

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

June 18, 2020

Chairwoman Coco-Capri called the regular meeting of the Mount Laurel Township Municipal Utilities Authority to order at 7:03 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
David Kahn	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. Francescone and seconded by Mr. Riley, the Board approved the minutes for the May 21, 2020 regular meeting, with affirmative votes from Mr. Francescone, Ms. Capri, Mr. Knight and Mr. Riley.

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

Developments/New Connections

No Developments/New Connections this month

Operations

COVID-19 Update

Ms. Carolan gave a COVID pandemic summary of staffing – on 6/22 we will populate all offices with 100% of operations personnel working – 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.

Mr. Wiest noted that interest forgiveness for customers with outstanding A/R balances at month end has totaled just over \$49K for the months of April, May and June. There have been no shut offs of water service due to non-payment since March.

Ms. Carolan said there is a bill moving through legislature that would waive late fees and shut offs for 90 days after the crises is deemed over by the Governor – it has not been approved as yet.

Ms. Carolan noted that she and Mr. Wiest will develop a monthly summary regarding revenue and interest waivers for the Board to discuss each month; it will be similar to the memo that was issued on June 12.

Ms. Capri felt that interest forgiveness should end 60 days after going into Phase 3.

Mr. Smith arrived.

Water System Summary

Ms. Carolan reported that there were 4 water system leaks since the last meeting, 3 in the same neighborhood on E. St. Andrews Drive and Pebblebrook. One break was big, in a 10” main – a lot of water was lost and about 40 homes were affected. The main replacement already planned for will be moved up on the list. That road was paved three years ago. Another of the leaks was on Briarwood Dr which was likely caused by vibration from milling the pavement causing the underdrain to collapse which then caused the sanitary to sag and break and the water main to crack.

Customer use is picking up due to the weather – on June 15th we hit 5MG in one day.

Ms. Carolan noted that we have begun recovering water from the ASR today.

Ms. Carolan said all June coliform samplings are complete.

Sewer System Summary

Ms. Carolan reported there were 5 force main breaks since the last meeting, 4 were on the Tricia Meadows branch with 2 in the easement are, one on Jerrick Court and one on Bridlewood. The 5th leak was due to a Verizon contractor directional drilling through the line near 210 Union Mill Rd – we intend to recoup our expenses from Verizon.

Ms. Carolan indicated that 3 pump stations are operating outside of normal parameters.

Ms. Carolan added that during the June 3rd storms, over 20 facilities were without power and we had 16 generators running for an extended period. Three facilities continually saw dirty power from the grid and had to continue operating on emergency generators. Everything was back on and running by June 6th.

Presentation of Engineer’s Status Report

Mr. Kahn presented the report.

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

No change in status. 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 we are awaiting comment or approval. Other required submittals are being made to the NJDEP.

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.

Ms. Carolan added that the initial pre-construction meeting with the NJDEP loan program was held on June 15 and that another pre-con with the Township and County in a few weeks.

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 Booster Station. This project was included in the first loan application for NJIB financing. Construction was originally scheduled to begin in FY20. Design is being finalized. Plans and specifications will be submitted to the Authority prior to NJDEP review.

Ms. Carolan added that the Authority previously requested that the design be rushed due to the previous bypass pumping situation, but that the Authority did remedial work to the station so that it can temporarily operate.

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 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. Plans have been submitted for Authority review.

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.

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 orbital tank. When the aerators are repaired, the Orbital 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.

Hartford Road WPCF Roof Replacement and Lightning Protection

No change in status. 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; bidding will occur as soon as approvals are obtained with construction planned to begin in July 2020.

Bids were opened on June 11. A bid protest was submitted by the apparent second low bidder. Award of Contract No. 2018-17 to JH Williams Enterprises in the amount of \$360,500.00 is recommended at tonight's meeting.

Hartford Road WPCF Lighting Replacement

No change in status. This project is for the replacement of site lighting throughout the plant. Plans and specifications have been submitted to NJDEP for review.

Saint David Drive Water Main Replacement – Phase 2

This project includes the replacement of approximately 2,200 LF of 12' and 8" water main. Contract 2019-13 was awarded on March 26, 2020 to the Pioneer Pipe Contractors in the amount of \$523,526.00. Construction has started.

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. Shop drawings have been reviewed and returned to the contractor.

Hartford Road WPCF Filter Press Control Panel Replacements

No change in status. 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.

Union Mill Farms Force Main Replacement

No change in status. 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.

Closed Session

A motion was made by Mr. Smith, seconded by Mr. Riley, voted on and unanimously approved to pass Resolution 2020-06-54 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 7:34 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 7:46 p.m., following a motion made by Mr. Riley, and seconded by Mr. Knight and with unanimous agreement from Ms. Capri, Mr. Smith, Mr. Knight, Mr. Francescone and Mr. Riley.

Contracts

Following a motion made by Mr. Francescone and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2020-06-55, Resolution Authorizing Award of Contract No 2018-17 to JH Williams Enterprises in the amount of \$360,500.00 for the Hartford Road WPCF Roof Replacement and Lightning Protection, 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. Knight and seconded by Mr. Riley, the Board unanimously approved Resolution No. 2020-06-56, Resolution Approving the Adoption of Revised Purchasing Threshold Amounts Pursuant to Local Public Contracts Law, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Knight, Mr. Smith and Mr. Riley. (\$40K to \$44K)

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 the Treasurer's Report for April 2020 and Payment Plan Status Report for May 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. Francescone and seconded by Mr. Smith, the Board unanimously approved Requisition #608 in the amount of \$517,852.24 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. Knight, the Board unanimously approved Requisition #5028 through #5041 in the amount of \$52,895.02 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 noted that the July 16th meeting will be via Zoom.

Mr. Wiest noted that the amended FY20 budget is nearing completion. As has become procedure over the last few years, it will be sent to the state for their review/approval before an amending resolution is presented for adoption at a Board meeting. The Board will be provided copies of what is sent to the state. Mr. Wiest added that revenues are likely to decrease by approximately \$1M but expenses are expected to decrease by about \$1M also.

Mr. Wiest mentioned that the conversion to Edmunds will encompass two phases and has started remotely. Phase 1 (Finance Super Suite, Escrow and Payroll/ Human Resources / Employee Self Service) is scheduled to go live in September 2020. Phase 2 (Electronic Requisitions, Utility Billing, Accounts Receivable, Work Orders, Inventory Control and multiple online functions) is scheduled for a January 2021 go live. Payments are scheduled to be made in three equal installments - July 2020, October 2020 and at the completion of the project.

Mr. Smith asked what the annual fee will be and Mr. Wiest replied that it will be approximately \$30,000/year.

Following a motion made by Mr. Riley seconded by Mr. Knight, and with unanimous agreement from the members, the meeting was adjourned at 7:55 p.m.