

To: Mount Holly Municipal Utilities Authority  
From: Robert G. Maybury, Executive Director  
Date: September 13, 2018  
Subject: Regular Meeting

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There will be a Regular Meeting of the Mount Holly Municipal Utilities Authority held on Thursday, September 13, 2018 at 6:00 PM in the Administrative Office of the Mount Holly Municipal Utilities Authority, 37 Washington Street, Mount Holly, New Jersey. The agenda for this meeting is as follows:

**Roll Call**

Mr. Thiessen\_\_\_\_, Mr. Silcox\_\_\_\_, Mr. Jones\_\_\_\_, Mr. Banks\_\_\_\_, Ms. LaPlaca\_\_\_\_

**Verification of Notice**

**Pledge of Allegiance**

**Public Comments on Action Items**

**Approval of Minutes**

Regular Meeting Minutes August 16, 2018

**Old Business**

**New Business**

- Resolution 2018-87A resolution of the Mount Holly Municipal Utilities Authority authorizing the award of a towable compressor non-fair and open contract.
- Resolution 2018-88A resolution of the Mount Holly Municipal Utilities Authority authorizing release of maintenance bond for Eastampton Town Center.
- Resolution 2018-89A resolution of the Mount Holly Municipal Utilities Authority adopting the revisions to the personnel policies and procedures.

**Consent Agenda:**

“All items listed with an asterisk (\*) are considered routine by the Authority and will be enacted by one motion. Should a Commissioner wish to discuss a consent agenda item separately, that item can be removed from the consent agenda and considered in its normal sequence.”

- \*Resolution 2018-83A resolution approving the operating expenses for the month of August 2018.
- \*Resolution 2018-84A resolution approving the sewer refunds for the month of August 2018.
- \*Resolution 2018-85A resolution approving the expenditures for the month of August 2018 from the escrow fund.
- \*Resolution 2018-86A resolution approving the expenditures for the month of August 2018 from the improvement replacement fund.

**Communications**

- To be presented by the public
- Report of the Executive Director
- Report of the Engineer
- Report of the Operations Superintendent
- Report of the Safety Director and Special Projects
- Report of the Solicitor
- Report of the Finance Administrator/Treasurer
- Other new business

Matters to be presented by the Commissioners  
Executive Session (Proposed Resolution 2018-\_\_)

Adjournment 1<sup>st</sup> Motion \_\_\_\_\_ 2<sup>nd</sup> Motion \_\_\_\_\_ Time: \_\_: \_\_ PM

**\*\* Indicates addendum to original agenda**

## **OPEN PUBLIC MEETINGS ACT STATEMENT**

### **REGULAR MEETING**

“In compliance with the Open Public Meetings Act, adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 21, 2018, and the Courier-Post on February 21, 2018. On Monday, September 10, 2018 advanced written notice of meeting was (1) posted on the Administrative Bulletin Board at the Township Building and (2) advanced written notice of this meeting was mailed to all persons who, according to the records of the MUA, requested such notice.”

### **MANDATORY AFFIRMATIVE ACTION COMPLIANCE NOTICE**

Any contracts awarded tonight, and between now and the next meeting, the contractor, company or firm must comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, C.127) N.J.A.C. 17:27.

## **Mount Holly Municipal Utilities Authority Regular Meeting Minutes for August 16, 2018**

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday August 16, 2018; at 6:00 P.M. Chairman Thiessen called the meeting to order with the following roll call:

PRESENT: Mr. Jules Thiessen, Chairman  
Mr. Christopher Banks, Commissioner  
Ms. Gina LaPlaca, Commissioner  
Mr. Robert G. Maybury, Executive Director  
Mr. Tom Coleman, Raymond Coleman Heinold, LLP  
Mr. Dave Skibicki, R. A. Alaimo Associates, Engineer  
Mr. Richard Wells, Esq The Garty Law Firm  
Mr. Joel Hervey, Operations Superintendent  
Mr. Anthony Stagliano, Safety Director & Special Projects  
Mr. Michael B. Dehoff, Finance Administrator/Treasurer  
Mrs. Brandy C. Boyington, Board Secretary

ABSENT: Mr. Robert Silcox, Vice Chairman  
Mr. Jason Jones, Commissioner  
Mr. Armando Riccio, Labor/Employment Counsel

### **Verification of Notice**

Executive Director Maybury verified that "In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 21, 2018 and the Courier Post on February 21, 2018. On Monday August 06, 2018 advanced written notice of this meeting was posted on the Administrative Bulletin Board at the Township Building and advanced written notice of this meeting was mailed to all persons who, according to the records of the Authority, requested such notice."

### **Pledge of Allegiance**

### **Public Comments on Action Items**

None

### **Approval of Minutes**

Commissioner LaPlaca moved for the approval of Regular Meeting Minutes and the Executive Meeting Minutes of August 16, 2018. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Commissioner LaPlaca, Commissioner Banks

Nays:

Abstain:

Absent: Commissioner Silcox, Commissioner Jones

### **New Business**

Resolution 2018-80	A resolution authorizing collective bargaining agreement with Supervisor Unit and the Mt. Holly Municipal Utilities Authority.
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Executive Director Maybury explained this resolution is to memorialize the agreement that has been finalized for several months. Language differences were worked out in the agreement between the Commissioners and the Supervisor Unit and it has been signed. Approval of this resolution ratifies the agreement by the Authority.

Commissioner LaPlaca moved for the approval of resolution 2018-80. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Commissioner LaPlaca, Commissioner Banks

Nays:

Abstain:

Absent: Commissioner Silcox, Commissioner Jones

Resolution 2018-81

A resolution of the Mt. Holly Municipal Utilities Authority confirming the findings of the New Jersey Local Finance bond.

Mr. Dehoff stated this resolution is in connection to the Authority's refunding bonds. The Authority appeared before the Local Finance Board and they passed a resolution after the meeting saying the Local Finance Board has no issues and the Authorities could move forward. Approval of this resolution acknowledges their conclusion.

Commissioner LaPlaca moved for the approval of resolution 2018-81. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Commissioner LaPlaca, Commissioner Banks

Nays:

Abstain:

Absent: Commissioner Silcox, Commissioner Jones

Resolution 2018-82

A resolution of the Mt. Holly Municipal Utilities Authority awarding an extraordinary unspecifiable service contract for the HSI Turbo Blower

Executive Director Maybury stated approval of resolution 2018-82 authorizes the repair of the HSI Turbo Blower in lieu of a new replacement unit. The Authority opened sealed bids on May 2<sup>nd</sup> this year and the bids received exceeded the engineers' estimate. The Authority worked with the manufacturer and others to achieve an affordable alternative, but could not find a new replacement at this time. Based on the expense of the current technology, the manufacturer of the blower is willing to rebuild the failed blower with six upgrade options for a total of \$62,540. This rebuild will get the Authority back into operation with the necessary standby units at a cost savings of nearly \$200,000.00. The Authority has learned a lot about turbo blower technology in the past several months and will be working with Alaimo Associates to study more cost-effective future alternatives with longer useful lifecycles.

Commissioner LaPlaca moved for the approval of resolution 2018-82. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Commissioner LaPlaca, Commissioner Banks

Nays:

Abstain:

Absent: Commissioner Silcox, Commissioner Jones

### **CONSENT AGENDA:**

"All items listed with an asterisk (\*) are considered routine by the MHMUA and will be enacted by one motion. Should a Commissioner wish to discuss a consent agenda item separately, that item can be removed from the consent agenda and considered in its normal sequence."

- |                     |                                                                                                           |
|---------------------|-----------------------------------------------------------------------------------------------------------|
| *Resolution 2018-31 | A resolution approving the operating expenses for the month of July 2018.                                 |
| *Resolution 2018-32 | A resolution approving the sewer refunds for the month of July 2018.                                      |
| *Resolution 2018-33 | A resolution approving the expenditures for the month of July 2018 from the escrow fund.                  |
| *Resolution 2018-34 | A resolution approving the expenditures for the month of July 2018 from the improvement replacement fund. |

Commissioner LaPlaca moved for the approval of the consent agenda. Commissioner Banks seconded the motion. At the call of the roll, the vote was:

Ayes: Chairman Thiessen, Commissioner LaPlaca, Commissioner Banks

Nays:

Abstain:

Absent: Commissioner Silcox, Commissioner Jones

**Communications** None

**Matters to be presented by the Public** None

**Report of the Executive Director** The Report of the Executive Director was received. Executive Director Maybury informed the board members that a press release was assembled for the bond restructuring since it was such a financial success. The press release was sent to the news media for publication, but has not been run by any as of today. The Authority will post the press release on its website, Facebook page and other social media outlets to share this great news.

**Report of the Engineer** The Report of the Engineer was received. Mr. Skibicki stated that Alaimo's permitting Engineer has determined that the extended driveway needed for the Garden Street Pump Station off of Garden Street will require a transitioning waiver. Alaimo Associates is working on developing the scope and trying to work around the fact that the pump station footprint is larger than the existing. Executive Director Maybury explained that the Authority met with Saif and Charlie Fooks from Alaimo, reviewed the survey and found the wetlands delineation line runs right through the middle of the project. This project will have a couple of hurdles to clear prior to finalizing. Mr. Coleman interjected stating the Authority will need approval for Master Plan Consistency from Mount Holly Township. Chairman Thiessen asked if this will impact the new developments that are coming into the area. Executive Director Maybury stated the Garden Street Pump station is adequate, but based on age and safety concerns the Authority will move forward with the project. Executive Director Maybury continued confirming the larger of the developments will be built in phases and this will give time to work out the details of the new pump station design and permitting.

**Report of the Operations Superintendent** The Report of the Operations Superintendent was received. Nothing to add

**Report of the Safety Director and Special Projects** The Report of the Safety Director and Special Projects was received. Nothing to add.

**Report of the Solicitor** The Report of the Solicitor was received. Mr. Coleman explained a bill was signed August 10, 2018 that will affect Authorities providing connection fee credits for commercial buildings. A law stating a 50% reduction for affordable housing units is mandatory as long as the units are in their townships inclusionary plan.

*Reference: Assembly Bill A2779 and Senate Bill S1247 - (Matching Bills)*

**Report of the Finance Administrator/Board Treasurer** The Report of the Finance Administrator/Board Treasurer was received.

### **Other New Business**

#### **Matters to be presented by Commissioners**

A moment of silence and remembering John Edwards. Chairman Thiessen recognized Mr. Edwards for his 30 years of service on the Authority Board where he served as Chairman of the Board for more than 25 years. Chairman Thiessen referenced Resolution 2014-33 from the April 10, 2014 meeting, previously recognizing John for his dedicated service to the Authority.

#### **Adjournment**

Commissioner LaPlaca moved for adjournment. Commissioner Banks seconded the motion. Chairman Thiessen adjourned the meeting at 6:20 P.M.

Respectfully submitted,

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Brandy C. Boyington, Secretary

**RESOLUTION #2018-87**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
CONTRACT FOR A TOWABLE COMPRESSOR**

WHEREAS, the Mount Holly Municipal Utilities Authority (hereinafter Authority) has a need to acquire a Towable Compressor in accordance with a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Authority's purchasing agent has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Norris Sales Company has submitted a proposal dated June 27, 2018, indicating they will provide the Towable Compressor for \$17,710.00, and

WHEREAS, Norris Sales Company completed and submitted a Business Entity Disclosure Certification which certifies that Norris Sales Company has not made any reportable contributions to a political or candidate committee associated with the Mount Holly Municipal Utilities Authority in the previous year, and that the contract will prohibit Norris Sales Company from making any reportable contributions through the term of the proposed contract, and

WHEREAS, the Authority's Certifying Finance Officer has certified the availability of funds for the Towable Compressor contract, and

NOW THEREFORE, BE IT RESOLVED that the Mount Holly Municipal Utilities Authority authorizes its Purchasing Agent to enter into a contract with Norris Sales Company as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Record Vote

	AYE	NO	ABSTAIN	ABSENT
Mr. Thiessen				
Mr. Silcox				
Mr. Jones				
Mr. Banks				
Ms. LaPlaca				

The foregoing is a true copy of a Resolution adopted by the Authority on September 13, 2018.

[SEAL]

\_\_\_\_\_  
Brandy C. Boyington, Secretary

THE MOUNT HOLLY  
MUNICIPAL UTILITIES AUTHORITY

BY\_\_\_\_\_  
Jules Thiessen, Chairman

## **CERTIFICATE OF AVAILABILITY OF FUNDS**

I, Michael B. Dehoff, Finance Administrator and Certifying Finance Officer of The Mount Holly Municipal Utilities Authority, do hereby certify, pursuant to the rules of the Department of Community Affairs, Division of Local Government Services (N.J.A.C. 5:30-5), that there are available adequate funds for the following proposed contract:

CONTRACT: Towable Air Compressor

CONTRACT NUMBER: 2018-18

CONTRACTOR: Norris Sales, Inc.

CONTRACT AMOUNT: \$17,710.00

BUDGETARY LINE ITEM: 01-010-6303

I certify that the same funds have not been certified as available for more than one pending contract.

  
\_\_\_\_\_  
Michael B. Dehoff  
Certifying Finance Officer

Dated: August 21, 2018

**Special situations (check all that apply):**

     A.) The Authority is operating under a temporary budget and:

- 1. the full cost of the contract is certified against the temporary budget;  
or
- 2. only the pro rata amount of the contract is charged against the temporary budget and the contract contains a clause making its continuation past the date subject to a further appropriation of sufficient funds.

     B.) This contract is an open-ended contract for goods at a unit price up to a maximum amount and:

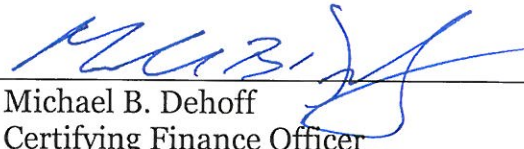
- 1. the full maximum amount permitted by the contract is being certified;  
or
- 2. the amount of the purchase shall be certified at the time that such goods are ordered by attaching the certificate of availability to the file copy of the purchase order.

  X   C.) This 12-month contract does not coincide with the fiscal year and:

- X   1. the full cost of the contract is hereby certified against the budget of the year in which the contract is awarded; or
- 2. the amounts for which liability is to be incurred is hereby certified against the two respective budgets at this time.

     D.) This is a multi-year contract and:

- 1. this contract is for construction and related services and the full amount of the contract is hereby certified to the current budget; or
- 2. this is not a construction contract, and the availability of funds will be certified to the respective budgets at the time that the goods or services are ordered.

  
\_\_\_\_\_  
Michael B. Dehoff  
Certifying Finance Officer



# THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

## RESOLUTION 2018-88

### RESOLUTION RELEASING MAINTENANCE BOND

WHEREAS, The Mount Holly Municipal Utilities Authority (hereinafter "Authority") has caused an inspection to be made of the sanitary sewer extensions installed by Sharbell Building Company, LLC (hereinafter "Projects"); and

WHEREAS, the inspection has revealed that the sanitary sewer extensions for the Projects were installed and tested in accordance with the rules, regulations and specifications of the Authority; and

WHEREAS, the consulting engineer to the Authority and the Authority has recommended the release of the maintenance guarantees posted for the Projects.

NOW, THEREFORE, BE IT RESOLVED this 13<sup>th</sup> day of September, 2018 by The Mount Holly Municipal Utilities Authority that:

1. The sanitary sewer extensions for the Projects be and the same are hereby accepted by The Mount Holly Municipal Utilities Authority.
2. The maintenance guarantees previously posted in the amount of 17,600.00 for this project is hereby released.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: \_\_\_\_\_  
Jules Thiessen, Chairman

ATTEST:

\_\_\_\_\_  
Brandy C. Boyington, Secretary



## *Richard A. Alaimo Associates*

200 High Street, Mt. Holly, New Jersey 08060 Tel: 609-267-8310 Fax: 609-267-7452

August 30, 2018

Mr. Robert G. Maybury, Jr., Executive Director  
Mount Holly Municipal Utilities Authority  
37 Washington Street  
P.O. Box 486  
Mount Holly, New Jersey 08060

RE: Mount Holly Municipal Utilities Authority  
(MHMUA)  
Eastampton Town Center  
Eastampton Township  
**Release of Maintenance Bond**  
File No. M-0031-0204-000


Dear Mr. Maybury:

As requested by Sharbell Building Company, LLC, Richard A. Alaimo Associates has reviewed the referenced project for Release of Maintenance Bond requirements. All work has been completed to date including the final punchlist. Based on the above, we recommend a release of the Maintenance Bond in the amount of \$17,600.00. The Performance Bond had previously been released in June 2014.

Should you have any questions, please feel free to contact this office.

Very truly yours,

RICHARD A. ALAIMO ASSOCIATES

  
\_\_\_\_\_  
David J. Skibicki, P.E.,  
Associate

DJS/dal  
Enclosures

cc: Jeffrey Schectel, Sharbell Building Company, LLC  
Brandy C. Boyington, Asst. to the Executive Director, MHMUA  
Michael Dehoff, Finance Administrator & Treasurer, MHMUA  
Richard A. Alaimo, P.E., P.P., President, RAAA  
Jeffrey A. Paul, Chief Field Representative, RAAA

M:\Projects\M00310204000\Corresp\MHMUA(Maybury)-Release of Maint Bond.docx

**- Consulting Engineers -**

Civil • Structural • Mechanical • Electrical • Environmental • Planners

## **RESOLUTION 2018-83**

**A RESOLUTION APPROVING THE ANTICIPATED PAYROLL  
FOR SEPTEMBER AND THE ACTUAL PAYROLL FOR THE MONTH  
OF AUGUST AND THE OPERATING EXPENSES**

BE IT RESOLVED by the Mount Holly Municipal Utilities Authority that the following anticipated payroll for the upcoming month is hereby approved subject to verification of actual payroll at the next regular meeting of the Mount Holly Municipal Utilities Authority. Anticipated \$350,000.00

BE IT FURTHER RESOLVED by the Mount Holly Municipal Utilities Authority that the payroll and Operating Expenditures in the amount of \$601,200.06 per attached listings are hereby approved.

## CERTIFICATION

[illegible]

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby Certify the foregoing to be a true copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting, held on the 13<sup>th</sup> day of September, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the seal of said MUA this 13<sup>th</sup> day of September, 2018.

Brandy C. Boyington, Secretary

P.O. Type: All	Include Project Line Items: No	Open: N	Paid: Y	Void: N
Range: First	to Last	Rcvd: Y	Held: N	Aprv: N
Format: Condensed	Received Date Range: 08/17/18 to 09/13/18	Bid: Y	State: Y	Other: Y
Include Non-Budgeted: Y	Prior Year Only: N			Exempt: Y

Vendor # Name

PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<b>AIRC0005 AIR COMFORT OF SOUTH JERSEY</b>							
18-00911	08/02/18	REPAIR AIR CONDITIONER	Open	644.00	0.00		
18-00975	08/16/18	REPLACE A/C BLOWER/1 PARK DR	Open	478.00	0.00		
				1,122.00			
<b>AMERI065 AMERICAN WATER</b>							
18-01070	09/06/18	AMERICAN WATER BILLING	Open	462.68	0.00		
<b>ANALY005 ANALYTICAL LABORATORY SERVICES</b>							
18-00577	05/15/18	ANNUAL WATER AND IPP SAMPLING	Open	877.50	0.00		
18-00798	07/03/18	QUARTERLY/MONTHLY SAMPLING	Open	475.00	0.00		
18-00821	07/11/18	IPP/SUITABILITY SAMPLING	Open	272.50	0.00		
				1,625.00			
<b>BCIT0005 B.C.I.T.</b>							
18-01025	08/27/18	WASTEWATER CLASS REGISTRATION	Open	2,842.00	0.00		
<b>BLOCK005 BLOCK LINE SYSTEMS</b>							
18-01068	09/05/18	TELEPHONE BILLING	Open	724.50	0.00		
<b>BRUCE005 BRUCE REED BUILDING MAINT</b>							
18-01082	09/06/18	AUGUST, 2018 OFFICE CLEANING	Open	235.00	0.00		
<b>CABRI005 C A BRIGGS COMPANY INC.</b>							
18-00960	08/10/18	SUBMERSIBLE TRANSDUCER	Open	860.18	0.00		
<b>CEMC0005 C.E.M. CORPORATION</b>							
18-00851	07/18/18	LABORATORY SUPPLIES	Open	450.93	0.00		
<b>CINTA005 CINTAS CORPORATION</b>							
18-00928	08/07/18	UNIFORM RENTAL	Open	364.72	0.00		
18-00966	08/14/18	UNIFORM RENTAL	Open	364.72	0.00		
18-00999	08/22/18	UNIFORM RENTAL	Open	364.72	0.00		
				1,094.16			
<b>CITYE005 CITY ELECTRIC SUPPLY CO</b>							
18-00843	07/17/18	ROOF FAN MOTOR	Open	43.42	0.00		
<b>COBUR005 COBURN CHEMICAL, INC.</b>							
18-00929	08/07/18	MAGNESIUM HYDROXIDE	Open	7,678.44	0.00		
<b>COURI005 COURIER TIMES, INC.</b>							
18-00736	06/21/18	LEGAL NOTICES	Open	436.52	0.00		
18-00872	07/25/18	LEGAL NOTICES	Open	130.62	0.00		
18-01039	08/30/18	RESCHEDULED BOARD MEETING DATE	Open	31.96	0.00		
				599.10			

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
EASTE005 EASTERN AUTOPARTS WAREHOUSE						
18-00963	08/13/18	BATTERY- DEKA 650 CCA PS216GEN	Open	78.95	0.00	
ENVIR005 ENVIRODYNE SYSTEMS INC.						
18-00836	07/16/18	BRUSHES & SPRINGS- ALGAE SWEEP	Open	743.32	0.00	
ENVIR045 ENVIRONMENTAL RESOLUTIONS INC.						
18-00980	08/16/18	PAA CHEMICAL FEED SYSTEM	Open	4,805.00	0.00	
ENVIR025 ENVIRONMENTAL RESOURCE ASSOCIA						
18-00120	01/31/18	ANNUAL PT STUDY FOR LAB CERT	Open	816.70	0.00	
EVOQU005 EVOQUA WATER TECHNOLOGIES, LLC						
18-00955	08/10/18	PUMP STATION BIOXIDE	Open	6,950.48	0.00	
FISHE010 FISHER CANVAS PRODUCTS, INC.						
18-00959	08/10/18	HEADWORKS MOTOR COVERS	Open	130.00	0.00	
FRANK020 FRANKLIN-GRIFFITH, LLC						
18-00824	07/12/18	60-100 WATT LED LAMPS	Open	70.50	0.00	
18-00842	07/17/18	CUTLER HAMMER BREAKER HANDLE	Open	87.68	0.00	
18-00888	07/27/18	480 VOLT COIL	Open	272.50	0.00	
18-00974	08/16/18	AAA BATTERIES FOR RANCOCAS RD	Open	7.47	0.00	
				438.15		
SEMIN005 FRED PRYOR SEMINARS						
18-01021	08/27/18	TRAINING SEMINAR	Open	79.00	0.00	
GWLIP005 G.W. LIPPINCOTT INC.						
18-00870	07/24/18	CEMENT PATCH ALL	Open	180.00	0.00	
GOODY005 GOODYEAR AUTO SERVICE CENTER						
18-00097	01/24/18	(4) TIRES FOR TRUCK 15	Open	849.00	0.00	
18-00643	06/01/18	REAR TIRES/ALIGN FOR TRUCK #56	Open	311.26	0.00	
				1,160.26		
GRAIN005 GRAINGER						
18-00815	07/10/18	FAN MOTOR, BACKUP ALARM	Open	127.90	0.00	
18-00829	07/16/18	COOLANT PUMP- METAL BAND SAW	Open	203.77	0.00	
18-00895	07/30/18	PIPING, VALVE AND SWITCH-MAPLE	Open	471.02	0.00	
18-00909	08/02/18	BACK UP ALARM, TIMER, CAPACITOR	Open	117.39	0.00	
				920.08		
HACHC005 HACH COMPANY						
18-00996	08/21/18	LABORATORY SUPPLIES	Open	531.90	0.00	
HEALT005 HEALTH & SAFETY SERV UNLIMITED						
18-00884	07/27/18	ANNUAL FUMEHOOD TESTING	Open	158.00	0.00	
HOMED005 HOME DEPOT CREDIT SERVICE						
18-00910	08/02/18	VINYL TUBING	Open	63.72	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
HOMEL005 HOMELAND INDUSTRIAL SUPPLY						
18-00617	05/29/18	SOAP, DISINFECTANT SPRAY, BUG	Open	638.41	0.00	
18-01026	08/28/18	ANTI SEIZE,PENETRANT,DEGREASER	Open	642.37	0.00	
				1,280.78		
INTER020 INTERSTATE MOBILE CARE, INC.						
18-00962	08/13/18	PHYSICALS, DRUG & ALCOHOL TEST	Open	1,284.00	0.00	
LOWES005 LOWE'S						
18-00801	07/05/18	PORTABLE AIR CONDITIONER	Open	445.47	0.00	
18-00837	07/16/18	CEILING TILES & SHOP VAC	Open	187.69	0.00	
18-00887	07/27/18	WOOD,BRACKETS, BENCHES, LATCH	Open	259.90	0.00	
				893.06		
LOWTH005 LOWTHER'S SERVICE CENTER, INC.						
18-00897	07/31/18	WEEDWACKER PARTS FOR #1/ #2	Open	50.22	0.00	
MCMAS005 MCMASTER-CARR SUPPLY CO.						
18-00850	07/18/18	COUPLINGS/STRAINER/HAMMERDRILL	Open	361.56	0.00	
18-00995	08/21/18	BEARINGS, LIGHTS, CORD GRIP	Open	302.90	0.00	
18-01002	08/22/18	BEARINGS	Open	98.49	0.00	
18-01037	08/30/18	PARTS BINS,OIL BOTTLES,GAS STR	Open	591.51	0.00	
				1,354.46		
METLI005 METLIFE						
18-01067	09/05/18	9/18 DISABILITY INSURANCE BILL	Open	7,864.78	0.00	
MIDDL010 MIDDLESEX WELDING SALES						
18-01013	08/24/18	CYLINDER RENTAL	Open	61.50	0.00	
SHOES005 MIKES BETTER SHOES						
18-00927	08/06/18	WORK BOOTS	Open	125.00	0.00	
MISSION005 MISSION COMMUNICATIONS, LLC						
18-01016	08/24/18	SERVICE PACKAGE RENEWAL	Open	5,070.60	0.00	
TOILE005 MR. BOB PORTABLE TOILETS						
18-01014	08/24/18	PORTABLE TOILET RENTAL	Open	92.00	0.00	
NEWJE005 NEW JERSEY AMERICAN WATER						
18-01064	09/05/18	WATER BILLING	Open	1,819.46	0.00	
NJWEA005 NJWEA						
18-00012	01/03/18	SEMINAR REGISTRATION	Open	248.00	0.00	
18-00274	03/01/18	SEMINAR REGISTRATION	Open	827.00	0.00	
18-00529	05/02/18	SEMINAR REGISTRATION	Open	187.00	0.00	
				1,262.00		
ONECA005 ONE CALL CONCEPTS, INC.						
18-01069	09/06/18	MARKOUT REQUESTS FOR MHMUA	Open	525.00	0.00	
PENNO005 PENNONI ASSOCIATES, INC.						
18-00972	08/15/18	NJDES PERMIT RENEWAL STUDIES	Open	465.00	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
PEROX010 PEROXYCHEM LLC						
18-00971	08/15/18	AUGUST PAA EQUIPMENT LEASE	Open	673.68	0.00	
POSTM005 POSTMASTER						
18-00985	08/17/18	MAILING CYCLE "A", "D" BILLING	Open	1,533.39	0.00	
18-01000	08/22/18	2ND METER LETTERS	Open	995.70	0.00	
				2,529.09		
PRIME005 PRIMEPOINT LLC						
18-01038	08/30/18	PAYROLL PROCESSING 7/12, 7/26	Open	802.70	0.00	
PSEG0005 PSE&G						
18-01030	08/28/18	GAS & ELECTRIC BILLING	Open	23,781.01	0.00	
RICHA005 RICHARD A. ALAIMO ASSOCIATES						
18-01056	09/04/18	ENGINEERING SERVICES	Open	20,832.50	0.00	
18-01072	09/06/18	ENGINEERING SERVICES	Open	9,981.25	0.00	
				30,813.75		
RUSSE015 RUSSELL REID INC.						
18-00969	08/15/18	JUNE/JULY GRIT, TRASH, SWEEPINGS	Open	980.00	0.00	
SAMAR005 SAMARITAN HEALTHCARE & HOSPICE						
18-00987	08/17/18	JOHN EDWARDS/CONTRIBUTION	Open	100.00	0.00	
SHERW005 SHERWIN-WILLIAMS						
18-00956	08/10/18	GALVANIZING PRIMER	Open	59.31	0.00	
18-00964	08/13/18	UTILITY MARK OUT PAINT	Open	64.74	0.00	
18-01011	08/24/18	PRIMER AND TANNERY PAINT	Open	240.41	0.00	
				364.46		
SIEME005 SIEMENS INDUSTRY INC.						
18-00871	07/24/18	SIEMENS LR-250 LEVEL DETECTOR	Open	2,825.00	0.00	
18-00991	08/20/18	SIEMENS ST-H TRANSDUCER	Open	975.00	0.00	
				3,800.00		
SOUTH030 SOUTHERN REGIONAL EMP BENEFIT						
18-01028	08/28/18	HEALTH INSURANCE BILL	Open	206,262.00	0.00	
SPOTT005 SPOTTS HARDWARE						
18-00889	07/27/18	ACID MAGIC	Open	119.88	0.00	
SPRIN005 SPRINT						
18-01006	08/23/18	PCS CONNECTION CARD/PLANT	Open	37.90	0.00	
ADVAN020 STAPLES BUSINESS CREDIT						
18-00902	08/01/18	RIBBONS FOR CEM MICROWAVES	Open	144.00	0.00	
18-00978	08/16/18	SHEET PROTECTORS, STORAGE BOXES	Open	27.53	0.00	
				171.53		
STEVE005 STEVENSON SUPPLY CO. INC.						
18-00988	08/17/18	PIPE AND FITTINGS	Open	472.58	0.00	

Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
STEVE005 STEVENSON SUPPLY CO. INC. Continued							
18-01057	09/04/18	PVC PIPE,FITTINGS,HANGERS,VLVS	Open	727.37	0.00		
				1,199.95			
SUMMI010 SUMMIT WATER NEXUS, MOUNT HOLL							
18-01079	09/06/18	8/18 BILLING	Open	11,141.38	0.00		
TELED005 TELEDYNE INSTRUMENTS, INC.							
18-00816	07/10/18	REPAIR PARTS FOR ISCO SAMPLERS	Open	188.80	0.00		
18-00867	07/24/18	REPAIR PART FOR ISCO SAMPLERS	Open	82.60	0.00		
				271.40			
THEGA010 THE GARTY LAW FIRM, LLC							
18-00981	08/16/18	PROFESSIONAL SERVICES	Open	1,000.00	0.00		
TREAS025 TREASURER STATE OF N.J.							
18-01029	08/28/18	LICENSE RENEWALS/R. MAYBURY	Open	150.00	0.00		
TRIJA005 TRIJAY SYSTEMS, INC.							
18-00947	08/08/18	YEARLY SCADA MAINT SERVICE	Open	3,000.00	0.00		
USABL005 U.S.A. BLUE BOOK							
18-00893	07/30/18	UTILITY MARK OUT EQUIPMENT	Open	978.65	0.00		
18-00967	08/15/18	VARIOUS SUPPLIES	Open	653.07	0.00		
				1,631.72			
UNITE020 UNITED PARCEL SERVICE							
18-00863	07/23/18	SHIPPING CHARGE	Open	5.97	0.00		
18-00968	08/15/18	SHIPPING CHARGES	Open	12.19	0.00		
				18.16			
VERIZ015 VERIZON							
18-01007	08/23/18	FIOS INTERNET BILLING	Open	324.23	0.00		
18-01031	08/28/18	FIOS INTERNET/300 RANCOCAS RD	Open	159.99	0.00		
18-01071	09/06/18	FIOS TV BILLING/1 PARK DRIVE	Open	44.06	0.00		
18-01081	09/06/18	FIOS/TV BILLING/300 RANCOCAS	Open	27.96	0.00		
				556.24			
VERIZ035 VERIZON WIRELESS							
18-01008	08/23/18	CELL PHONE BILLING	Open	666.31	0.00		
18-01080	09/06/18	CELL PHONE BILL	Open	473.25	0.00		
				1,139.56			
VISIO005 VISION SERVICE PLAN							
18-01066	09/05/18	9/18 VISION BILLING	Open	1,331.57	0.00		
WBMAS005 W.B. MASON COMPANY, INC.							
18-00037	01/09/18	OFFICE SUPPLIES	Open	102.48	0.00		
18-00229	02/22/18	COPIER PAPER, BOTTLE MOISTENER	Open	128.52	0.00		
18-00720	06/20/18	BATTERIES, TONER CARTRIDGE	Open	284.03	0.00		
18-00773	06/29/18	COPIER PAPER, LYSOL SPRAY	Open	191.52	0.00		
18-00849	07/17/18	OFFICE SUPPLIES	Open	132.89	0.00		
18-00961	08/10/18	OFFICE SUPPLIES	Open	564.28	0.00		



Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
WBMA005 W.B. MASON COMPANY, INC. Continued							
18-00977	08/16/18	TONER CARTRIDGES	Open	422.70	0.00		
				1,826.42			
WATER010 WATER ENVIRONMENT							
18-01045	08/31/18	MEMBERSHIP RENEWAL	Open	107.00	0.00		
WILLI025 WILLIER ELEC MTR CO. INC.							
18-00885	07/27/18	1 1/2 HP MOTOR	Open	415.82	0.00		
WOOLS005 WOOLSTON COMPANY, INC.							
18-00970	08/15/18	JULY SLUDGE HAULING FEES	Open	6,711.70	0.00		
Total Purchase Orders: 110 Total P.O. Line Items: 0 Total List Amount: 357,877.75 Total Void Amount: 0.00							

A

TOTAL PER REPORT: \$357,877.75 (A)  
ADD PAYROLL: \$276,627.31  
LESS: IMPROVEMENTS: (\$33,305.00) RESOLUTION 2018-86  
TOTAL EXPENSE: \$601,200.06 RESOLUTION 2018-83

## **RESOLUTION 2018-84**

## A RESOLUTION APPROVING SEWER REFUNDS

BE IT RESOLVED by the Mount Holly Municipal Utilities Authority (Authority) that the following Sewer Refunds for the month of August are hereby approved.

**TOTAL REFUNDS AS PER THE ATTACHED REPORT: \$3,221.67**

# CERTIFICATION

STATE OF NEW JERSEY }

$$:SS$$

COUNTY OF BURLINGTON }

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby certify the foregoing to be a true copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting, held on the 13<sup>th</sup> day of September, 2018.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said of the Authority this September 13, 2018.

Brandy C. Boyington, Secretary

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Tracking Id Description										First	
P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	Encumber Date	Status	
SWR REFUND											
18-01047	1	TRYST005	TRYSTONE CAPITAL ASSETS	SEWER REFUND/149 WASHINGTON ST	01-000-2020	1.00	1,740.81	other	09/04/18	Open	
18-01048	1	FELIX005	FELIX CABARLE	SEWER REFUND/878 WOODLANE RD	01-000-2020	1.00	54.37	other	09/04/18	Open	
18-01049	1	ROBER045	ROBERT & PATSY HOWARD	SEWER REFUND/1 DANBURY COURT	01-000-2020	1.00	187.60	other	09/04/18	Open	
18-01050	1	TORBJ005	TORBJORN & ELSE RODLAND	SEWER REFRUND/6 OAKLANDING RD	01-000-2020	1.00	67.08	other	09/04/18	Open	
18-01051	1	MERYL005	MERYL PELLICORE	SEWER REFUND/161 RAMBLING ROAD	01-000-2020	1.00	295.07	other	09/04/18	Open	
18-01052	1	GARYT005	GARY & THERESA ACKERMAN	SEWER REFUND/24 BEACON STREET	01-000-2020	1.00	178.76	other	09/04/18	Open	
18-01053	1	FEDER005	FEDERAL NATIONAL MORTGAGE ASSO	SEWER REFUND/36 SAWGRASS DRIVE	01-000-2020	1.00	633.62	other	09/04/18	Open	
18-01054	1	JENNI005	JENNIFER ALICKSON	SEWER REFUND/88 FAWN COURT	01-000-2020	1.00	64.36	other	09/04/18	Open	
Bid:		0.00	State:	0.00	other:	3,221.67	Exempt:	0.00	Total:	8.00	
							3,221.67				

Total Tracking Ids:	1	Total Qty:	8.00	Total Amount:	3,221.67
Total Bid:	0.00	Total State:	0.00	Total Other:	3,221.67
				Total Exempt:	0.00

**RESOLUTION 2018-85**  
**A RESOLUTION APPROVING EXPENDITURES**  
**FROM THE ESCROW FUND**

NOW, THEREFORE, BE IT RESOLVED by the Mount Holly Municipal Utilities Authority that the following Escrow Fund Expenditures are hereby approved:

**For Engineering Services as of July 31, 2018:**

**Richard A. Alaimo Associates: \$1,150.00 (per attached report)**

## CERTIFICATION

STATE OF NEW JERSEY }

SS:

COUNTY OF BURLINGTON }

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting held on the 13<sup>th</sup> day of September, 2018.

Brandy C. Boyington, Secretary

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Tracking Id Range: ESCROW to ESCROW Vendor Range: First to Last Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: Y  
Account Type: Project First Encumber Date Range: 08/17/18 to 09/13/18 Include Items Without Tracking Id: N  
Account Range: First to Last

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Tracking Id Description

P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	First Encumber Date	Status
ESCROW										
18-01077	1	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVC/W RANCOCAS 1B-2-3C	0000000167	1.00	1,150.00	other	09/06/18	Open
Bid:		0.00	State:	0.00	Other:	1,150.00	Exempt:	0.00	Total:	
						1.00	1,150.00			

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Total Tracking Ids: 1 Total Qty: 1.00 Total Amount: 1,150.00

Total Bid: 0.00 Total State: 0.00 Total Other: 1,150.00 Total Exempt: 0.00

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**A RESOLUTION APPROVING THE EXPENDITURES**  
**FROM THE IMPROVEMENT/REPLACEMENT FUND**

Improvements (per attached listing)	\$ 33,305.00
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## CERTIFICATION

:SS

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby certify the foregoing to be a true copy of the Resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting thereof, held on the 13<sup>th</sup> day of September, 2018.

Brandy C. Boyington, Secretary

**REQUISITION FOR PAYMENT OR REIMBURSEMENT  
FROM RENEWAL AND REPLACEMENT FUND**

**REQUISITION NO. 2018-86**

**DATE: September 13, 2018**

**To: TD BANK, NATIONAL ASSOCIATION, TRUSTEE**

Pursuant to a Resolution of The Mount Holly Municipal Utilities Authority (the "Authority") adopted June 5, 1986 entitled: "Resolution Authorizing Sewer Bonds", as amended and supplemented (the "Resolution"), the undersigned, an authorized officer of the Authority, hereby authorizes and directs the Trustee to make disbursements of the funds from the Renewal and Replacement Fund established pursuant to Section 4.11 of the Resolution (with all capitalized terms used herein having the meaning given such terms in the Resolution), as follows:

<b>PAYEE</b>	<b>AMOUNT TO BE PAID</b>	<b>PURPOSE OF DISBURSEMENT</b>
<b>Richard A. Alaimo Associates</b>	<b>\$ 28,500.00</b>	<b>Turbo Blower Specification Garden St. PS Replacement</b>
<b>Environmental Resolutions ,Inc.</b>	<b>\$ 4,805.00</b>	<b>PAA Chemical Feed System</b>

So that we may effect payment to the Payee(s) listed above, funds to cover payment to the above named Payees should be wired by the Trustee to the Authority’s Operating Account #XXXXXXX607 at Beneficial Bank.

Dated:

By: \_\_\_\_\_  
Authorized Officer

Tracking Id Range: RENEWREPLA to RENEWREPLA    Vendor Range: First    to Last    Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: Y  
Account Type: Expenditure    Received Date Range: 08/17/18 to 09/13/18    Include Items without Tracking Id: N  
Account Range: First    to Last

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P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	Received Date	Status	
RENEWREPLA	CAPITAL ITEMS - R&R RESOLUTION										
18-00980	1	ENVIR045	ENVIRONMENTAL RESOLUTIONS INC.	PAA CHEMICAL FEED SYSTEM	01-010-6303	1.00	4,805.00	other	09/06/18	Rcvd	
18-01056	3	RICHA005	RICHARD A. ALAIMO ASSOCIATES	GARDEN ST PS REPLACEMENT	01-010-6303	1.00	9,000.00	other	09/06/18	Rcvd	
18-01056	4	RICHA005	RICHARD A. ALAIMO ASSOCIATES	TURBO BLOWER SPECIFICATIONS	01-010-6303	1.00	10,500.00	other	09/06/18	Rcvd	
18-01072	2	RICHA005	RICHARD A. ALAIMO ASSOCIATES	GARDEN ST PS REPLACEMENT	01-010-6303	1.00	9,000.00	other	09/06/18	Rcvd	
Bid:		0.00	State:	0.00	Other:	33,305.00	Exempt:	0.00	Total:	4.00	33,305.00

Total Tracking Ids:	1	Total Qty:	4.00	Total Amount:	33,305.00
Total Bid:	0.00	Total State:	0.00	Total Other:	33,305.00
				Total Exempt:	0.00



**Mount Holly Municipal Utilities Authority  
Regular Meeting of the Board of Commissioners  
September 13, 2018**

**Executive Director's Report**

- **2019 Annual Budget:** It is anticipated that the 2019 budget will be introduced at the October 11, 2018 Board Meeting for approval consideration, with an expected adoption date of November 08, 2018. The annual Capital Budget planning letters will be sent to the townships serviced by the Authority for their review within the next week.
- **E-Billing is available as of August 31, 2018:** E-Billing brings the Authority one step closer to a paperless billing future. E-Billing is different than the existing ACH or on-line payment systems. E-Billing is handled electronically through the Edmunds Software program and the enrolling customer will no longer receive paper bills once this option is set up. Customers wishing to receive E-Bills via email should visit the Authority's website [www.mhmua.com](http://www.mhmua.com) and click on the E-Billing button to enroll.
- **Bond Restructuring Press Release:** A press release was issued for the \$ 3.25 Million savings realized with the recent bond restructuring. The press release can be viewed on the Authority's website under the Public Notice tab (<https://www.mhmua.com/public-notice>) and on the official Facebook page.
- **Maple Avenue Turbo Blower Replacement Status - (Contract 2017-17):** The failed turbo blower unit was shipped to the repair facility located in Houston, Texas on August 28, 2018.
- **NJPDES Permit Renewal Status Engineering - Resolution # 2015-94:** Environmental Resolutions, Inc. (ERI) is continuing with engineering services for the new storage and metering facility. There have been no updates since the August 16 Board Meeting.
- **Mount Holly - Pump Station 213 (Garden Street) Resolution # 2017-29:** Alaimo Associates is working on this project after receiving authorization under Resolution # 2018-64 at the June 14 Board Meeting. Alaimo is currently working on Floodplain Analysis for the site. There have been no updates since the August 16th Board Meeting.

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
ENGINEER'S STATUS REPORT  
September 6, 2018**

M-0030-0317	<u>Garden Street Pump Station Replacement</u>  Revised proposal for final design was submitted to MHMUA on May 9, 2018. Design/Construction project was authorized on June 14, 2018. Design is ongoing. <b>Alaimo will submit proposal for additional permitting effort.</b>
M-0030-0320	<u>Sludge Tank Conversion</u>  After completing field walk-through and scope of work, Alaimo will submit a proposal for final design for MHMUA review and comment.
M-0030-0321	<u>TSST Tank Demolition</u>  After completing field walk-through and scope of work, Alaimo will submit a final design proposal for MHMUA review and comment.
M-0030-0322	<u>Reactor Demolition</u>  After completing field walk-through and scope of work, Alaimo will submit a design proposal for MHMUA review and comment.
M-0030-0323	<u>Odor Control Sludge Tanks/BFP Room</u>  Alaimo will submit a design proposal for MHMUA review and comment. This will include a conceptual design for the odor control system.
M-0030-0325	<u>P.S. Corrosion Protection System</u>  Alaimo to submit a design proposal and scope of work for MHMUA review and comment.
M-0030-0326	<u>Rancocas Road Generator Replacement</u>  Alaimo to submit a design proposal and scope of work for MHMUA review and comment.

**M-0031-0204**      **Eastampton Town Center**

**Alaimo issued letter on August 30, 2018 releasing Maintenance Bond requirements.**

**M-0031-0218**      **Waverly Pointe Subdivision**

Performance Bond reduction letter was issued on September 28, 2017. Received revised as-builts on November 29, 2017. Review and comment letter was issued January 19, 2018. Sanitary mains were tested on January 18, 2018. Developer has requested that Performance Bond has been satisfied and would like to move onto Maintenance Bond. Punch List to be verified.

**M-0031-0219**      **Quaker Steak & Lube**

Key Engineers met with the MHMUA and Alaimo on June 14, 2017 to discuss the specifics on the project. Drawings were submitted for review on July 13, 2107. Review and comment letter was issued on December 8, 2017.

**M-0031-0221**      **The Lofts at the Mi-Place**

Received revised drawing package on December 11, 2017. Review and comment letter was issued on January 30, 2018. Received documentation package on February 2, 2018. Review and comment letter was issued on February 27, 2018 deeming the documents "Approved".

**M-0031-0223**      **Lennar at Rancocas Creek**

Letter sent out addressing contribution to the Garden Street Pumping Station Upgrade on April 13, 2017. Revised drawings were received on June 27, 2017. Received revised documentation package for review on November 9, 2017. Review and comment letter was issued on March 12, 2018. Contractor (RNR) submitted Shop Drawings on July 31, 2018. Review will not start until Bowman Consulting submits revised drawings per our March 2018 letter. **Alaimo received revised drawings and specifications for review. Review and comment letter to be issued.**

M-0031-0224      Eastampton Place West

Letter sent out addressing contribution to the Garden Street Pumping Station Upgrade on April 13, 2017. Contractor has completed installing sanitary mains and Manholes as of March 26, 2018.

M-0031-0226      West Rancocas Phase 1B-2-3C

Received drawing package for review on November 13, 2017. Review and comment letter was issued on February 1, 2018. Documents have been noted "Revise and Resubmit". Received revised drawing package on April 19, 2018. Review and comment letter was issued on May 18, 2018. Received revised drawings on July 12, 2018. **Review and comment letter was issued on August 13, 2018. Documents noted "Revise and Resubmit" addressing comments.**

DJS/dal



## SUPERINTENDENT OF OPERATION'S REPORT

FOR

September 13, 2018

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### PLANT OPERATIONS

1. The **MONTHLY DISCHARGE MONITORING REPORT** summary for August, 2018 is included. There were no violations for the period.
2. The **YEAR TO DATE CONSUMABLES USAGE REPORT** for August, 2018 is attached.
3. The **SLUDGE QUALITY** data summaries through August, 2018 are attached. There were no significant changes in sludge quality for the period covered.
4. The **COLLECTION SYSTEM OPERATIONS** report for August, 2018 is attached.
5. There were **NO ODOR COMPLAINTS** received during the period covered by this report.
6. The **YEAR TO DATE INDUSTRIAL PRETREATMENT ACTIVITIES REPORT** summary for August, 2018 is attached.

Respectfully submitted,

Joel L. Hervey  
Superintendent of Operations

## MONTHLY AVERAGE VALUES

PARAMETER	10/16	11/16	12/16	01/17	02/17	03/17	04/17	05/17	06/17	07/17	08/17	09/17	YEARLY AVERAGE		Limits
													This Reporting Period	Last Reporting Period	
POTW Flow	2.88	2.88	2.97	3.43	3.46	3.64	3.29	3.26	3.21	3.04	3.09			2.968	5
CBOD5(influent)	278	331	237	286	263	247	242	235	249	208	298			286.6	n/a
CBOD5(effluent)	< 2	< 2	2.64	3.02	3.14	3.14	< 2	< 2	3.42	2.74	< 2			2.3	15
COD(influent)	849	1035	967	789	820	936	1099	861	790	928	1086			896.0	n/a
COD(effluent)	25.5	27.7	36.5	35.4	30	32.4	33.8	26.7	33.1	33.1	41.2			36.4	n/a
TSS(influent)	404	580	496	466	618	435	900	494	392	489	493			538.5	n/a
TSS(effluent)	1	1	2	3	2	0.75	1.5	3	1	1.5	1.5			1.9	30
pH(influent-Max)	9	7.4	7.2	7.2	7.1	6.9	7	7.1	7	7.2	6.9			8.1	n/a
pH(influent-Min)	6.3	6.7	6.9	6.8	6.5	6.5	6.4	6.4	6.5	6.2	6.2			5.8	n/a
pH(effluent-Max)	7.3	7.2	7.2	7.2	7.2	7	7	7.1	7.2	7.3	7.4			7.1	9
pH(effluent-Min)	6.7	6.9	6.8	6.7	6.6	6.6	6.6	6.7	6.6	6.7	6.7			6.3	6
Oil & Grease (effluent)	< 2.2	< 2.2	< 2.1	4	< 2.2	< 2.2	< 2.3	< 2.2	< 2.3	< 2.2	< 2.2			1.7	10
SQAR															
Arsenic	< 12.7	< 11.7	< 12	< 15.1	< 12.3	< 12	< 11.4	< 10.8	< 10.8	< 10.6	< 11.4			<13.1	41
Beryllium	< 6.3	< 5.8	< 6	< 7.5	< 6.2	< 6	< 5.7	< 5.4	< 5.4	< 5.3	< 5.7			<6.5	n/a
Cadmium	< 3.2	< 2.9	< 3	< 3.8	< 3.1	< 3	< 2.9	< 2.7	< 2.7	< 2.7	< 2.9			<3.3	39
Chromium	19.6	23.4	21.5	21.6	21.1	19.6	17.7	19.1	17.8	25.6	27.1			26.68	n/a
Copper	685	901	676	631	551	531	555	702	645	786	864			903.8	1500
Lead	23.3	26.9	26.1	21.9	16.8	20.5	18.1	28.3	19.3	29.1	31.8			31.02	300
Mercury	0.86	0.76	0.84	0.48	0.64	0.56	0.47	0.39	0.79	1.7	1.3			0.67	17
Molybdenum	< 12.7	< 11.7	< 12	< 15.1	< 12.3	15.6	< 11.4	< 10.8	< 10.8	10.8	< 11.4			7.44	75
Nickel	15	18.8	16.5	15.3	14.9	16.1	15	17.8	16	22.1	21.4			19.92	420
Selenium	< 31.7	< 29.2	< 30.1	< 37.7	< 30.8	< 29.9	< 28.6	< 27	< 27	< 26.5	< 28.5			<32.6	100
Zinc	1150	1400	1210	1160	960	919	885	1100	1070	1420	1460			1570.0	2800
Cyanide	N/A	N/A	1.9	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			1.70	n/a

Unless otherwise indicated, liquid analysis reported in mg/l, sludge reported in mg/kg (dry weight basis), pH reported in Standard Units

FORM AR-5a

NOTE: Sludge limits do not apply to sludge that is not land-applied.  
Most recent permit violation: 1/97 for Effluent Chlorine Residual

### Annual Consumables Summary- 2018

Fund Number	Consumable Name	Unit													Actual	Actual	Actual	Projected 2018		2018
		Price	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTDTOT	YTDAVE	YTDCOST	Quantity	Costs	Budget
020-6042	City H2O (100 gal)	0.5968	584.77	159.70	192.66	179.31	216.82	238.83	230.56	171.59					1974.24	246.78	\$1,178.23	2961.36	\$1,767.34	\$15,000.00
040-6045	Diesel Fuel (gal) Vehicles	2.8713	116.68	98.23	60.50	104.55	166.42	143.36	64.53	148.58					902.85	112.86	\$2,592.35	1,354.28	\$3,888.53	\$10,600.00
020-6044	Diesel Fuel (gal) Gen	2.2414	43.00	130.00	665.70	57.00	142.00	72.00	317.00	130.00					1,556.70	194.59	\$3,489.19	2,335.05	\$5,233.78	\$20,000.00
022-6044	Diesel Fuel (gal) Maple Ave	2.2414	10.00	2.00	155.00	25.00	131.00	27.00	316.00	381.00					1,047.00	130.88	\$2,346.75	1,570.50	\$3,520.12	\$5,000.00
020-6106	Ecogrow Nutrients	5.7500	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00					120.00	15.00	\$690.00	180.00	\$1,035.00	\$2,000.00
020-6041	Electric (100 kwhr)	2.8010	2,492.00	2,016.00	2,240.00	1,960.00	1,904.00	1,960.00	1,848.00	1,904.00					16,324.00	2,040.50	\$45,723.52	24,486.00	\$68,585.29	\$380,000.00
022-6041	Electric (100 kwhr)Maple Ave	10.721	733.91	561.21	375.69	388.13	386.41	421.56	325.52	354.84					3,547.27	443.41	\$38,030.28	5,320.91	\$57,045.42	\$200,000.00
020-6102	Hypochlorite (gal)	1.0850	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00	\$0.00	0.00	\$0.00	\$0.00
022-6102	Hypochlorite - Maple Ave	1.0850	10.00	88.00	127.00	292.00	419.00	478.00	605.00	751.00					2,770.00	346.25	\$3,005.45	4,155.00	\$4,508.18	\$2,100.00
020-6105	Lime (lbs)	0.0810	1,100.00	650.00	1,100.00	550.00	1,100.00	950.00	750.00	1,000.00					7,200.00	900.00	\$583.20	10,800.00	\$874.80	\$1,000.00
020-6104	MgOH (gal)	2.2512	1,320.00	110.00	911.00	630.00	1,224.00	866.00	1,053.00	1,182.00					7,296.00	912.00	\$16,424.54	10,944.00	\$24,636.80	\$63,000.00
020-6046	Natural Gas (ccf)	1.0315	12.74	78.20	66.80	20.30	15.00	5.00	4.00	4.00					206.04	25.76	\$212.53	309.06	\$318.80	\$7,500.00
022-6045	Natural Gas (ccf) Maple Ave	1.0315	990.221	748.808	747.740	564.010	71.589	6.409	4.273	4.273					3,137.30	392.16	\$3,236.13	4,705.95	\$4,854.19	\$5,000.00
020-6102	Peracetic Acid (gal)	7.2500					166.000	857.000	642.000	625.000					2,290.00	572.50	\$16,602.50	6,870.00	\$49,807.50	\$82,000.00
020-6101	Polymer (lbs)	1.2900	1,670.00	1,170.00	1,770.00	1,950.00	2,750.00	2,380.00	2,800.00	2,300.00					16,770.00	2,096.25	\$21,633.30	25,155.00	\$32,449.95	\$55,000.00
020-6103	Sodium Bisulfite (gal)	2.2330	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00					0.00	0.00	\$0.00	0.00	\$0.00	\$25,000.00
040-6045	Unleaded-MUA (gal) Pitt Tank	1.6677	29.60	6.50	27.70	60.60	75.4	67.70	49.40	50.00					366.90	45.86	\$611.88	550.35	\$917.82	\$139,400.00
040-6045	Unleaded-MUA (gal)	2.6860	317.33	563.81	822.06	587.32	601.54	630.24	544.19	559.82					4,626.31	578.29	\$12,426.27	6,939.47	\$18,639.40	
Subtotal																	\$168,786.11		\$278,082.92	\$1,012,600.00
<b>Collection System Consumables</b>																				
040-6104	Bioxide (gals)	2.8300	1,373.00	1,399.50	1,370.40	1,781.70	2,070.00	2,274.80	2,049.50	2,198.60					14,517.50	1,814.69	\$41,084.53	21,776.25	\$61,626.79	\$90,000.00
040-6044	Diesel Fuel (gal) P/S Gen	2.2414	23.00	25.10	37.60	17.40	9.60	23.60	23.50	17.70					177.50	22.19	\$397.85	266.25	\$596.77	\$500.00
040-6046	Natural Gas (ccf)	1.0225	95.00	81.00	551.26	63.00	45.29	19.14	69.04	45.87					969.60	121.20	\$991.42	1,454.40	\$1,487.12	\$3,500.00
Subtotal																	42,473.79		63,710.68	
Total																	\$54,900.06		\$341,793.60	\$1,016,100.00

Mount Holly Municipal Utilities Authority

Report Date: 09/04/2018

Receipt Summary Report for the Period

8/1/2018 Through 8/31/2018

Page 1

Source Name	Waste Type	Flow, gpd	Total Gallons	Total Tons	No. of Trucks	Average % Solids	Amount Charged
A & L SEPTIC SERVICES	Septage	10906	338,100		69	0.3	\$13,524.00
Accurate Waste Systems	Septage	258	8,000		1	0.3	\$320.00
BROWN, ALBERT S.	Septage	387	12,000		3	0.3	\$480.00
Burlington County RRF PO# 13-09265	Leachate	21115	654,572		109	0.7	\$11,782.26
Cella's Septic Company	Septage	4094	126,900		27	0.8	\$5,254.60
Champion Contracting, LLC	Septage	1490	46,200		11	0.3	\$1,848.00
DREDGE HARBOR BOAT CENTER LLC	Septage	677	21,000		3	0.1	\$840.00
Deckers Septic	Septage	1065	33,000		10	0.4	\$1,320.00
Dey Farms	Miscellaneous	1345	41,700		6	0.2	\$2,085.00
Don E. Miller Cesspool Service	Septage	697	21,600		5	0.5	\$956.00
Drayton	Septage	9723	301,400		65	0.3	\$12,056.00
Drayton Transfer Station	Septage	7419	230,000		49	0.6	\$9,490.00
Fieldsboro	Sludge	163	5,050		1	1.6	\$404.00
First Choice Waste Disposal, LLC	Septage	1935	60,000		12	0.5	\$2,400.00
Homestead Treatment Utilities, Inc.	Sludge	1445	44,800		8	0.8	\$1,836.80
Jackson Transfer Station	Septage	316	9,800		2	0.5	\$392.00
Joseph J Carbin Plumbing	Septage	145	4,500		2	0.7	\$180.00
Laird & Company	Miscellaneous	675	20,930		4	0.6	\$962.78
Mansfield Farms	Sludge	1742	54,000		8	0.9	\$2,214.00
Medford Township STP	Sludge	12329	382,200		70	1.2	\$21,021.00
Mobile Estates of Southampton, Inc.	Sludge	452	14,000		3	1.9	\$1,120.00
Palmyra	Sludge	419	13,000		2	2.5	\$650.00
Puglisi Egg Farms. Inc.	Septage	1161	36,000		6	0.4	\$1,440.00
Roman Septic	Septage	516	16,000		4	0.5	\$640.00
Russell Reid	Septage	535	16,600		3	0.6	\$664.00
Seneca High School	Sludge	161	5,000		1	0.6	\$425.00
State Environmental Services	Septage	2955	91,600		22	0.4	\$3,664.00
Waste Management/Parklands Landfill	Leachate	1081	33,500		8	0.4	\$837.50

Total  
Gallons  
2,641,452

Total  
Tons  
0

No. of  
Trucks  
514

Amount  
Charged  
\$98,806.94



**YEARLY TOTALS OF COLLECTION SYSTEM WORK**

**R-23A**

**YEAR 2018**

<b>MONTH</b>		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
1)	MISCELLANEOUS BEEPER CALL	7	6	7	6	4	12	7	8					57
2)	MISCELLANEOUS CALLS NOT OURS	2	1	3	3	1	4	0	2					16
3)	NUMBER OF OVERTIME CALLS	5	4	1	2	2	9	4	5					32
4)	ACTUAL OTHER BILLABLE MANHOURS	0	0	0	0	0	0	0	0					0
5)	NUMBER OF FEET OF PIPE CLEANED	15,514	26,608	33,936	33,174	50,961	26,860	7,211	56,261					250,525
6)	MANHOLE OVERFLOW INCIDENTS	1	0	0	0	0	1	1	1					4
7)	LATERAL INSPECTIONS	4	4	6	2	2	3	9	3					33
8)	MANHOLE INSPECTIONS	24	22	12	14	10	11	4	16					113
9)	TOTAL NUMBER OF SERVICE CALLS (STOPPAGE)	14	11	6	7	5	6	2	8					59
10)	NUMBER OF SERVICE CALLS NOT OUR PROBLEM	12	10	6	7	5	5	1	7					53
11)	NUMBER OF OVERTIME SERVICE	6	6	6	1	1	2	1	7					30
12)	NUMBER OF REPEAT SERVICE CALLS **	0	0	0	0	0	0	0	0					0
13)	NUMBER OF SECOND WATER METER READINGS	0	6	8	13	33	13	13	27					113
14)	NUMBER OF FEET OF PIPE SMOKE TESTED	0	0	0	0	0	0	0	0					0
15)	NUMBER OF FEET OF PIPE TELEVISED	0	0	0	0	0	0	0	0					0
16)	MARK OUT REQUESTS	329	364	351	395	477	459	410	501					3,286

\*\* SAME MAIN IN A 3 MONTH PERIOD

## AUGUST 2018 COLLECTION SYSTEM COMMENTS

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
205	8-8-2018						Responded for check arm fail to rise alarm. Made small adjustment on limit switch and alarm cleared.
205	8-13, 8-20 and 8-29-2018						P-1 air bound each time. Primed pump on each occasion.
206	8-29-2018			P-1			
211	8-20-2018						Responded for loss of power alarm. Found both pump breakers tripped. Reset breakers and both pumps came on and pumped down well.
211	8-23-2018						Cleaned wet well.
215	8-20-2018			Check valves for each pump.			
215	8-23-2018						Cleaned wet well.
234	8-8-2018			Check valves for each pump.			
237	8-8-2018						Responded for high temperature alarm on P-1. Pulled pump and removed debris from cutter ring.
238	8-3-2018						Responded for extended run alarm. P-1 was running upon arrival and the well was empty. Cleaned probe and level indicator went from 40% to 0%. Filled well and watched each pump alternate.

## AUGUST 2018 COLLECTION SYSTEM COMMENTS

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
241	8-8-2018			P-2 check valve, removed debris			

**THERE WAS ONE BIOXIDE DELIVERY MADE IN THE MONTH OF AUGUST ON 8-9-2018.**

<u>PUMP STATIONS</u>	<u>GALLONS</u>
P/S # 15	
P/S # 19	1146
P/S # 21	584
P/S # 22	
P/S # 24	
P/S # 25	
P/S # 26	629.8
C.O.B	

**THERE WAS A TOTAL OF 2,359.8 GALLONS OF BIOXIDE DELIVERED IN THE MONTH AUGUST.**

**THERE WERE NO FUEL ADDITIONS MADE IN THE MONTH OF AUGUST.**

<u>PUMP STATION</u>	<u>GALLONS</u>	<u>PUMP STATION</u>	<u>GALLONS</u>
P/S # 01		P/S # 21	
P/S # 02		P/S # 22	
P/S # 08		P/S # 23	
P/S # 10		P/S # 24	
P/S # 11		E.A.S.	
P/S # 14		H.A.I	
P/S # 15		20 KW	
P/S # 17		100 KW	
P/S # 18		150KW	
P/S # 19			
P/S # 20			

**TABLE AR-4  
SUMMARY OF IWPT MONITORING PROGRAM**

October 2017 through September 2018  
POTW: Mount Holly Municipal Utilities Authority

	CATEGORICAL IUs		NON-SIGNIFICANT CATEGORIAL IUs		SIGNIFICANT/ MAJOR IUs		OTHER REGULATED	
	This Period	Last Period	This Period	Last Period	This Period	Last Period	This Period	Last Period
Number of Industrial Users (IUs) included in POTW Monitoring Program		2		0		1		2
Number of IUs added to POTW Monitoring Program		0		0	1	1		0
Number of IUs eliminated from POTW Monitoring Program		0		0		1		0
Total number of POTW inspections of IUs.		2		0		1		0
Total number of POTW sampling visits to IUs.	3	3		0	1	1	1	0
Total number of IUs in IPP not sampled.		0		0		0		0
Total number of IUs in IPP not inspected.		0		0		0		0

<sup>1</sup> Includes MHMUA monitoring in lieu of self-monitoring for the following facilities: Dey Farm

**Bulk Waste Monitoring August, 2018**

	August	July	October 2017- September 2018	October 2016- September 2017
1. Number of bulk delivery pH, T.S. and sensory checks:	514	514	6,743	5,951
2. Number of bulk delivery conventional pollutant checks:	8	10	109	108
3. Number of bulk septage sources:	17	17	21	20
4. Number of bulk sludge sources:	7	5	12	13

Sampling (August): None  
Inspections (August): None

TABLE AR-7  
Mount Holly Sewerage Authority NJPDES 0024015  
SUMMARY OF VIOLATIONS OF LOCAL, STATE, AND FEDERAL PRETREATMENT REGULATIONS  
August, 2018

Discharger Name	LLV	S/CWEA	FLV	RV	AO	SE	SN	CC
Burl. Co. Resource Recovery	0	0	0	0	0	0	0	0
Dey Farms	0	0	0	0	0	0	0	0
GROWS Stormwater	0	0	0	0	0	0	0	0
Landfill & Development	0	0	0	0	0	0	0	0
Metal Etching Technology Assoc	0	0	0	0	0	0	0	0
Parklands Landfill	0	0	0	0	0	0	0	0

This Reporting Period	0	0	0	0	0	0	0	0
Last Reporting Period	0	0	0	0	0	0	0	0
Outstanding Actions	0	0	0	0	0	0	0	0

KEY:   LLV           Local Limit Violation  
          S/CWEA       State/CWEA Violation  
          FLV           Federal Limit Violation  
          RV           Reporting Violation  
          AO           Administrative Order, Administrative Consent Order, or Judicial Consent Order Violations  
          SE           Spill/Emergency at Discharger  
          SN           Number of Facilities that are Significant Non-Compliers  
          CC           Number of Facilities Convicted of Criminal Conduct

TABLE AR-8  
Mount Holly Sewerage Authority NJPDES 0024015  
SUMMARY OF POTW COMPLIANCE ACTIONS  
August, 2018

FAC Name	Administrative									Legal/Judicial									
	NV	CS	AM	AR	W	AS	SC	O	I	CA	CP	CAA	CAP	SI	SA	PC	CAF	MA	
Burl. Co. Resource Recovery	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0	0	\$0	0	0	
Dey Farms	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0	0	\$0	0	0	
GROWS Stormwater	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0	0	\$0	0	0	
Landfill & Development	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0	0	\$0	0	0	
Metal Etching Technology Assoc	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0	0	\$0	0	0	
Parklands Landfill	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0	0	\$0	0	0	

This Reporting Period	0	0	0	0	0	0	0	0	0	0	\$0	0	\$0	0	\$0	\$0	0	0
Last Reporting Period	0	0	0	0	0	0	0	0	0	0	\$0	0	\$0	0	\$0	\$0	0	0

**September 6, 2018**  
**MHMUA STATUS REPORT**  
**Safety Director and Special Projects**  
**MONTHLY UPDATE for August 2018**

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Arc Flash Compliance/Electrical Safety & Lock Out/Tag Out:

- Pursuant to the ongoing Arc Flash and Electrical Safety discussions and the need to conduct Short Circuit, Overcurrent Device Evaluation, Overcurrent Device Coordination and Arc Flash Analysis, we have received 5 proposals (currently being reviewed/compared) so that a detailed analysis can be provided
- Updated the grit and screen and RDT lockout/tagout equipment specific forms revised by electricians and operators
- Made 150 electrical safety switch labels for the electricians
- Ordered additional LOTO for the electricians to include switch and single, multiple and large circuit breaker locking devices
- Inspected the new arc-flash/FR rated full body harnesses used by the electricians because of fading of the straps. This was found to be typical of material that is dyed black and exposed to the sun
  - The harnesses have been removed from the electrical vans and are being stored in the shop

Claims:

- See table below

Confined Space:

- Spoke with Bill and John at Pendergast Safety regarding a malfunctioning G450 multi-gas meter (battery not holding charge)
  - Checked the meter for any visible signs of physical or water damage
  - Ran the “Lazy Battery” diagnostic to erase charging memory with no success
    - Battery was changed under warranty
- We are still awaiting a written response from Greg Sickler, Fabrication Manager for Kenric Steel regarding potential options to improve confined space entry and retrieval for employees that are working in open-top tanks (clarifiers, settling tanks, aeration basin, etc.)

Electronic Records Imaging and Information Management System (RMS/DIMS):

- Reviewed excerpts from a recent webinar presented by Iron Mountain pertaining to RMS/DIMS
  - Was not any benefit to the Authority as the focus was not within the RMS/DIMS
- There has still been no movement to acquire software needed to fully develop a State approved system that would permit proper document coding at the time of scanning.
  - The images that have been scanned will still need to be reviewed and coded when/if such software is acquired, doubling the work already completed

Emergency Action and Response and Plan:

- The Plan continues to be updated based on changes in operation or exposure

Environmental Stewardship and Management System Program – ESMS:

- Continued working on updates to the Environmental Stewardship program
  - Emailed draft “outreach” bulletins/information to Brandy for review for website
    - **Working With Our Customers to Reduce Sewage Backups**
    - **“Beware of “The Unflushables”**
    - **“Fats, Oils and Grease (FOG)”**
    - **SEWER BACKFLOW VALVES**
  - Completed review and updates of draft ESMS purchasing manual
- Completed internet search and review of files from the New Jersey Clean Energy Program
  - Including calls to/from the CEP about programs that might be beneficial to the Authority
    - CEP advised the Authority will need to start with energy Audit & Assessment to identify present conditions and what improvements are needed
    - Discussed solar platform
      - Authority would incur all costs unless the system is leased (think Maple Ave.) to the installer who then gets the credits

#### FEMA:

- Have had ongoing emails/calls to/from Colleen Ekey (Burlington County) and Philip Grantham (FEMA) regarding Winter Storm Quinn (DR-4368-FEMA Public Assistance) reimbursements
  - Expenses for each project (debris removal, generator insurance deductible) must exceed \$3,140 to be eligible for FEMA reimbursement under the Declaration
    - Neither of the categorized expenses meet or exceed that amount

#### Fire Safety:

- Still waiting for the replacement boards (back ordered at factory) to repair and restore the system
  - Still receiving “nuisance” alarms
  - Facility is checked on average of three times per shift
  - Laminated bulletin has been posted in building and by panel describing the procedure to reset the alarm if activated until the board is replaced
    - A courtesy notification email was sent to the Lumberton Fire Prevention Bureau to advise of the alarm issue and that we were working to restore the system as soon as possible.
- We are still waiting for a response from the Mount Holly Bureau of Fire Prevention if a Life Hazard permit is needed for the new combination fuel tank at the Rancocas Road plant.

#### First Aid Kits & Safety Equipment:

- Kits continue to be refilled as needed

#### Health and Safety:

- Safety Bulletins were emailed to employees for review and posting:
  - OFFICE SAFETY PART II, The Most Frequently Reported Office Injuries
  - From the MEL Safety Institute:
    - Buckle Up! It Could Save Your Life!
    - Fatalities from Distracted Driving Increase
- Safety Bulletins being prepared for distribution:
  - Excavation/Trenching/Shoring Safety
  - OSHA's Final Rule on Walking-Working Surfaces
  - Updates on Personal Fall Protection Systems
  - The Impact of a Positive Employee Experience
- Painting of dump truck
  - Discussed with Brian the provisions of the New Jersey Uniform that prohibit the application of flammable finishes (spray painting of vehicles) in the maintenance shop and advised that it must be completed on the exterior of the building
- Trickle Filter Maintenance
  - Spoke with Adam about improving CSE safety by reassigning the maintenance from the 11 – 7 shift to the 7 – 3 shift when we have more personnel available to address an adverse event should one occur.
    - Adam will have the 11 – 7 set up for the entry so that the 7 – 3 shift can make entry before the heat can adversely affect interior conditions
- Monitored the completion of physicals and random drug tests performed by Interstate Mobile Care
  - Provided IMC with an employee update
  - Will be working to schedule audio tests for remaining employees that require same as per agreement with NJDOH
  - Will be scheduling date for Flu Shots
- Ordered new warning and informational signs as needed at various locations
- Worked with Airgas Safety to obtain a more durable glove to be used by employees when working with the PAA
  - The gloves currently being used were deteriorating fairly quickly because of limited shelf life
    - Identified and tested a heavier mil, flock lined glove that appears more durable and was acceptable to the operators that need to use them
- Processed and emailed the Safety Committee agenda
  - The meeting was postponed because of emergency work in the plant (P-12 motors) and conflicts with Committee members (Joel, Tony, Adam, Jason)
  - A meeting will be scheduled for early October

#### NJUA/MEL:

- Will be presenting the Succession Planning portion of the Supervisor Track at the NJUA Safety Expo in Blackwood along with Mike Saraceni, COO at Merchantville Pennsauken Water Commission on Friday, September 28<sup>th</sup>.



- Five employees have been registered to attend the Safety EXPO
- Met with and escorted Anthony Fragale from CNA as he completed boiler inspections
  - Maintenance completed the upgrades to the Collection office boiler as requested during the inspection
- Had several discussions and met with Brandy to assist with completing the 2018 NJUA/MEL property update (Origami). Based on review of the “new” program, we identified several items requiring clarity for coverage issues:
  - These were discussed with (email and verbally) with PERMA and Capacity Coverage (underwriter) and we are waiting for a response
  - Sent photos to Jon Ziman at Capacity Coverage of outside standalone property per his request
  - Also emailed a plant sketch (RRWTP) identifying covered items in the property schedule along with tanks and other items not shown in the schedule
- Several emails/phone conversations with Frank Locantore from Evesham MUA regarding confined space, excavation and trench concerns/procedures

#### Purchasing:

- Provided additional information to Adam from the New Jersey Division of Purchase and Property and Cranford Police Cooperative Pricing System websites
- Researched safety related items for the Capital Improvement budget:
  - Hydraulic Shoring – to be used to safeguard employees while working in excavations
  - Dual dropdown ladder racks for the electrical vans to make it easier and safer to store and remove ladders
    - Unfortunately the dropdown units reviewed did not show they were adaptable to the Ford E series vans we use so additional information is being obtained
- Reviewed additional information for confined space davit busses and related equipment that might be adaptable for use when employees are entering the open-top tanks

#### Right-To-Know:

- A RTK inspection was completed by Cherrelle Shelton and Elliot Carter of the New Jersey Department of Health on Thursday, August 23<sup>rd</sup> to include:
  - Review of facility files at each location
    - Alphabetized inventory of material safety data sheets and safety data sheets
    - Chemical inventory spreadsheet with DOH/DOT coding
    - Electronic central file on “W” Drive
    - Physical inspection of both WWTP to review product labeling
- Recommendations from inspection
  - Review product/container labeling to comply with NJDOH requirements to show product name and five predominant ingredients and CAS numbers
  - NJDOH will not accept Global Harmonized Labels (GHS) as “they do not meet their requirements”
  - New Jersey Department of Labor will enforce the GHS product labeling
- Status
  - ✓ All departments are reviewing their product inventory with instruction to remove old/unused items to pallet in ZIMPRO for lab pack and proper disposal
  - ✓ Producing labels that meet both DOT and DOL (GHS) compliance and affixing same to containers
  - ✓ Updating MSDS/SDS facility and electronic files where needed

#### Safety Manual:

- Continue to make revisions to the safety manual to address operational concerns or exposures

#### Training:

- Training will commence after the summer
- Provided new employee orientation for new plant operator
  - Employee information from Human Resource manual on S drive, including new employee orientation safety guide
    - Walkthrough of Rancocas Road to discuss the workplace, point of operation and power transmission guards and other typical operation exposures
    - Training for Communicable and Waterborne Disease, Fire Safety, Hot Work, Electrical/LOTO/Arc Flash Safety, Personal Protective Equipment, Confined Space Entry (PPT and practical with equipment), Multi-gas Meters, Respiratory and Fall Protection
      - Additional programs are scheduled

**2018 Employee Incident/Injury Reports – Workers Compensation - \* Indicates submittal to Qual Lynx\***

DOL	Lost Time Days	Restricted Duty Days	DESCRIPTION	TYPE
*1/3/18*	0	3	Turned ankle, claim is now closed	Sprain/Strain
1/15/18	0	0	No offsite treatment required	Slip & Fall
2/3/18	0	0	No offsite treatment required	Fall/Struck Against
3/2/18	0	0	No offsite treatment required	Fall/Struck Against
5/10/18	0	0	No offsite treatment required	Trip/No fall
5/31/18	0	0	No offsite treatment required.	Trip & Fall
6/11/18	0	0	No offsite treatment required	Sprain/Strain
6/21/18	0	0	No offsite treatment required	Struck By
6/28/18	0	0	No offsite treatment required	Cut/Puncture/Scrape
7-13-18	0	0	No offsite treatment required	Exposure
8/12/18	0	0	Employee scratched forearm on door latch exiting locker room at the end of shift. No offsite treatment required	Struck Against
8/28/18	0	0	Cut right index finger while wiping off sealant container that fell into mulch. No offsite treatment required	Cut/Puncture/Scrape

**2018 General Liability – \* Indicates submittal to Qual Lynx\***

DOI	DESCRIPTION	
*1/1/18*	20 Buttonwood, Mount Holly	Sewer backup into basement from surcharged line in street. Cleaned up by All Risk. Claim is now closed
1/25/18	9 Cove Court, Lumberton	The incident was unrelated to Authority operations
2/3/18	201 Canary Lane, Mount Holly	Sewer backup into basement from surcharged line in street. Cleaned up by All Risk. Claim is now closed

**2018 Property/Automobile Damage – \* Indicates submittal to Qual Lynx\***

DOI	DESCRIPTION	
1/5/18	Pump Station 221	The taillight of Authority vehicle was cracked when snowplowing
*1/13/18*	Pump Station 228	Processed and submitted all claim forms, pictures and related information and claim is closed
*3/7-8/18*	Generator A, Plant 2 Rancocas Road WWTP	Generator A ongoing claim, see NJDEP section and below for additional information
*12/28/17*	Elevated Rail Trestle, Rails-To-Trails, Creek Island Park	Fence has been repaired and the claim is closed.

2018 Training Programs		# of Seminars
<b>Employment Practice Liability (Harassment) presented by Authority Solicitor – Feb. 23, 2018</b>		<b>2</b>
<b>Electrical Safety, Arc Flash Lockout/Tagout – April 3 &amp; 5, 2018</b>		<b>4</b>
<b>Chemical Safety (Peracetic Acid/Acid Magic/Sodium Bisulfite/Sodium Hypochlorite) – April 10 &amp; 12, 2018</b>		<b>6</b>
<b>Spill Prevention Act – SPCC &amp; EAP Reviews – April 17, 18, &amp; 19, 2018</b>		<b>5</b>
<b>Confined Space Entry/Fall Prot./Meters, with Focus on Non-Entry Rescue – April 24 &amp; 26, 2018</b>		<b>5</b>
<b>Bloodborne/Waterborne Pathogens (Communicable Disease) – May 1, 2 &amp; 3, 2018</b>		<b>5</b>
<b>Fire Extinguishers / Fire Safety – Fire Prevention Plan / Flammable &amp; Comb. Liquids/Hot Work &amp; Welding – June 12 &amp; 14, 2018, NOTE: The seminars for the 14<sup>th</sup> were canceled because of the Garden Street line repair and will be rescheduled</b>		<b>5</b>
<b>PPE/Respiratory/SCBA/Hearing Conservation – June 19 &amp; 21, 2018 (Two additional will be schedule)</b>		<b>3</b>
Confined Space Rescue – Intro to SKED and patient packaging – To Be Determined		
Chain Saw Operations, Powder Actuated Tools (Hilti, Ramjet) Shop and Tool Safety – To Be Determined		
Defensive Driving/Coaching the Maintenance Vehicle Operator – To Be Determined		
Asbestos, Silica & Lead Awareness Including NJ Dry Cutting Law – To Be Determined		
Emergency Preparedness – Six Parts – To Be Determined		
<b>TOTAL</b>		

**Permit Required Confined Space Entries – January 1, 2018 thru December 31, 2018**

<b>2018 Confined Space Entry Activity by Location</b>													
<b>Rancocas Road Treatment Plant</b>													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Grit/Screen	0	106	0	0	0	0	0	0					<b>106</b>
Trickling Filters	2	2	0	0	0	0	0	1					<b>5</b>
Other	1	0	0	7	1	6	4	3					<b>22</b>
<b>TOTAL</b>	<b>3</b>	<b>108</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>6</b>	<b>4</b>	<b>4</b>					<b>133</b>
<b>Maple Avenue Treatment Plant</b>													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
<b>TOTAL</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>1</b>					<b>18</b>
<b>Collection System – (To be reported quarterly) ** Air Relief Valves/Contract Stations</b>													
	Jan – Mar			April – June			July – Sept			Oct – Dec			
Pump Stations	79	63	73	61	62	57	TBD	TBD	TBD				<b>395</b>
<b>Combined</b>	<b>82</b>	<b>174</b>	<b>73</b>	<b>71</b>	<b>65</b>	<b>64</b>	<b>11</b>	<b>5</b>					<b>546</b>


**Hot Work Permits – (for welding/cutting/brazing/grinding) - January 1, 2018 thru December 31, 2018**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Plant R &amp; M</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>0</b>					<b>9</b>

**Krylon / SPRAY PAINT**  
 2-Propanol – 67-63-0  
 2-Butoxyethanol – 111-76-2  
 Dimethyl Ether – 115-10-6  
 Amorphous Silica – 7631-86-9  
 Titanium Dioxide – 13463-67-7

**Label that NJDOH will accept**

**(-)-DIP-Chloride™**  
 UN No.:32  
 CAS No.:85116-37-6  
**DANGER**  
 Causes severe skin burns and eye damage.





Wear protective gloves/protective clothing/eye protection/face protection. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/physician.


INSERT SUPPLIER HERE 1 STREET ADDRESS CITY, XX 00000 XUSAX (555) 555-65  
 CONSULT SDS FOR ADDITIONAL INFORMATION ON HAZARDS


**Example of GHS label that NJDOL will consider**

**Krylon / SPRAY PAINT**  
 2-Propanol – 67-63-0  
 2-Butoxyethanol – 111-76-2  
 Dimethyl Ether – 115-10-6  
 Amorphous Silica – 7631-86-9  
 Titanium Dioxide – 13463-67-7  
**GHS Signal Word – DANGER**

 **FLAMMABLE**

 **COMPRESSED GAS**

 **HARMFUL**

 **HEALTH HAZARD**

**Label that combines both currently being affixed to containers by the Authority**

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
BANK BALANCE REPORT  
AUGUST 2018**

<b><u>BANK ACCOUNTS</u></b>	<b><u>REGISTRATION</u></b>	<b><u>AMOUNT</u></b>	
Beneficial Bank	MHMUA Escrow Account	\$	226,413.04
Beneficial Bank	MHMUA Self Insured UE Fund	\$	40,440.85
Beneficial Bank	MHMUA Payroll	\$	10,049.89
Beneficial Bank	MHMUA Operating Fund	\$	587,971.96
Beneficial Bank	MHMUA Trustee Deposit Account	\$	738,955.37
Beneficial Bank	MHMUA FSA Account	\$	3,843.76
		<b>\$</b>	<b><u>1,607,674.87</u></b>

**ACCOUNTS HELD IN TRUST**

T.D. Wealth Management	Debt Service Reserve	\$	2,884,484.02	In Trust
T.D. Wealth Management	Revenue Fund	\$	2,922,093.36	In Trust
T.D. Wealth Management	Renewal & Replacement	\$	11,397,740.73	In Trust
T.D. Wealth Management	Debt Service Fund	\$	974,204.02	In Trust
		<b>\$</b>	<b><u>18,178,522.13</u></b>	

Debt Service payment December 1, 2018:			<u>DEBT SERVICE SCHEDULED PAYMENTS (P&amp;I) FOR 2018:</u>		<u>NJEIT FEES</u>	
			Due 2.1.18	\$	310,433.64	18,960.00
Total Debt Payment 12/1/2018	\$	806,861.58	Due 6.1.18	\$	428,393.76	
Balance 8/31/2018	\$	974,204.02	Due 8.1.18	\$	1,293,432.57	18,960.00
			Due 12.1.18	\$	806,861.58	
Debt Service (Required)/Available	\$	167,342.44		\$	2,839,121.55	\$ 37,920.00

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
SCHEDULE OF INTEREST INCOME  
FOR THE YEAR 2018**

<b>BANK ACCOUNTS</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>TOTAL</b>
REVENUE - TRUSTEE ACCT	127.44	114.90	124.49	74.11	83.08	79.31	87.02	108.40					798.75
OPERATING	71.99	65.63	50.92	65.22	56.41	49.15	53.80	49.72					462.84
ESCROW	19.33	17.36	19.25	18.84	19.48	18.87	19.14	19.03					151.30
UNEMPLOYMENT	3.04	2.81	3.19	3.18	3.32	3.28	3.41	3.43					25.66
PAYROLL	2.83	2.35	6.69	3.32	5.28	3.13	2.43	2.43					28.46
FSA ACCOUNT	0.48	0.39	0.39	0.34	0.32	0.36	0.39	0.37					3.04
REVENUE FUND (Trust Acct )	1,210.58	1,414.18	1,349.53	1,908.27	2,148.62	2,314.45	2,481.92	2,801.10					15,628.65
DEBT SERVICE RES. (Trust Acct )	10.22	12,334.16	10.60	14,017.56	30,070.26	1,211.58	25.18	3,466.33					61,145.89
DEBT SERVICE (Trust Acct)	139.21	506.76	618.63	1,327.87	2,064.54	2,493.53	2,317.66	2,567.44					12,035.64
RENEWAL & REPLACEMENT (Trust Acct )	5,180.32	6,023.22	5,658.40	8,012.81	9,016.51	9,724.64	10,808.58	15,342.43					69,766.91
<b>TOTAL INTEREST</b>	<b>\$6,765.44</b>	<b>\$20,481.76</b>	<b>\$7,842.09</b>	<b>\$25,431.52</b>	<b>\$43,467.82</b>	<b>\$15,898.30</b>	<b>\$15,799.53</b>	<b>\$24,360.68</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$160,047.14</b>

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
SCHEDULE OF CASH IN/OUT  
FOR THE YEAR 2018**

<b>SOURCE OF INCOME</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>TOTAL</b>
METER SERVICE	1,213,311.05	876,460.93	956,262.45	1,046,701.59	871,993.59	940,943.43	1,074,139.17	891,573.14					7,871,385.35
CONNECTION FEES	44,936.00	89,284.00	103,936.00	39,619.60	126,208.00	74,845.00	66,816.00	30,979.00					576,623.60
APPLICATION FEES	810.00	745.00	1,200.00	325.00	1,635.00	625.00	960.00	565.00					6,865.00
SLUDGE/SEPTAGE/LEACH.	129,954.70	57,241.54	154,648.16	103,795.07	86,926.97	138,709.48	95,770.49	109,613.82					876,660.23
OUTSIDE SERVICES	754.00	8,653.83	824.00	2,365.53	-	285.00	373.91	970.00					14,226.27
RENTAL INCOME	2,974.91	2,974.91	750.00	5,199.82	2,974.91	2,974.91	750.00	12,909.17					31,508.63
MISCELLANEOUS	76,887.00	20.32	14,263.54	1,488.20	8,233.54	35,580.00	6,197.81	2,002.97					144,673.38
INTEREST INCOME	6,765.44	20,481.76	7,842.09	25,431.52	43,467.82	15,898.30	15,799.53	24,360.68	-	-	-	-	160,047.14
<b>TOTAL CASH IN</b>	<b>1,476,393.10</b>	<b>1,055,862.29</b>	<b>1,239,726.24</b>	<b>1,224,926.33</b>	<b>1,141,439.83</b>	<b>1,209,861.12</b>	<b>1,260,806.91</b>	<b>1,072,973.78</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,681,989.60</b>
<b>EXPENDITURES</b>													
CHECK REGISTER	(345,509.68)	(364,029.80)	(454,742.65)	(350,114.69)	(578,730.53)	(396,200.17)	(366,890.58)	(499,904.61)					(3,356,122.71)
PAYROLL	(287,705.01)	(266,798.81)	(758,149.98)	(267,171.24)	(394,850.11)	(268,505.61)	(291,412.59)	(255,850.04)					(2,790,443.39)
BOND PROCEEDS							1,191,135.98						1,191,135.98
BOND/LOAN PRINCIPAL	-	(136,278.64)					(2,184,912.37)	(119,277.57)					(2,440,468.58)
BOND/LOAN INTEREST	-	(174,155.00)				(428,393.76)		(173,229.84)					(775,778.60)
BOND/LOAN FEES	-	(18,960.00)						(18,960.00)					(37,920.00)
<b>TOTAL CASH OUT</b>	<b>(633,214.69)</b>	<b>(960,222.25)</b>	<b>(1,212,892.63)</b>	<b>(617,285.93)</b>	<b>(973,580.64)</b>	<b>(1,093,099.54)</b>	<b>(1,652,079.56)</b>	<b>(1,067,222.06)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,171,677.30)</b>
<b>DIFFERENCE (IN/OUT)</b>	<b>\$ 843,178.41</b>	<b>\$ 95,640.04</b>	<b>\$ 26,833.61</b>	<b>\$ 607,640.40</b>	<b>\$ 167,859.19</b>	<b>\$ 116,761.58</b>	<b>\$ (391,272.65)</b>	<b>\$ 5,751.72</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,510,312.30</b>