

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

October 15, 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
Jose Calves	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. Riley and seconded by Mr. Smith, the Board approved the minutes for the September 17, 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. 2020-10-79, Resolution Approving Developer’s Off-Tract Improvement Recapture Agreement for 123 Creek Road Project (Mount Laurel Manor Apartments), with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Riley, Mr. Knight 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. 2020-10-80, Resolution Approving Amendment to Memorandum of Understanding Between Marne Developers, LLC (Gables) and the Mount Laurel Township Municipal Utilities Authority, with affirmative votes from Ms. Capri, Mr. Francescone, Mr. Riley, Mr. Knight and Mr. Smith.

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

Operations

COVID-19 Update

Mr. Wiest reviewed his monthly billings/payment/interest memo and noted that collections remain above 95%.

A discussion ensued regarding whether or not the Authority should continue waiving interest charges.

Mr. Wiest said interest income from delinquent accounts is our largest source of interest revenue. He will look into the interest forgiveness and the impact it is having on the budget as and report back to the Board.

Water System Summary

Ms. Carolan reported that there were 10 water system leaks since the last meeting, 7 occurring in one day on October 6th, 4 of which were associated with a hydrant which malfunctioned during blowoff from an adjacent repair.

Ms. Carolan said that hydrant flushing is continuing and is scheduled to end during the next week, and it is normal to have water main breaks during and after flushing.

Ms. Carolan noted we are still waiting on the VFD parts for well #6.

Sewer System Summary

Ms. Carolan reported that 2 pump stations are operating outside of normal parameters.

Ms. Carolan noted that the influent flow meter is back in service at the sewer plant.

Ms. Carolan also noted that on 9/26 there was a sewer ejector break at 550 Union Mill Road and Henkels & McCoy performed the emergency repair.

Ms. Carolan said there was a problem with an inverter at the solar field for 3 days, but it has been repaired.

Ms. Carolan reported that Union Mill Road is closed at Mount Laurel Road for planned repairs. yesterday the 20" force main began leaking into the excavation which needed immediate repair. Then today, workers did a wet tap for the by-pass piping and the coupon from the tap became dislodged and fell into the 20" FM. Where the coupon ended up is unknown but tonight at 8pm, the line is scheduled to be shut down to start the search – 8 trucks are ready for hauling.

Underdrains

Ms. Carolan noted that there were 2 underdrain verifications this month, but she does not have the locations available at this time.

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 and is 20% complete. Union Mill Road is closed between Elbo Lane and Mount Laurel 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. Construction is scheduled for November 2020.

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 vehicles.

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 contractor is addressing punchlist items and close out documentation. The maintenance bond will expire in November 2021.

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 75% complete. Primary Clarifier No. 1 is 100% complete. Primary Clarifier No. 2 is 90% complete. The contractor is still waiting for material delivery for the Secondary Clarifier.

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 90% complete. Roof construction to start during the week of October 12.

Harford 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 is scheduled for October 20, 2020.

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 is planned for October 2020.

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 is addressing punch list items and closeout documentation. 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 75% 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 is scheduled to start on October 12.

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 will begin after the Authority replaces the failed VFD.

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.

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 will be submitted to the Authority for review during the week of October 12, 2020.

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.

Revised plans were submitted for review.

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.

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 to decide if blowoff manhole is to be replaced.

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 have been submitted to the NJDEP for 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. The project was advertised. Bids to be received on November 5, 2020.

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 40% complete.

Future Projects

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.

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

Mr. Trice 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. 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 at the end of October/early November.

Force Main Air Release Valves

Mr. Trice provided an update regarding this project as it being designed by Environmental Resolutions, Inc. (ERI).

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.

Closed Session

A motion was made by Mr. Riley, seconded by Mr. Knight, voted on and unanimously approved to pass Resolution 2020-10-81 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 7:55 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 8:30 p.m., following a motion made by Mr. Riley, and seconded by Mr. Francescone and with unanimous agreement from Ms. Capri, Mr. Smith, Mr. Knight, Mr. Riley and Mr. Francescone.

Contracts

Following a motion made by Mr. Riley and seconded by Mr. Knight, the Board unanimously approved Resolution No. 2020-10-82, Resolution Approving Adoption of Remote Public Meeting Procedures During a Declared State of 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

Following a motion made by Mr. Smith and seconded by Mr. Francescone, the Board unanimously approved Resolution No. 2020-10-83, Resolution Authorizing Advertisement of Notice of Request, Solicitation and Invitation for Proposals for Various Annual Appointments for Professional Services, 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. Knight and seconded by Mr. Riley, the Board unanimously approved the Treasurer's Report for August 2020 and Payment Plan Status Report for September 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. Riley and seconded by Mr. Smith, the Board unanimously approved Requisition #612 in the amount of \$345,648.90 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. Smith and seconded by Mr. Knight, the Board unanimously approved Requisition #5105 through #5128, in the amount of \$649,608.73 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 our 81 Elbo Lane facility is not a polling location for the November election.

Ms. Carolan noted that the SREC's sold for \$123K.

Mr. Wiest remarked that he is retiring as of February 1, 2021. He welcomed his replacement, Jonathan Sears, who was brought on board October 5th.

Mr. Wiest noted that the Edmunds phase 2 go live date has been revised to February 2021. Mr. Wiest anticipates our first Edmunds generated monthly bills will occur in March.

Mr. Wiest added that a resolution is needed to allow the processing of payments in the Accounts Payable system without obtaining Claimant's signatures from the vast majority of our vendors. Exceptions apply, but this will greatly streamline the movement of paperwork back and forth, especially since the new Edmunds system is designed for electronic approvals internally. He will have a resolution presented at the November meeting.

Mr. Calves noted that the Authority plans to have work performed and entered into an agreement with a neighbor of the main office regarding bamboo from another neighbor which is encroaching on several properties including the Authority's.

Following a motion made by Mr. Knight seconded by Mr. Riley, and with unanimous agreement from the members, the meeting was adjourned at 8:49 p.m.