

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

November 19, 2020

Chairwoman Coco-Capri called the regular meeting of the Mount Laurel Township Municipal Utilities Authority to order at 7:01 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
George Morris	Solicitor
Pamela Carolan	Executive Director
Russell Trice	Operations Engineer
David Wiest	Finance Director
Jonathan Sears	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. Smith, the Board approved the minutes for the October 15, 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

None for this month.

Operations

COVID-19 Update

Mr. Sears reviewed the financial status impact and noted that in October \$19,756.00 was forgiven in interest charges with a total to date figure of \$139K.

Mr. Sears said that on October 15th the Governor’s Executive Order (EO190) prohibited interest charges and shut-offs for residential water customers until 3/15/21. Charges can be assessed for sewer delinquencies.

The Board discussed the available alternatives and decided to continue with the previously established policy at this time.

Mr. Francescone asked if we could notify customers that interest has been waived beginning with March 2020.

After discussion, it was determined that a note will be included in the bill message center for all delinquent accounts.

Water System Summary

Ms. Carolan reported that there were 7 water system leaks since the last meeting.

Ms. Carolan noted that the Township added roads to their fall paving for which we were no previously aware so we have been marking all the water valves and entering into GPS so that we can locate them if they get paved over.

Sewer System Summary

Ms. Carolan reported that 3 pump stations are operating outside of normal parameters. There were 2 force main breaks, one caused by a contractor doing a private tap and the second one was on Mount Laurel Rd in front of the Brookfield development, a clamp from a prior repair leaked.

Ms. Carolan added that the replacement microscope for activated sludge analysis was received and that our lab manager is pleased with it's functionality.

Ms. Carolan noted that on 11/11 overnight, Veteran's Day, there was a large volume of rain and that 9 PS went into high level alarm. Sewage trucking via the MUA truck was required overnight in order to remove some PS from alarm conditions.

Underdrains

Ms. Carolan noted that there were several underdrain verifications:

Last month- Michaelson's Gate and Saybrooke Estates (Hillside Lane and Summerhill Ct) were determined to have no underdrains or sump pump headers but were previously not reported.

This month – Saybrooke Estates (Woodview) some areas of sump pump headers were found, and Ravenscliff and Wildflowers were determined not to have any type of underdrain system.

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.

The initial pre-construction meeting with the NJDEP loan program was held on June 15, another pre-con at the site was held with the Township and County on September 16, 2020. Shop drawings were reviewed and approved. Construction started on September 28, 2020 at the Library connection which is complete. The Briggs Road force main replacement is on-going and scheduled to be completed by November 20, 2020. construction is 75% complete. Union Mill Road is closed between Walton Avenue and Hartford Road.

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 to be completed by year end.

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. Primary Clarifier No. 1 and Primary Clarifier No. 2 are complete. The contractor is still waiting for material delivery for the Secondary Clarifier, final shipment is expected by the end of November.

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 on July 16. A "job site" preconstruction meeting was held with Authority personnel on August 13.

Roof material shop drawings are reviewed and approved. Lightning protection shop drawings are reviewed and approved. Construction started on September 28, 2020. Lightning protection is 50% complete. Roof construction is 50% complete. The contractor is waiting for metal fabrication for cap.

Hartford Road WPCF Lighting Replacement

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 is 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. Final road restoration is required and was planned to begin today, which did not occur.

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 will occur by year end. 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 80% complete. PSE&G gas service for ASR Well #7 is still needed but all other gas services have been installed.

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

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 to be put back into service on November 15, second clarifier to follow.

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. Shultes, 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 5% complete.

Active Projects in Design

Library Force Main Replacement

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

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 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.

The project was advertised, bids to be received on December 10, 2020.

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.

Pump Station Site Work

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.

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 90% complete. 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. Plans and specifications are being revised pursuant to NJDEP review.

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. Bids were received on November 17. Award of Contract 2020-05 to WJ Gross, Inc. in the amount of \$222,870.00 is recommended.

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 60% 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.

Construction is scheduled to begin on November 30.

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 will be submitted to the Authority next week for review and approval.

Closed Session

A motion was made by Mr. Riley, seconded by Mr. Knight, voted on and unanimously approved to pass Resolution 2020-11-84 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 8:01 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.

Contracts

Following a motion made by Mr. Francescone and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2020-11-85, Resolution Approving Change Order No. 1, for Contract No. 2018-18, Emergency Eyewash and Shower Installations Project with an Additional Cost of \$10,458.10, 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. Riley and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2020-11-86, Resolution Approving Change Order No. 3, for Contract No. 2017-09, REBID, Hartford Road WPCF Tank Repair Project with an Additional Cost of \$10,277.93, 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. Knight and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2020-11-87, Resolution Approving Change Order No. 1, for Contract No. 2019-11, Replacement of Briggs Road and Library Pump Station Force Main Connections, with an Additional Cost of \$11,500.00, 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

Following a motion made by Mr. Riley and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2020-11-88, Resolution Approving Award of Contract No. 2020-05, Door and Window Replacement to WJ Gross, Inc. in the amount of \$222,870.00, 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

Following a motion made by Mr. Francescone and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2020-11-89, Resolution Authorizing the Execution of 2021 Intermunicipal Sludge Management Agreement between the MLTMUA and the Burlington County Board of Chosen Freeholders, 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

Update on increases in rates for purchased water

- NJ American Water, effective November 1, 2020 – Ms. Carolan advised that a settlement was made through Mr. Francioso for the Authority not to sign, but not to oppose. Impact to the Authority will be a 6.1% increase amounting to between \$80,000 to \$100,000, effective 11/1/20. Ms. Carolan noted that we have budgeted enough to cover this increase.
- Willingboro MUA, effective July 1, 2021 – Ms. Carolan said the rate increase hearing was held last night – it amounts to a 6% increase to us which is \$50,000 to \$93,000 per year. Rates will be voted upon by WMUA in December 2020.

Accounting and Financial

Following a motion made by Mr. Riley and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2020-11-90, Resolution Approving Adoption of a Claimant Certification Policy, 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. Knight and seconded by Mr. Smith, the Board unanimously approved Resolution No. 2020-11-91, Resolution Approving the Institution of Grace Period and Disconnection of Service Enforcement for Certain Water and Sewer Utility Accounts during an Emergency, 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

No motion made on Resolution No. 2020-11-92, Resolution Approving the Charging of Interest on the Sewer Portion of Past Due Charges during an Emergency.

Following a motion made by Mr. Smith and seconded by Mr. Riley, the Board unanimously approved the Treasurer's Report for September 2020 and Payment Plan Status Report for October 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. Knight and seconded by Mr. Riley, the Board unanimously approved Requisition #613 in the amount of \$1,268,318.51 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. Francescone and seconded by Mr. Smith, the Board unanimously approved Requisition #5129 through #5183, in the amount of \$909,262.00 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:

Mr. Trice noted that the developer for the 123 Creek Road project (Mount Laurel Manor Apartments) has not brought the escrow account up to date or posted a Performance Bond. Mr. Trice said he had a conference call with them but has not seen anything yet. As such, the Authority is still unable to endorse the release for a building permit.

Mr. Trice notes that a preconstruction meeting for the Route 73 Outdoors project was held. Apparently, there are new concerns about the fire flow being provided by NJAWC with the fire service. The MUA's hydrant extending close to the project will still be completed.

Mr. Trice added that the Haddon Point (DELCO) development project is objecting to the Authority's requirements for expansion of the existing Mason's Creek PS; however, no application or plans and specs have yet been submitted to the Authority for review.

Mr. Wiest noted that audit field work began in early November. The FY20 audit report is expected to be filed with the state by the end of December.

Following a motion made by Mr. Riley seconded by Mr. Knight, and with unanimous agreement from the members, the meeting was adjourned at 8:23 p.m.