

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

April 23, 2020

Chairwoman Coco-Capri called the regular meeting of the Mount Laurel Township Municipal Utilities Authority to order at 7:02 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
David Wiest	Finance Director
Russell Trice	Operations Engineer
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. Riley and seconded by Mr. Francescone, the Board approved the minutes for the March 26, 2020 regular meeting, with affirmative votes from Mr. Francescone, Ms. Capri, Mr. Smith, Mr. Knight and Mr. Riley.

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

Developments/New Connections

Following a motion made by Mr. Knight and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2020-04-46, Resolution Authorizing Release of Water and Sanitary Sewer Performance Bond Posted by DGP Properties, LLC (Home for Funerals, 212 & 216 Ark Road), 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

Water System Summary

Ms. Carolan gave a COVID pandemic summary of staffing – there are 11 active employees, with 26 employees working from home and 32 on stand-by. There is one ill employee who has not been tested. There is no staff at the office buildings and notices are on the doors. Employees began wearing disposable masks last week and we are waiting for washable masks.

Ms. Carolan noted that the virus lives in wastewater and as such for working at pumping stations, employees have face shields which are standard PPE already. Facilities and vehicles are routinely cleaned as well. As of Tuesday, 4/28 we will formally be checking temperatures.

Ms. Carolan added that we are starting to prep for businesses re-opening – water pipes have been sitting stagnant and that creates an opportunity for other water borne illness such as Legionnaire's Disease. There are currently 1,600 commercial accounts and by the end of next week we will have a simple information sheet ready to send out and post.

Ms. Carolan reported that there was one water system break since the last meeting that was not a main, it was a service line for a condo building on Greenwood Terrace in Larchmont (20 units). The water was shut off and the management company notified – the break was in a slab and the management company had difficulty contacting a plumber; the water was shut off for 20 hours.

Customer use is down further from last month at 2.9MG/day – the average for April is 3.5MG/day. If this trend continues, 2020 will be the lowest use year in five years.

Ms. Carolan noted that 200MG has been re-charged to the ASR with 200 – 225MG being the target.

Ms. Carolan reported that compliance sampling has not yet been completed this month due to lack of access to facilities on the list, but it should be finished in the next 5 days – next month will also be challenging.

During last month's lead and copper sampling there was one detection above 15ppm on Wendover Court. A sample was drawn from a bathroom sink not routinely used; resampling will occur, and the homeowner will be instructed about stagnation and lead solder. Lead and copper testing is not done in summer months as we are not receiving surface water from NJ American in the summer.

Sewer

Ms. Carolan indicated that 3 pump stations are operating outside of normal parameters and 2 emergency generators are not functioning. There was 1 sewer blockage at the Union Mill Road Shop Rite which resulted in a 500-gallon spill - it was reported to DEP.

Ms. Carolan noted there are sewer plant sludge handling issues – of 3 presses, only 1 is functioning and repairs are scheduled for the other 2.

Ms. Carolan noted that due to two rain events, sewage had to be trucked from 2 pump stations.

Underdrains

There were no reported issues with the underdrains.

It was verified that the Foxcroft development has sump pump headers.

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. The TWA permit is secured. The project has been advertised with receipt of bids on Thursday, May 7.

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.

Devonshire Pump Station Upgrade

No change in status. 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 a proposed housing project in Rancocas Woods as well as existing commercial and residential properties currently on septic systems located on or near Creek Road may connect to the Devonshire Pump Station drainage area. Although the estimated wastewater flow that could be discharged to the Devonshire Pump Station is not yet known, it is assumed based on a flow metering study that the station will have sufficient capacity to handle these new connections. However, the design and sizing of the collection system along Creek Road should be sized to accommodate as many future connections as possible. Providing sewer to the properties along Creek Road may necessitate determining how to provide sewer to the remainder of the unsewered properties in Rancocas Woods.

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.

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 with a completion date of June 28, 2020.

Ms. Carolan added that tonight the Board is being asked to approve a change order to extend the anticipated completion date by 125 days to October 31, 2020, following supply chain issues caused 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.

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.

A pre-demolition asbestos survey found no evidence of asbestos containing materials. Exhaust fans are being evaluated for replacement. Specifications are being updated following NJDEP review.

Hartford Road WPCF Lighting Replacement

No change in status. This project is for the replacement of site lighting throughout the plant. Design is complete. Engineering review to be finalized and then given to MUA for review before submission to NJDEP. Plans and specs are being updated following feedback from the Authority.

Saint David Drive Water Main Replacement – Phase 2

This project includes the replacement of approximately 2,200 LF of 12' and 8" water main. A contract was award on March 26, 2020 to the low bidder Pioneer Pipe Contractors in the amount of \$523,526.00.

Preconstruction videoing will occur next week. Pioneer plans to begin construction on May 15.

Ms. Carolan added that the Authority's info letter to residents was sent earlier in the week with a start date of May 4; updates will be issued to the residents.

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. Purchase orders sent to PSE&G to conduct work.

The Authority awarded a contract to Whitfield Schneider Enterprises, Inc. in the amount of \$193,100.00 on March 26, 2020.

Hartford Road WPCF Filter Press Control Panel Replacements

This project includes the replacement of the filter press controls and filter press belt motors. This project is part of bundle 1 of the NJIB loan. A contract in the amount of \$183,750 was awarded to the low bidder, A.B.S. Electric, Incorporated on June 28, 2019. Construction is underway. Project was to be completed by December 28, 2019. All panels have been installed.

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

There was no closed session this month.

Contracts

Following a motion made by Mr. Knight and seconded by Mr. Riley, the Board unanimously approved Resolution No. 2020-04-47, Resolution Authorizing Change Order No. 2, HRWPCF Tank Repairs Project, 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. Francescone and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2020-04-48, Resolution Appointing James E. Fattorini as the Public Hearing Officer for the Mount Laurel Municipal Utilities Authority, 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. Riley and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2020-04-49, Resolution Endorsing Modification of Renewal and Replacement Reserve Fund, 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

Mr. Wiest explained this is a reduction from \$6.16 million to \$5.33 million and is a procedural modification done each year along with the proposed budget.

Discussion Regarding FY 2021 Appropriation to Mount Laurel Township

Mr. Wiest noted that the calculation of state budget form F8 indicates amounts available for appropriation to the township. Based on form F8 calculations, he again recommended against the MUA appropriating anything from the water utility. The sewer utility is capable to contribute the maximum allowable appropriation, which is \$384,918 for FY21. In light of this, Mr. Wiest recommended this amount be appropriated to the township.

Discussion of Authority Water & Sewer Budgets

Mr. Wiest said that there is nothing particularly notable in the FY21 proposed budget and stated a 2% increase in salaries was budgeted – the Union Collective Bargaining Agreement expires 12/31/20.

Following a motion made by Mr. Smith and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2020-04-50, Resolution Approving Authority Budget for Water and Sewer Service and Facilities for Fiscal Year from July 1, 2020 to June 30, 2021, 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 the Treasurer's Report of February 2020 and Payment Plan Status Report for March 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. Smith and seconded by Mr. Knight, the Board unanimously approved Requisition #606 in the amount of \$686,757.62 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

No Acquisition and Construction List this month.

Following a motion made by Mr. Riley and seconded by Mr. Francescone, the Board unanimously approved Requisition #5005 through #5016 in the amount of \$221,563.56 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 Authority's first Executive Director, Gerry Hankins passed away at 93 years of age this month.

Ms. Carolan noted that the May meeting will be via Zoom.

Mr. Francescone suggested accelerating any projects that can be done now while the roads are not being traveled.

Ms. Carolan said she will do whatever is possible to be pro-active on projects and added that we are preparing for projects which may qualify for future federal stimulus funding.

Mr. Wiest noted that there will be no meter readings for the May billing, use will be averaged, and also the irrigation billing starts in May.

The Board instructed that the May billing should be sent out with the customer charge and usage estimated based on history.

Following a motion made by Mr. Riley seconded by Mr. Knight, and with unanimous agreement from the members, the meeting was adjourned at 8:09 p.m.