2021.

#### Church Street Water Tank Painting

This project will include blasting and painting of all interior surfaces and power wash, power tool clean and overcoat all exterior surfaces. In addition, an improved safety system will be installed including a handrail system, cable safety system and secure ladder gate. Design is 80% complete.

Future Projects

Nottingham Way Water Main Replacement

This project includes the replacement of approximately 500 LF of 6" water main. Survey work has been completed. Project schedule is dependent on the frequency of future water main breaks.

Completed Projects on Maintenance Bond

85 Elbo Lane Generator Replacement

Construction completed February 28, 2019 and on maintenance bond that expires February 28, 2021.

Hartford Road WPCF Filter Press Control Panel Replacements

Construction completed March 19, 2020 and on maintenance bond until March 19, 2022.

Hartford Road WPCF Door Replacement

Construction completed January 7, 2020 and maintenance bond expires January 7, 2022.

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

Indigo Drive Water Main Replacement Phase 3 (Engineer: ERI, Inc.)

The scope of the project includes replacement of the existing water main and house services from Hydrangea to the end of the cul-de-sac. The roadway will be milled and paved from curb to curb. A contract in the amount of \$187,809.00 was awarded to RTW Construction, Inc at the August 2020 meeting. No firm date for the onset of construction has been established.

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

The scope of the project includes rehabilitation of air relief valves on the high-pressure sanitary sewer force main and addition of air release valve vaults at other locations on the high-pressure force main.

Plans were recently submitted to the Authority for review and approval. Project should be advertised for bid in January or February 2021.

Closed Session

A motion was made by Mr. Riley, seconded by Mr. Smith, voted on and unanimously approved to pass Resolution 2020-12-97 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 7:49 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 8:29 p.m., following a motion made by Mr. Riley, and seconded by Mr. Smith and with unanimous agreement from Ms. Capri, Mr. Smith, Mr. Knight, Mr. Riley and Mr. Francescone.

Mr. Saginario left the meeting at this time.

**Contracts**

Following a motion made by Mr. Riley and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2020-12-98, 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 Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Riley and Mr. Smith.

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

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2020-12-99, Resolution Authorizing the Execution of an Agreement for Cooperative Pricing System with the County of Burlington, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Riley and Mr. Smith.

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

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2020-12-100, Resolution Authorizing the Authority to Reject Professional Service Proposals and Immediately Re-Advertise Same, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Riley and Mr. Smith.

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

Following a motion made by Mr. Smith and seconded by Mr. Riley, the Board unanimously approved Resolution No. 2020-12-101, Resolution Approving Acceptance of Hartford Road WPCF Laboratory Project and Initiating the Two-Year Maintenance Period, MUA Contract No. 2018-07, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Riley and Mr. Smith.

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

Following a motion made by Mr. Riley and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2020-12-102, Resolution Approving Acceptance of Hartford Road WPCF Vehicle Storage Facility Conversion Project and Initiating the Two-Year Maintenance Period, MUA Contract No. 2017-10, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Riley and Mr. Smith.

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

Following a motion made by Mr. Smith and seconded by Mr. Riley, the Board unanimously approved Resolution No. 2020-12-103, Resolution Approving Award of Contract Following Receipt of Competitive Bids for the Devonshire Pump Station Upgrade to B&H Contracting Inc., in the amount of \$759,000.00, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Riley and Mr. Smith.

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

**Accounting and Financial**

Following a motion made by Mr. Francescone and seconded by Mr. Riley, the Board unanimously approved Resolution No. 2020-12-104, Resolution Approving Appointment of Public Agency Compliance Officer (P.A.C.O.) for the Mount Laurel Municipal Utilities Authority, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Riley, and Mr. Smith.

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

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved the Treasurer's Report for October 2020 and Payment Plan Status Report for November 2020, with affirmative votes from Ms. Capri, Mr. Smith, Mr. Riley, Mr. Knight, and Mr. Francescone.

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

Following a motion made by Mr. Smith and seconded by Mr. Riley, the Board unanimously approved Requisition #614 in the amount of \$281,546.45 for the accounts payable vouchers with affirmative votes from Ms. Capri, Mr. Smith, Mr. Riley, Mr. Knight, and Mr. Francescone.  
Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

There are no bills from the Acquisition and Construction list.

Following a motion made by Mr. Knight and seconded by Mr. Francescone, the Board unanimously approved Requisition #5184 through #5208, in the amount of \$579,531.25 from the Renewal and Replacement list with affirmative votes from Ms. Capri, Mr. Smith, Mr. Riley, Mr. Knight and Mr. Francescone.  
Total votes: 5 ayes, 0 nays, 0 abstentions, 0 absent

**Comments:**

Ms. Carolan mentioned that Authority employees donated in excess of 70 toys for the Burlington County Sheriff's office annual toy drive.

Ms. Carolan noted that the monthly NJAWC bill is not included in the payables list.

Mr. Wiest noted that the fiscal year 2020 audit work is finished and there were no findings. The exit conference was held yesterday with only a few items for discussion - nothing concerning. The audit will be filed with the state by the end of December, as required.

Mr. Riley commended Dave and his staff for a job well done.

Mr. Wiest noted that payment was made to the township in the amount of \$389K – the 11<sup>th</sup> consecutive year a payment has occurred. With this payment, we have exceeded \$5M in funds given to the township.

Councilperson Elect Karen Cohen commented that stormwater management is a big issue for her and the town.

Following a motion made by Mr. Riley seconded by Mr. Francescone, and with unanimous agreement from the members, the meeting was adjourned at 8:45 p.m.