

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

July 16, 2020

Chairwoman Coco-Capri called the regular meeting of the Mount Laurel Township Municipal Utilities Authority to order at 7:04 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	Chairwoman
Dennis Riley	Vice Chairman
Christopher Smith	Secretary
Elwood Knight	Member
John Francescone	Member

Also in attendance were:

Richard Alaimo	Consulting Engineer
William Long	Consulting Engineer
Jose Calves	Solicitor
Pamela Carolan	Executive Director
Russell Trice	Operations Engineer
David Wiest	Finance 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**

There was no public comment.

**Minutes**

Following a motion made by Mr. Smith and seconded by Mr. Riley, the Board approved the minutes for the June 18, 2020 regular meeting, with affirmative votes from Mr. Francescone, Ms. Capri, Mr. Knight, Mr. Smith and Mr. Riley.

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

**Developments/New Connections**

Following a motion made by Mr. Francescone and seconded by Mr. Riley, the Board unanimously approved Resolution No. 2020-07-57, Resolution Authorizing Water and Sewer Performance Bond Release for Project No. M-181-201-601, Express Tree Service, 344 Texas Avenue, Mount Laurel, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Smith and Mr. Riley.

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

Following a motion made by Mr. Knight and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2020-07-58, Resolution Authorizing Water and Sewer Performance Bond Release for Project No. M-181-201-906, Chase Bank, 3047 Route 38, Mount Laurel, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Smith and Mr. Riley.

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. 2020-07-59, Resolution Authorizing the Release of the Performance Bond Posted by Bancroft Neurohealth, Inc., with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Smith and Mr. Riley.

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

## **Operations**

### **COVID-19 Update**

Ms. Carolan gave a COVID pandemic summary of staffing – on 6/22 all offices were populated with staff – there are just a few administrative employees working from home due to childcare issues. All are wearing masks, temperature checks are being taken, all are practicing social distancing and we are cleaning between shifts. Offices remain closed to the public. We have recently instituted a travel policy requiring a 14-day quarantine for travelers returning from affected States pursuant to the Governor’s recommendation. Trips booked before or after the State quarantine guidelines were issued will determine if employees are paid during the quarantine period. The policy was enacted with our Labor Counsel recommendations. If an employee submits a vacation request, they must indicate where they are traveling to.

Ms. Carolan noted that Assembly Bill 4126 which was passed on June 19<sup>th</sup>, would permit local authorities to waive interest and lien enforcement for certain delinquent water and sewer utility payments during emergency circumstances. It would be effective 90 days from the close of the declared emergency.

Mr. Wiest said that financially, the Authority is doing well and added that he will update the memo he submitted that lists billings and receipts for 2020 compared with 2019. For the 3 months of April, May and June 2020, \$4M was billed and \$4.120M was collected which is 103% collected. For the same period in 2019, we were 99% collected.

### **Water System Summary**

Ms. Carolan reported that there were 5 water system leaks since the last meeting and 2 more that can’t be located, in Augusta Circle and E. St. Andrews Drive. Water can be heard moving and a company was brought in to try to detect it, but they were unable to locate the source.

Ms. Carolan said yet another company will be called in with different equipment to try to locate.

Ms. Carolan noted that customer use is picking up due to the weather and use has been 1MGD more this week than last week, on average. From January 2020 to date, we are equal to 2019 usage for the same time period.

Ms. Carolan noted that DEP performed a virtual inspection of the drinking water facilities today and it went well.

Mr. Trice explained that for The Gables development project, DEP calculated the MUA’s historical water demands in a manner that doesn’t account for the purchase of water and recharge of ASR Well No. 7 from October to April of each year. This resulted in an artificially high calculation of the MUA’s historical water demands and a corresponding reduction in surplus water for future development. The water demand calculations used by DEP for the Gables development are not consistent with those used by DEP on all previously issued development water permits. The DEP supervisor was contacted, and he will look into it. Mr. Trice said the calculation method needs to be corrected because the artificial use created will affect our water supply availability for future projects and our NJAWC nomination.

Mr. Trice added that he hopes it is not a DEP policy change – it could cost the Authority \$250K per year.

### **Sewer System Summary**

Ms. Carolan reported that on July 3<sup>rd</sup> there was a sewage leak on Mt. Laurel Rd. near the state police barracks from the sewer ejector line for the Turnpike Authority; it was able to be isolated and the customer took care of the repair.

Ms. Carolan indicated that 6 pump stations are operating outside of normal parameters. Ms. Carolan added that the damaged sewer from the underdrain collapse on Briarwood was repaired by the Township's contractor.

#### Underdrains

Ms. Carolan noted that there were no verifications done this month.

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

Mr. Long presented the report.

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

This project includes replacement of a section of force main for the Library PS beginning at the pump station and extending beyond the Rt. 295/NJ Turnpike crossing and replacement of the connection of the Millstream force main to the primary force main on Union Mill Road. The Library force main and Millstream connection projects were combined in one NJ Infrastructure Bank (NJIB) loan application with the Briggs force main, Library connection and Union Mill Farms Force Main Redirection project.

The Planning Document was submitted to NJDEP and was approved. Other required submittals are being made to the NJDEP. We are awaiting direction from the Authority on scheduling.

#### 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. The initial pre-construction meeting with the NJDEP loan program was held on June 15, another pre-con with the Township and County will be held in a few weeks.

#### Atrium & Hooten Pump Station Upgrades

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. This project was included in the first loan application for NJIB financing. Construction was originally scheduled to begin in FY20.

Plans were submitted to the Authority for review. Specifications will be submitted during the week of July 13, 2020. We are preparing the TWA application for submittal to NJDEP; NJDEP approval could take several months.

#### 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. 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.

Site work plans have been submitted to the Planning Board for review. Plans and specifications are being updated to incorporate full replacement of both pumps and appurtenances. Site visit with pump vendor was conducted on November 13, 2019.

Revised plans have been submitted to address Authority review comments. Specifications were submitted on July 14, 2020.

#### 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.

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.

#### 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 was originally scheduled for FY 2020. We are awaiting direction from the Authority on scheduling.

#### 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. Bids were opened on June 11. A bid protest was submitted by the apparent second low bidder. On June 18, 2020 the Authority awarded Contract No. 2018-17 to JH Williams Enterprises in the amount of \$360,500.00.

A pre-construction meeting with NJDEP was held today. A second pre-con will be held with Authority personnel.

#### Harford Road WPCF Lighting Replacement

This project is for the replacement of site lighting throughout the plant. Plans and specifications have been submitted to NJDEP for review and comments were received. Still waiting on comments from SED. Proposed award date is August 20, 2020; however this may be pushed back.

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

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 majority of the 8" and 6" water main has been installed.

#### 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 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.

The Authority awarded Contract 2018-18 to Whitfield Schneider Enterprises, Inc. in the amount of \$193,100.00 on March 26, 2020. Construction is 50% complete.

#### Hartford Road WPCF Filter Press Control Panel Replacements

This project included the replacement of the filter press controls and filter press belt motors. This project is part of bundle 1 of the NJIB loan. Contract 2018-10 in the amount of \$183,750 was awarded to A.B.S. Electric, Incorporated on June 28, 2019. Project was to be completed by December 28, 2019. Notice of substantial completion was issued on May 8. Project was closed out in July 2020.

#### 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 DEP and we are awaiting comment or approval. Other required submittals are being submitted to DEP.

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

No change in status. 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. Plans and specifications have been given to the Authority for review before submission to the NJDEP.

#### 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. Design is 25% complete and the project is scheduled for advertisement on September 2, 2020.

#### 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. Design is 10% complete. The plan is to complete one (1) clarifier in October 2020 and the other in November 2020.

#### Redevelopment of Well #6

The scope of this project includes removal of the existing pump and internal piping; redeveloping the well (cleaning the casing/screen) and installing the new 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. The anticipated schedule is to award in September 2020 and construct in October/November 2020.

#### Indigo Drive Water Main Replacement Phase 3:

Ms. Carolan provided an update regarding this project as it is being designed by Environmental Resolutions, Inc. (ERI).

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. The Authority is reviewing the preliminary plans and specifications. The current schedule is to advertise in the next 2 weeks and award at the August 2020 Board Meeting.

**Closed Session**

A motion was made by Mr. Riley, seconded by Mr. Francescone, voted on and unanimously approved to pass Resolution 2020-07-60 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 7:47 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 7:50 p.m., following a motion made by Mr. Smith, and seconded by Mr. Riley and with unanimous agreement from Ms. Capri, Mr. Smith, Mr. Knight, Mr. Francescone and Mr. Riley.

**Contracts**

Following a motion made by Mr. Knight and seconded by Mr. Riley, the Board unanimously approved Resolution No. 2020-07-61, Resolution Approving Change Order No. 1, Contract No. 2018-10, for the Hartford Road WPCF Filter Press Control Panel Replacement, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Smith and Mr. Riley.

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. 2020-07-62, Resolution Approving Acceptance of Hartford Road WPCF Filter Press Control Panel Replacement and Initiating the Two-year Maintenance Period, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Smith and Mr. Riley.

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

Following a motion made by Mr. Knight and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2020-07-63, Resolution Approving Change Order No. 1, Contract No. 2019-13, St. David Drive Water Main Replacement, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Smith and Mr. Riley.

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

**Accounting and Financial**

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

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

Following a motion made by Mr. Riley and seconded by Mr. Knight, the Board unanimously approved Requisition #609 in the amount of \$289,114.96 for the accounts payable vouchers with affirmative votes from Ms. Capri, Mr. Riley, Mr. Smith, 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. Francescone and seconded by Mr. Riley, the Board unanimously approved Requisition #5042 through #5068 in the amount of \$425,435.89 from the Renewal and Replacement list with affirmative votes from Ms. Capri, Mr. Riley, Mr. Smith, Mr. Knight and Mr. Francescone.

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

**Comments:**

Ms. Carolan and the members welcomed Bill Long on board as the Authority's new representative from Alaimo Associates.

Ms. Carolan noted there was a large email chain of those affected by the Auburn Court (Brittany Commons) condo fire last summer that destroyed the building. There was not a timely application to the Authority for the new fire service – it actually was received 7/7/20, long after reconstruction began.

Ms. Carolan said that the Mayor, Council and residents were informed via email that the fire service application was not approved, even though the new building was already under construction.

Ms. Carolan added that she replied to all, explaining that the application had not been received timely and that the Township issued permits without MUA approvals in place. It was agreed that better communication needs to take place between both entities, but it will need to start with the Township. Issues are with us being contacted after developers receive approval from Township, then it appears we are holding them up. Board believes that a third-party quality assurance company may help. There was discussion of the Twp. issuing a checklist that includes the need to contact MLTMA prior to approvals. During a recent meeting, in addition to two developments we were aware of, there were three others we didn't know about. Ms. Carolan indicated a rush to establish the escrow accounts on these three; however, Mr. Trice said that one of the developers commented they already have an escrow account with ML Township, they don't need one with MLTMA. We cannot create one without the authorization from the developer.

Mr. Wiest noted he had a discussion at the end of June with the person at the DCA who normally reviews our budget submittals. Mr. Wiest asked if submitting FY20 amended budget paperwork in mid-July would present any problems for the state. The reviewer responded that this would be fine, as July is typically a slow month and he will be on a ten day furlough anyway. Mr. Wiest indicated he and Tenisha are putting final touches on the amended budget paperwork and will be submitting to the state tomorrow. A resolution to approve the amended resolution is expected to be presented at the August board meeting.

Mr. Trice noted that we have been working with the Gables developer's contractor to obtain a cost proposal for the replacement of the 18"x 24" force main connection in the Marne Hwy.-Hartford Rd. intersection. The replacement of this connection is similar to the force main projects being performed at the Moorestown-Mt. Laurel Road and Briggs Road intersections with Union Mill Road.

The Gables is being required by Burlington County to reconstruct the Marne Hwy.-Hartford Rd. intersection so any work performed in this intersection will have to be performed this year. Alaimo prepared plans for the interconnection replacement, which were provided to the developer's contractor, Esposito. We are waiting for a cost proposal from Esposito. Since Esposito is the developer's contractor it is our intent to reimburse the developer for the work Esposito is doing for the MUA but crediting the developer the corresponding amount in connection fees.

Ms. Carolan reported there is a disagreement at 301 Kelly Cove between the upper and lower units. The issue is the downstairs unit has water coming from the upstairs unit and requested us to shut the water off upstairs. Due to this occurring on several occasions as well as the non-emergent nature, it was determined water should not be shut-off and B. Giegerich from Mount Laurel Township would handle.

Mr. Francescone asked about the status of the EMS Building at 1288 Route 73. Ms. Carolan advised that they are connecting to NJAWC for domestic and fire service. We are providing the fire hydrant and supply to the hydrant. Pre-construction meeting and inspection still need to take place.

#### 123 Creek – Mount Laurel Manor Apts

Mr. Francescone asked about the status of this project. Ms. Carolan indicated they have not approached us for start of construction. Mr. Calves updated board that we heard from developer's attorney today. It was agreed that two separate agreements can be executed, in order to allow them to begin project. Discussion on the lines and fees ensued. Determined there will be two lines, the first one by the developer. The line will handle their development and other commercial business on Creek and Fleetwood Roads. Developer paying for this line 100% upfront and will collect cost sharing from future customers. The second line by the MUA will be a 4" line that no one will currently connect to; it will be for future connections for Rancocas Woods residents. The second line costs exceeded the original estimates of \$20-\$30 thousand and could be in upwards of \$200 thousand. A summary will be provided to the board on the details on the agreement with this developer.

Following a motion made by Mr. Riley seconded by Mr. Knight, and with unanimous agreement from the members, the meeting was adjourned at 8:57 p.m.