

TO: MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
FROM: ROBERT G. MAYBURY, EXECUTIVE DIRECTOR
DATE: FEBRUARY 11, 2016
SUBJECT: REORGANIZATION MEETING

There will be a REORGANIZATION MEETING of the Mount Holly Municipal Utilities Authority held on Thursday, February 11, 2014 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:

- 1. ROLL CALL
- 2. VERIFIATION OF NOTICE



- 3. PLEDGE OF ALLEGIANCE
- 4. PUBLIC COMMENTS ON ACTION ITEMS
- 5. REORGANIZATION CONDUCTED BY EXECUTIVE DIRECTOR:

Election of Chairman for 1-year term _____
Election of Vice Chairman for 1-year term _____
Election of Treasurer for 1-year term _____
Election of Secretary for 1-year term _____

- RESOLUTION 2016-06** a resolution authorizing professional services contract for Risk Management Consultant for a 1-year term (Contract #CONT01-16)
- RESOLUTION 2016-07** a resolution authorizing professional services contract for Solicitor for MHMUA for a 1-year term (Contract #CONT02-16)
- RESOLUTION 2016-08** a resolution authorizing professional services contract for Engineering Firm for MHMUA for a 1-year term (Contract # CONT03-16)
- RESOLUTION 2016-09** a resolution authorizing professional services contract for Special Counsel for the MHMUA for a 1-year term (Contract #CONT04-16)
- RESOLUTION 2016-10** a resolution authorizing professional services contract for Bond Counsel for MHMUA for a 1-year term (Contract # CONT05-16)
- RESOLUTION 2016-13** a resolution designating official newspapers of the MHMUA.
- RESOLUTION 2016-14** a resolution designating banking institutions for the MHMUA.
- RESOLUTION 2016-15** a resolution designating the Public Agency Compliance Officer (PACO) for the Authority for the current calendar year.
- RESOLUTION 2016-16** a resolution of the Mount Holly Municipal Utilities Authority authorizing meetings for the year 2016 through the 2017 reorganization meeting.
- RESOLUTION 2016-17** a resolution readopting the Authority’s anti-discrimination policy
- RESOLUTION 2016-18** a resolution authorizing actions to be performed on behalf of the Mount Holly Municipal Utilities Authority
- RESOLUTION 2016-19** a resolution appointing Insurance Fund Commissioner
- RESOLUTION 2016-20** Resolution of the Mount Holly Municipal Utilities Authority approving the cash management plan of the Mount Holly Municipal Utilities Authority for fiscal year 2016

6. APPROVAL OF MINUTES
- Regular MeetingJanuary 14, 2016
- Executive SessionJanuary 14, 2016 (RES 2016-05)

7. OLD BUSINESS
- RESOLUTION 2015-106** a resolution amending policy entitled “Health Insurance Policy and Procedure,” Reference 4-4

8. NEW BUSINESS

PUBLIC NOTICE

for the purpose of approving a renewal Industrial Waste Service Agreement for treatment of non-domestic wastewater from Dey Farms.

RESOLUTION 2016-25

a resolution mandating direct deposit for all employees of the MHMUA.

- A. 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 2016-21

a resolution approving the OPERATING EXPENSES for the month of January, 2016

RESOLUTION 2016-22

a resolution approving the SEWER REFUNDS for the month of January, 2016

RESOLUTION 2016-23

a resolution approving the expenditures for the month of January, 2016 from the IMPROVEMENT AND REPLACEMENT FUND

- B. COMMUNICATIONS:
- C. MATTERS TO BE PRESENTED BY THE PUBLIC
- D. REPORT OF THE EXECUTIVE DIRECTOR
- E. REPORT OF THE ENGINEER
- F. REPORT OF THE OPERATIONS SUPERINTENENT
- G. REPORT OF THE SAFETY MANGER & SPECIAL PROJECTS
- H. REPORT OF THE SOLICITOR
- I. REPORT OF FINANCE ADMINISTRATOR/TREASURER
- J. OTHER NEW BUSINESS
- K. MATTERS TO BE PRESENTED BY THE COMMISSIONERS
- L. EXECUTIVE SESSION yes____ no____ @ ____:____ P.M.
- MOTION MADE BY _____, SECONDED BY _____.
- M. ADJOURNMENT by _____@ ____:____ P.M.
- MOTION MADE BY _____, SECONDED BY _____.

****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 19, 2015, and the Courier-Post on February 19, 2015. On Monday, February 08, 2016 advanced written notice of this 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.

RESOLUTION 2016-06

WHEREAS, there exists a need for the services of a Risk Management Consultant for The Mount Holly Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for “professional services” without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Mount Holly Municipal Utilities Authority this 11th day of February, 2016, as follows:

1. _____ be
and the same is hereby appointed as Risk Management Consultant for the Mount Holly Municipal Utilities Authority. The term of the appointment is effective February 11, 2016, and shall be for a term of one year.

2. This contract is awarded without competitive bidding after a fair and open process as a “professional service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.

3. The Chairman and Secretary are hereby authorized and directed to execute the attached Agreement with the _____.

4. Notice of this action shall be published once as a legal advertisement in the official newspaper of The Mount Holly Municipal Utilities Authority within ten days of its adoption.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST:

Brandy C. Boyington, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

George Morris , Esquire

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Robert Maybury, Executive Director 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. 5:34-5.1 et seq.), that there are available adequate funds for the following proposed contract:

CONTRACT: Rick Management Consultant

CONTRACT NUMBER: CONT01-16

CONTRACTOR: _____

CONTRACT AMOUNT: \$_____

BUDGETARY LINE ITEM: _____

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

Robert Maybury
Executive Director

Dated: February 2016

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.

Robert Maybury
Executive Director

TO BE ACTED UPON

RESOLUTION 2016-07

WHEREAS, there exists a need for the services of an attorney-at-law to serve as Solicitor for The Mount Holly Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for “professional services” without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Mount Holly Municipal Utilities Authority this 11th day of February, 2016, as follows:

1. _____ be and the same is hereby appointed as Solicitor for the Mount Holly Municipal Utilities Authority. The term of the appointment is effective February 11, 2016, and shall be for a term of one year.

2. This contract is awarded without competitive bidding after a fair and open process as a “professional service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.

3. The Chairman and Secretary are hereby authorized and directed to execute the attached Agreement with the _____.

4. Notice of this action shall be published once as a legal advertisement in the official newspaper of The Mount Holly Municipal Utilities Authority within ten days of its adoption.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST:

Brandy C. Boyington, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

George Morris , Esquire

TO BE ACTED UPON

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Robert Maybury, Executive Director 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. 5:34-5.1 et seq.), that there are available adequate funds for the following proposed contract:

CONTRACT: Solicitor

CONTRACT NUMBER: CONT02-16

CONTRACTOR: _____

CONTRACT AMOUNT: \$_____

BUDGETARY LINE ITEM: _____

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

Robert Maybury
Executive Director

Dated: February 2016

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.

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

- ☒ 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.

Robert Maybury
Executive Director

TO BE ACTED UPON

RESOLUTION #2016-08

WHEREAS, there exists a need for the services of a professional engineer to serve as consulting engineer for The Mount Holly Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for "professional services" without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Mount Holly Municipal Utilities Authority this 11th day of February, 2016, as follows:

1. _____ be and the same is hereby appointed as consulting engineer for The Mount Holly Municipal Utilities Authority. The term of appointment is effective February 11, 2016, and shall be for a term of one (1) year.

2. This contract is awarded without competitive bidding after a fair and open process as a "professional service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.

3. The Chairman and Secretary are hereby authorized and directed to execute the attached Agreement with_____.

4. Notice of this action shall be published once as a legal advertisement in the official newspaper of the Mount Holly Municipal Utilities Authority within ten days of its adoption.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST:

Brandy C. Boyington, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

George Morris, Esquire

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Robert Maybury, Executive Director 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. 5:34-5.1 et seq.), that there are available adequate funds for the following proposed contract:

CONTRACT: Consulting Engineer

CONTRACT NUMBER: CONT03-16

CONTRACTOR: _____

CONTRACT AMOUNT: \$_____

BUDGETARY LINE ITEM: _____

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

Robert Maybury
Executive Director

Dated: February 2016

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.

Robert Maybury
Executive Director

TO BE ACTED UPON

RESOLUTION 2016-09

WHEREAS, there exists a need for the services of an attorney-at-law to serve as special counsel for The Mount Holly Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for "professional services" without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Mount Holly Municipal Utilities Authority this 11th day of February, 2016 as follows:

1. _____ is hereby appointed as special counsel for the Mount Holly Municipal Utilities Authority. The term of the appointment is effective February 11, 2016 and shall be for a term of one year.

2. This contract is awarded without competitive bidding after a fair and open process as a "professional service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.

3. The Chairman and Secretary are hereby authorized and directed to execute the attached Agreement with_____.

4. Notice of this action shall be published once as a legal advertisement in the official newspaper of The Mount Holly Municipal Utilities Authority within ten days of its adoption.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST:

Brandy C. Boyington Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

George Morris, Esquire

TO BE ACTED UPON

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Robert Maybury, Executive Director 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. 5:34-5.1 et seq.), that there are available adequate funds for the following proposed contract:

CONTRACT: Special Counsel

CONTRACT NUMBER: CONT04-16

CONTRACTOR: _____

CONTRACT AMOUNT: \$_____

BUDGETARY LINE ITEM: _____

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

Robert Maybury
Executive Director

Dated: February 2016

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.

Robert Maybury
Executive Director

TO BE ACTED UPON

RESOLUTION 2016-10

WHEREAS, there exists a need for the services of an attorney-at-law to serve as bond counsel for The Mount Holly Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for "professional services" without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Mount Holly Municipal Utilities Authority this 11th day of February, 2016, as follows:

1. _____,
be and the same is hereby appointed as bond counsel for the Mount Holly Municipal Utilities Authority. The term of the appointment is effective February 11, 2016, and shall be for a term of one year.

2. This contract is awarded without competitive bidding after a fair and open process as a "professional service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.

3. The Chairman and Secretary are hereby authorized and directed to execute the attached Agreement with _____.

4. Notice of this action shall be published once as a legal advertisement in the official newspaper of The Mount Holly Municipal Utilities Authority within ten days of its adoption.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST:

Brandy C Boyington, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

George Morris , Esquire

TO BE ACTED UPON

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Robert Maybury, Executive Director 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. 5:34-5.1 et seq.), that there are available adequate funds for the following proposed contract:

CONTRACT: Bond Counsel

CONTRACT NUMBER: CONT05-16

CONTRACTOR: _____

CONTRACT AMOUNT: \$_____

BUDGETARY LINE ITEM: _____

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

Robert Maybury
Executive Director

Dated: February 2016

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.

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

- ☒ 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.

Robert Maybury
Executive Director

TO BE ACTED UPON

RESOLUTION 2016-13

**A RESOLUTION OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY IN THE
COUNTY OF BURLINGTON, STATE OF NEW JERSEY, DESIGNATING OFFICIAL
NEWSPAPERS**

WHEREAS, Mount Holly Municipal Utilities Authority must designate an official newspaper as part of its annual reorganization.

NOW THEREFORE, BE IT RESOLVED by the Mount Holly Municipal Utilities Authority that the Courier Times and Camden Courier Post are hereby designated as the official newspapers of the Authority commencing February 1, 2016. From time to time, the Authority may also advertise in the Trenton Times and other publications as deemed appropriate.

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 thereof held on February 11, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Authority this 11th day of February 2016.

BRANDY C. BOYINGTON, SECRETARY

**A RESOLUTION OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY IN
THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY, CONTINUING THE
DESIGNATION OF VARIOUS BANKING INSTITUTIONS
FOR DEPOSITORY PURPOSES FOR A MAXIMUM OF SIXTY (60) DAYS**

WHEREAS, the Authority, via Resolution 2016-14, named certain depositories for the period of February 1, 2016 through February 1, 2017;

WHEREAS, this designation of a depository is required to be made on an annual basis;

and

WHEREAS, the Authority desires to continue to evaluate additional banking options to ensure that it is maximum efficiencies and reducing costs to its rate payers and additional time is necessary to complete this evaluation process;

NOW THEREFORE, BE IT RESOLVED by the Mount Holly Municipal Utilities Authority as follows:

1. The designations made via Resolution 2016-14 are continued for a period not to exceed sixty (60) additional days from February 1, 2016.

STATE OF NEW JERSEY }
COUNTY OF BURLINGTON } :ss

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 thereof held on February 11, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Authority this 11th day of February, 2016.

Brandy C. Boyington, SECRETARY

RESOLUTION 2016-15

BE IT RESOLVED by The Mount Holly Municipal Utilities Authority this 11th day of February, 2016 that, in accordance with the requirements of N.J.A.C. 17:27-3.3, the following person be and the same hereby is designated as the Public Agency Compliance Officer ("PACO") for the Authority for the current calendar year:

Robert Maybury Executive Director
The Mount Holly Municipal Utilities Authority
1 Park Drive
P.O. Box 486
Mount Holly, NJ 08060
PH: (609) 267-0015
Fax: (609) 267-5420

BE IT FURTHER RESOLVED that a true copy of this Resolution be forwarded to the Department of the Treasury, Affirmative Action Office, P.O. Box 209, Trenton, NJ 08625-0209.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules Thiessen, Chairman

Attest:

Brandy C. Boyington, Secretary

RESOLUTION 2016-16

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
NOTICE OF MEETINGS FOR THE YEAR 2016 THROUGH THE
2017 REORGANIZATION MEETING**

REGULAR MONTHLY MEETINGS

The regular monthly meeting of the Mount Holly Municipal Utilities Authority shall be held in the Administrative Office of the Mount Holly Municipal Utilities Authority at 37 Washington Street, Mount Holly, New Jersey at 6:00 PM the second Thursday of each month, unless as otherwise noted below. Formal action may be taken at these meetings on any matters before the Authority:

March 10, 2016
April 14, 2016
May 12, 2016
June 09, 2016
July 14, 2016
August 11, 2016
September 08, 2016
October 13, 2016
November 10, 2016
December 08, 2016
January 12, 2017
February 09, 2017

REGULAR MONTHLY WORK SESSION

The regular monthly work session meeting shall be held in the Mount Holly Municipal Utilities Authority Office, 37 Washington Street, Mount Holly, New Jersey on the second Thursday of each month, the same date as the regular monthly meeting, at 6:00 PM. No formal action may be taken at such meetings. Any and all business involving the Authority may be discussed.

CERTIFICATION

STATE OF NEW JERSEY}
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 thereof, held on the 11th day of February 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Authority this 11th day of February 2016.

Brandy C. Boyington, Secretary

RESOLUTION 2016-17
RESOLUTION READOPTING THE ANTI-HARASSMENT POLICY OF THE
MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

WHEREAS, The Mount Holly Municipal Utilities Authority is unequivocally opposed to discrimination against, or harassment of, any individual that is based on race, creed, color, national origin, nationality, ancestry, age, marital status, affectional or sexual orientation, gender identity or expression, genetic information, sex, atypical hereditary cellular or blood trait, liability for military service in the Armed Forces of the United States, handicap, or disability; and

WHEREAS, the Authority will not tolerate such discrimination or harassment in the workplace or outside of the workplace if it creates in the workplace a hostile, offensive or intimidating environment; and

WHEREAS, in an effort to prevent such discrimination or harassment, the Authority hereby readopts its "Anti-Harassment Policy and Procedure" in the form attached, which it shall enforce; and

WHEREAS, the Anti-Harassment Policy and Procedure shall be posted in prominent places throughout the workplace and shall be distributed to all employees; and

WHEREAS, the Authority shall require that all employees and supervisors receive periodic training concerning their rights and obligations under the Anti-Harassment Policy and Procedure.

NOW, THEREFORE, BE IT RESOLVED by The Mount Holly Municipal Utilities Authority this 11th day of February, 2016, that the Anti-Harassment Policy and Procedure be and the same is hereby readopted in the form attached to this resolution.

BE IT FURTHER RESOLVED that the Executive Director be and the same is hereby charged with the responsibility of posting copies in prominent places throughout the workplace, in distributing copies to all employees and in arranging training for all employees and supervisors concerning their rights and obligations under the Anti-Harassment Policy and Procedure.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

THE MOUNT HOLLY
MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules Thiessen, Chairman

Attest:

Brandy C. Boyington, Secretary

TO BE ACTED UPON

RESOLUTION 2016-18

RESOLUTION AUTHORIZING ACTIONS TO BE PERFORMED ON BEHALF OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

WHEREAS, it is necessary for The Mount Holly Municipal Utilities Authority to authorize certain actions to be performed on its behalf.

NOW, THEREFORE, BE IT RESOLVED by The Mount Holly Municipal Utilities Authority this 11th day of February, 2016, as follows:

1. Robert Maybury, Executive Director and Joel L. Hervey, Operations Superintendent are hereby designated Licensed Operators and are authorized to prepare, review and sign on behalf of the Authority such reports and applications as may be required by the New Jersey Department of Environmental Protection or the United States Environmental Protection Agency.

2. Michelle Nocito, Finance Administrator, or in her absence, Robert Maybury, Executive Director, is hereby designated as Certifying Finance Officer in accordance with N.J.A.C. 5:34-5.1 for the purpose of determining and certifying the availability of sufficient funds before a contract may be awarded.

3. The Executive Director, or in his absence, the Finance Administrator, is hereby designated as contracting agent for the purpose of approving emergency purchases and contracts pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.

4. The Executive Director, or in his absence, the Finance Administrator, is hereby authorized to give final approval to all purchase orders, which approval must be given before the purchase is made.

5. The Executive Director, or in his absence, the Finance Administrator, is hereby authorized to execute S-1 and S-3 applications, S-2 contracts, and issue S-4 and S-5 sewer permits on behalf of the Authority, in accordance with the rules and regulations of the Authority.

6. The Executive Director, or in his absence, the Finance Administrator, is hereby authorized to execute Treatment Works Applications (TWA) on behalf of the Authority and to file same with the New Jersey Department of Environmental Protection, after the approval of same by motion of the Authority.

7. The Executive Director and the Finance Administrator are hereby authorized to sign checks.

8. The Executive Director and the Finance Administrator are hereby authorized to file requisitions of funds with the Trustee (one signature required).

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately.

THE MOUNT HOLLY MUNICIPAL UTILITIES
AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST:

Brandy C. Boyington, Secretary

TO BE ACTED UPON

RESOLUTION 2016-19

**RESOLUTION APPOINTING
INSURANCE FUND COMMISSIONER**

BE IT RESOLVED by The Mount Holly Municipal Utilities Authority this 11th day of February, 2016 that Robert Maybury, Executive Director, be and the same is hereby appointed as Insurance Fund Commissioner representing the Authority at the New Jersey Utility Authorities Joint Insurance Fund (JIF) and the Southern New Jersey Regional Employee Benefits Fund (HIF).

BE IT FURTHER RESOLVED that Anthony G. Stagliano, Safety Director and Special Projects, be and the same is hereby appointed as Alternate Insurance Fund Commissioner.

BE IT FURTHER RESOLVED that this Resolution shall remain in effect until the following reorganization of the Authority, or until otherwise superseded, whichever shall occur first.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

Attest:

Brandy C. Boyington, Secretary

RESOLUTION 2016-20

**RESOLUTION APPROVING THE CASH MANAGEMENT PLAN
OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
FOR FISCAL YEAR 2016**

BE IT RESOLVED by The Mount Holly Municipal Utilities Authority, this 11th day of February, 2016, that the Cash Management Plan for Fiscal Year 2016 be and the same is hereby approved and adopted in the form on file in the office of the Authority.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

Attest:

Brandy C. Boyington, Secretary

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

CASH MANAGEMENT PLAN

FISCAL YEAR:

JANUARY 1, 2016 TO DECEMBER 31, 2016

Pursuant to the requirements of N.J.S.A. 40A:5-14, et seq., and N.J.A.C. 5:31-3.1, the following is the Cash Management Plan of The Mount Holly Municipal Utilities Authority ("Authority") for the fiscal year indicated above.

I. Designation of Legal Public Depository

A. The designated legal public depository of the Authority shall be a state or federally chartered bank, savings bank, credit union, or an association located in the State of New Jersey or a state or federally chartered bank, savings bank, credit union or an association located in another state with a branch office in this State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit and which otherwise qualifies as a "public depository" pursuant to the requirements of the Governmental Unit Deposit Protection Act, N.J.S.A. 17:9-41, et seq. Beneficial Bank is hereby designated as the legal public depository of the Authority. By separate resolution, TD Bank, N.A. has been designated as Trustee.

II. Accounts Held by Designated Legal Public Depository

A. Revenue Trustee Account. There shall be maintained in the designated legal public depository a Revenue Trustee Account, the purpose of which is to receive all monies from any source by or on behalf of the Authority, except for monies received for planning escrow fees. Pursuant to the requirements of N.J.S.A. 40A:5-15, all monies received from any source by or on behalf of the Authority, except for monies received for planning escrow fees, shall, within 48 hours after the receipt thereof, be deposited to the credit of the Authority in the Revenue Trustee Account. The designated legal public depository shall transfer all funds held in its Revenue Trustee Account to the Revenue Fund held by the Trustee, by wire, on a weekly basis, or as otherwise directed by the Authority.

B. Escrow Account. There shall be maintained in the designated legal public depository an Escrow Account, the purpose of which is to receive all monies that are designated for the payment of planning escrow fees. Pursuant to the requirements of N.J.S.A. 40A:5-15, all monies received by any source by or on behalf of the Authority that are designated for the payment of planning escrow fees shall, within 48 hours after the receipt thereof, be deposited to the credit of the Authority in the Escrow Account. Monies shall be paid from the Escrow Account on a monthly basis for costs incurred for inspection, engineering review, legal review or for other services provided to or on behalf of the

development for which the planning escrow fees were deposited, in accordance with the rules and regulations of the Authority.

C. Operating Account. There shall be maintained in the designated legal public depository an Operating Account, the purpose of which is to receive, at least on a quarterly basis as of the first days of March, June, September and December of each Fiscal Year, operating funds from the Trustee in the amount requisitioned by the Authority to pay the Operating Expenses of the Authority for the ensuing period for which funds were requisitioned.

1. There shall be maintained in the designated legal public depository a Payroll Account that shall be a subaccount of the Operating Account. Monies shall be transferred from the Operating Account into the Payroll Account on a weekly basis to meet the payroll requirements of the Authority.

2. There shall be maintained in the designated legal public depository a Petty Cash Account that shall be a subaccount of the Operating Account. Monies shall be transferred from the Operating Account into the Petty Cash Account on a regular basis to meet the petty cash requirements of the Authority.

D. Petty Cash Fund. In addition to the Petty Cash Account to be maintained in the designated legal public depository, the Authority shall maintain a Petty Cash Fund in the office of the Authority. The purpose of the Petty Cash Fund is to pay small miscellaneous expenses of the Authority in cash, as authorized by the Executive Director or the Director of Finance & Administration. The Petty Cash Fund shall not exceed \$200.00 in cash at any one time. A record shall be maintained of all monies withdrawn from the Petty Cash Fund.

E. Accounts to be Interest Bearing. All accounts maintained in the designated legal public depository shall be interest-bearing accounts and shall be maintained in order to obtain the highest interest rate available from the designated legal public depository for demand deposits.

III. Accounts Held By The Trustee

A. Pursuant to the requirements of Article IV of the Resolution Authorizing Sewer Revenue Bonds, adopted June 5, 1986 (the "Bond Resolution"), the Trustee is required to make payments as of the first days of March, June, September and December of each Fiscal Year from the Revenue Fund into the several funds created by the Bond Resolution. Payments are to be made into each fund up to the maximum limit set for the fund in the following order:

1. To be reserved in the Revenue Fund an amount sufficient to pay the Operating Expenses of the Authority for the ensuing quarterly period; then

2. Into the Debt Service Fund so that the amount therein equals the Debt Service Requirement for the then-current fiscal year, plus an amount equal to the Sinking Fund Installment for the then-current fiscal year; then

3. Into the Debt Service Reserve Fund so that the amount therein equals the Debt Service Reserve Requirement; then

4. Into the Renewal and Replacement Fund, first, into the System Reserve Requirement Account, so that the amount therein equals the System Reserve Requirement, and then, to be held in the Fund for the other purposes of the Fund.

C. Special Instructions to Trustee:

1. On at least a quarterly basis as of the first days of March, June, September and December of each Fiscal Year, the Trustee shall transfer, by wire, the amount requisitioned by the Authority to pay Operating Expenses for the ensuing period for which funds were requisitioned, into the Authority's Operating Account maintained in the designated legal public depository.

2. Any balance remaining in the Revenue Fund in excess of the reserve for Operating Expenses shall be transferred by the Trustee on at least a quarterly basis as of the first days of March, June, September and December of each Fiscal Year, first, into the Debt Service Fund, and then, into the several funds created by the Bond Resolution in the following order, but only to the extent necessary to meet the respective required fund balances:

<u>Fund</u>	<u>Required Balance</u>
Revenue Fund, Reserve for Operating Expenses:	\$2,267,743
Debt Service Fund: (includes Sinking Fund Installment)	\$3,999,415
Debt Service Reserve Fund:	\$3,999,415
Renewal and Replacement Fund:	
a.) System Reserve Requirement Account:	\$1,300,000
b.) other purposes of the Fund:	the balance

3. On at least a quarterly basis as of the first days of March, June, September and December of each Fiscal Year, the Trustee shall determine whether the balances in the Debt Service Fund, Debt Service Reserve Fund and System Reserve Requirement Account are in excess of the required balance for each respective fund. Any amounts in excess of the required balance for each fund shall be transferred by the Trustee on at least a quarterly basis, first, into the Debt Service Fund, and then, into the several funds created by the Bond Resolution in the order provided in the preceding paragraph, but only to the extent necessary to meet the respective fund required balances. If the required balances

of all funds are satisfied, any excess funds shall be paid into the Renewal and Replacement Fund to be used for the lawful purposes of the Fund.

IV. Securities Which May Be Purchased By or on Behalf of the Authority

A. Pursuant to N.J.S.A. 40A:5-15.1, the Authority hereby authorizes the following types of securities to be purchased on its behalf:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Authority, the Township of Mount Holly or school districts of which the Township of Mount Holly is a part or within which the school district is located.
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by local units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
8. Agreement for the repurchase of fully collateralized securities, if:
 - (a) The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of subsection A herein;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c. 236 (C.17:9-41); and

(e) a master repurchase agreement providing for the custody and security of collateral is executed.

B. Any investment instruments in which the security is not physically held by the Authority shall be covered by a third party custodial agreement which shall provide for the designation of such investments in the name of the Authority and prevent unauthorized use of such investments;

C. Purchase of investment securities shall be executed by the “delivery versus payment” method to ensure that securities are either received by the Authority or a third party custodian prior to or upon the release of the Authority’s funds.

D. Any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, or the State of New Jersey Cash Management Fund, shall be purchased and redeemed through the use of a national or State bank located within this State or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L.1967, c. 93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

E. For the purpose of this section:

(1) a “government money market mutual fund” means an investment company or investment trust:

(a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. § 80a-1 et seq., and operated in accordance with 17 C.F.R. § 270.2a-7;

(b) the portfolio of which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection A herein; and

(c) which is rated by a nationally recognized statistical rating organization.

(2) a “local government pool” means an investment pool:

(a) which is managed in accordance with 17 C.F.R. §270.2a.7;

(b) which is rated in the highest category by a nationally recognized statistical rating organization;

(c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection A herein;

(d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (C.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

(e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

(f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967, c.93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

F. Investments in, or deposits or purchases of financial instruments made pursuant to this section shall not be subject to the requirements of the "Local Public Contracts Law," P.L.1971, c. 198 (C.40A:11-1 et seq.).

V. Investment Policies

A. The policies to be used for selecting and evaluating investment instruments shall include preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees, and when appropriate, policies of investment instrument administrators and further, shall be based on a cash flow analysis prepared by the Executive Director and the Director of Finance and Administration and shall be commensurate with the nature and size of the funds held by the Authority. All investments shall be made on a competitive basis insofar as practicable. When an investment in bonds maturing in more than one year is authorized, the maturity of those bonds shall approximate the prospective use of the funds invested.

VI. Investment Broker

A. Pursuant to the requirements of N.J.S.A. 40A:5-15.1.d. any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool or the State of New Jersey Cash Management Fund, shall be purchased and redeemed only through the use of a national or state bank located within this State or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to N.J.S.A. 49:3-56 and has at least \$25 million in capital stock, surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government Securities and reports daily to the Federal Reserve Bank of New York its position and borrowing on such U.S. Government Securities. Morgan Stanley Wealth Management (Attention: Stephen R. Schaeffer), One Liberty Place, 1650 Market Street – 42nd Floor, Philadelphia, PA 19103 is hereby designated as Investment Broker for the Authority.

B. The Authority authorizes the Investment Broker to act for and on behalf of the Authority and to use monies which the Authority may have on hand for investment purposes in the Revenue Fund, Debt Service Reserve Fund, Renewal and Replacement Fund, Debt Service Fund as well as in any open Construction Fund which may have been authorized under any bond resolution, to purchase only the types of securities which are authorized by law and this cash management plan to be purchased by the Authority and which, if suitable for registry, shall be registered in the name of the Authority. The Investment Broker shall be guided by the investment policies of this cash management plan but shall otherwise use its best professional judgment and expertise in making investment decisions.

C. The Investment Broker shall provide a prior written disclosure and explanation to the Authority for any securities that are to be sold and which will result in a loss to the Authority. Such notice shall be directed to the Executive Director or Director of Finance & Administration via email with hard copy to follow. The notice should be of the type that would enable a layperson to understand the reason for the sale and subsequent loss. Unless the Executive Director or Authority expressly approves or requests the transaction (as confirmed in writing), the mere receipt of such notice will not constitute approval by the Authority of the transaction since the Authority is relying upon the professional judgment and expertise of the Investment Broker in making such investment decisions.

D. The Investment Broker shall be provided with, and sign an acknowledgment that the Investment Broker has seen and reviewed the cash management plan of the Authority. The Investment Broker shall also sign an acknowledgment that the government money market mutual fund whose securities are being purchased for the Authority by the Investment Broker meets the criteria of a government market mutual fund as defined in this cash management plan.

VII. Records

A. When the securities so purchased are received by the Authority, or by the Trustee on behalf of the Authority, the Director of Finance and Administration shall duly record the receipt thereof in an appropriate manner and, at the next regular or special meeting after such receipt, shall transmit a written report to the members of the Authority setting forth the amount of securities so received, the series, date, numbers and interest periods, if any, thereof and shall transmit said securities to Trustee, for safe keeping. The written report shall be recorded in the minutes of such meeting.

B. The Director of Finance and Administration shall prepare a monthly report to the Authority summarizing all investments made or redeemed since the last meeting of the Authority. The report shall set forth each organization holding Authority funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred and market value of all investments as of the report date as well as any other information that may be required from time to time by the Authority.

VIII. Approval, Amendment and Administration of Plan

A. The cash management plan shall be approved annually by majority vote of the Authority and may be modified from time to time in order to reflect changes in federal or state law or regulations, or in the designations of depositories, funds or investment instruments or the authorization for investments. The Executive Director and the Director of Finance and Administration shall be charged with administering the plan. The persons so charged with administering the plan shall consult with the Authority counsel, bond counsel, auditor, designated local public depository and Trustee as necessary from time to time in order to insure the proper administration of the plan.

B. The persons charged with administering the plan shall deposit or invest the monies of the Authority as designated or authorized by the cash management plan and shall thereafter, be relieved of any liability for loss of such monies due to the insolvency or closing of any depository designated by, or the decrease in value of any investments authorized by, the cash management plan.

C. Any official of the Authority involved in the designation of depositories or in the authorization for investments as permitted pursuant to the cash management plan, or any combination of the proceeding, or the selection of an entity seeking to sell an investment to the Authority who has a material business or personal relationship with the organization, shall disclose that relationship to the Authority and to the Local Finance Board or the Municipal Ethics Board, as appropriate.

IX. Payment of Bills by Authority

A. The Authority shall not pay out any of its monies:

1. unless the person claiming or receiving the same shall first present a detailed bill of items or demand, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct, and

2. unless it carries a written or electronic certification of some supervisory personnel of the Authority having knowledge of the facts that the goods have been received by, or the services rendered to, the Authority.

B. Notwithstanding the provisions of subsection A. of this section, upon adoption by the Local Finance Board of rules adopted pursuant to the "Administrative Procedure Act," P.L.1968, c. 410 (C.52:14B-1 et seq.) that provide for procedures to be followed by local units and under those circumstances deemed appropriate by the board, a local unit shall be permitted to pay out its moneys without requiring a certification of the party claiming payment as otherwise required by subsection A. of this section. Such circumstances may include, but shall not be limited to:

1. when payment to vendors is required in advance of the delivery of certain materials or services that cannot be obtained from any other source at comparable prices; or

2. when ordering, billing and payment transactions for goods or services are made through a computerized electronic transaction; or

3. when claim or demand is less than a threshold set by the board and the certification is not readily obtainable by the contracting unit; but such exceptions shall not include reimbursement of employee expenses or payment for personal services.

C. Notwithstanding the provisions of paragraph A herein, the Authority may, by resolution:

1. provide for and authorize payment of advances to officers and employees of the Authority toward their expenses for authorized official travel and incidental expenses, in a manner consistent with N.J.S.A. 40A:5-16.1;

2. provide for and authorize payment of an advance to any nonprofit organization or agency with which the Authority has entered into a service contract, for the purpose of meeting service programs start up costs, in a manner consistent with N.J.S.A. 40A:5-16.2; or

3. provide for and authorize payment in advance of estimated administrative or direct service costs to the Authority or to any other party participating in a statutorily authorized joint, inter-local or other cooperative activity, in a manner consistent with N.J.S.A. 40A:5-16.3.

X. Check Cashing Prohibited

A. The Authority shall not engage in the practice of cashing checks with public funds.

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
January 14, 2016**

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday January 14, 2016; at 6:00 P.M. Chairman Thiessen called the meeting to order with the following roll call:

PRESENT: Mr. Jules Thiessen, Chairman
Mr. Robert Silcox, Vice Chairman
Mr. Jason Jones, Commissioner
Mr. Christopher Banks, Commissioner
Mr. Joshua Brown, Commissioner

ALSO Robert Maybury, Executive Director
PRESENT: George Morris, Esq., Solicitor Parker McCay
Ms. Katelyn McElmoyl, Esq., Solicitor Parker McCay
Brain Shotts, Esq., Long Marmero & Associates, LLP, Special Counsel
David Skibicki, R. A. Alaimo Associates, Engineer
Michelle Nocito, Finance Administer / Treasurer
Anthony Stagliano, Safety Manager & Special Projects
Brandy C. Boyington, Board Secretary

ABSENT: Joel Hervey, Operations Superintendent

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 19, 2015 and the Courier Post on February 19, 2015. On Monday January 11, 2016 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."

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.

PLEDGE OF ALLEGIANCE



PUBLIC COMMENTS ON ACTION ITEMS

APPROVAL OF MINUTES

Commissioner Silcox moved for the approval of Regular Meeting Minutes of December 10, 2015. Commissioner Brown seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Silcox, Commissioner Jones, Commissioner Banks, Commissioner Brown
NAYES:
ABSTAIN:

OLD BUSINESS

RESOLUTION 2015-106 A RESOLUTION APPROVING THE HOURLY MINIMUM OF HOURS FOR BENEFITS ON THE BEHALF OF THE CFO POSITION.

(Tabled at December's Mtg.) (Moved to Executive Session)

NEW BUSINESS

RESOLUTION 2016-04- A RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR THE RECEIPT OF BIDS FOR THE RANCOCAS ROAD BELT FILTER PRESS INSTALLATION (CONTRACT 2014-14)

Executive Director Maybury explained this is for the construction related to installing the Belt Filter Press already purchased by the MHMUA. Bid specifications are currently being prepared by Alaimo. All drawings and draft specifications have been reviewed and discussed between MHMUA Staff and Alaimo. There are a couple of changes that need to be made and it's anticipated that this will be ready to advertise by the 28th of January. Executive Director Maybury explained this is going to be an expensive project and \$600,000 dollars was previously budgeted for the entire project. Dave Skibicki may have additional details to discuss with the Engineer's Report.

Commissioner Silcox moved for the approval of Resolution 2016-04. Commissioner Jones seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Silcox, Commissioner Jones, Commissioner Banks, Commissioner Brown

NAYES:

ABSTAIN:

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 2016-01**

A RESOLUTION APPROVING THE OPERATING EXPENSES FOR THE MONTH OF DECEMBER 2016

***RESOLUTION 2016-01A**

A RESOLUTION APPROVING THE SEWER REFUNDS FOR THE MONTH OF DECEMBER 2016

***RESOLUTION 2016-02**

A RESOLUTION APPROVING THE ESCROW EXPENSES FOR THE MONTH OF DECEMBER 2016

***RESOLUTION 2016-03**

A RESOLUTION APPROVING THE EXPENDITURES FOR THE MONTH OF DECEMBER 2016 FROM THE IMPROVEMENT AND REPLACEMENT FUND

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

AYES: Chairman Thiessen, Commissioner Silcox, Commissioner Jones, Commissioner Banks, Commissioner Brown

NAYS:

ABSTAIN:

COMMUNICATIONS

Executive Director Maybury described several development inquiries that were received over the past month. One project is Eastampton Place on Woodlane Road near the CVS consisting of 117 units and another Eastampton project is proposed on the Gregory's property, consisting of 240 stacked town homes. The same Engineer is working on developing both projects. There is a smaller project proposed in Hainesport on Route 38 at the corner of Bancroft Lane for a Pep Boys Automotive Store. There have not been any updates on the 211 acre Wellington Farms Project behind the Walmart in Lumberton.

MATTERS TO BE PRESENTED BY THE PUBLIC

None

REPORT OF THE EXECUTIVE DIRECTOR

The Report of the Executive Director was received. Executive Director Maybury added there will likely be a change in the MHMUA's accounting software within calendar year 2016. The change would move the office out of Microsoft Great Plains and into to Edmunds. Edmunds is designed for municipal finance and the MHMUA's business model, creating a more efficient office overall.

REPORT OF THE ENGINEER

The Report of the Engineer was received. Dave Skibjeki added that for the Belt Filter Press Project, Alaimo received the comments from the MUA, Alaimo is doing the drafting on the changes and revising the specs and follow up on some questions with Mr. Maybury.

REPORT OF THE OPERATIONS SUPERINTENDENT

The Report of the Operations Superintendent was received.

REPORT OF THE SAFETY DIRECTOR AND SPECIAL PROJECTS

The Report of the Safety Director and Special Projects was received.

REPORT OF THE SOLICITOR

The Report of the Solicitor was received. Mr. Morris added that as per last meeting he was given authority to work on the Eastampton Connection Issue, and it has been resolved.

REPORT OF FINANCE ADMINISTRATION/BOARD TREASURER

The Report of the Deputy Director of Finance and Administration/Board Treasurer was received.

OTHER NEW BUSINESS

None.

MATTERS TO BE PRESENTED BY COMMISONERS

None.

Executive Session
MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
RESOLUTION 2016-05
AUTHORIZING EXECUTIVE SESSION

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

WHEREAS, the Board of the Mount Holly MUA has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of this Board will reconvene at the conclusion of closed session, at approximately 6:15 p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Mount Holly Municipal Utilities Authority, in the Township of Mount Holly, County of Burlington, and State of New Jersey will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

_____Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: _____);

_____Any matter in which the release of information would impair a right to receive funds from the federal government;

_____Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

__XX__ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: Local 172 Union Contract and Supervisor’s Collective Bargaining Agreement_);

_____Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

_____Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

__XX__ Any investigations of violations or possible violations of the law; (Ongoing Personnel Investigation follow-up from Attorney)

__XX__ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is:Hainesport Township Sewer Service Agreement)

(If contract negotiation the nature of the contract and interested party is _____)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Authority’s position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

__XX__ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public’s interest and the employee’s privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is benefit discussions regarding single employee;sick leave request _____) ;

_____Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

BE IT FURTHER RESOLVED that the Commissioners hereby declare that its discussion of the aforementioned subject(s) may be made public at a time when the Solicitor advises the Board that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Authority or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Authority to take the appropriate action to effectuate the terms of this resolution.

I, Brandy Boyington, do hereby certify the above to be a true and correct copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at its meeting held on January 14, 2016.

Brandy C. Boyington

ADJOURNMENT

Commissioner Jones moved for adjournment. Commissioner Brown seconded the motion. Chairman Thiessen adjourned the meeting at 7:26 P.M.

Respectfully submitted,

Brandy C. Boyington, Secretary

TO BE ACTED UPON

Executive Session
MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
RESOLUTION 2016-05
AUTHORIZING EXECUTIVE SESSION

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and **WHEREAS**, the Board of the Mount Holly MUA has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and **WHEREAS**, the regular meeting of this Board will reconvene at the conclusion of closed session, at approximately 6:15 p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Mount Holly Municipal Utilities Authority, in the Township of Mount Holly, County of Burlington, and State of New Jersey will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

_____Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: _____);

_____Any matter in which the release of information would impair a right to receive funds from the federal government;

_____Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

__XX__ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: Local 172 Union Contract and Supervisor's Collective Bargaining Agreement);

_____Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

_____Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

__XX__ Any investigations of violations or possible violations of the law; (Ongoing Personnel Investigation follow-up from Attorney)

__XX__ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is: Hainesport Township Sewer Service Agreement)

(If contract negotiation the nature of the contract and interested party is _____)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Authority's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

__XX__ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is benefit discussions regarding single employee; sick leave request _____)

_____Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

BE IT FURTHER RESOLVED that the Commissioners hereby declare that its discussion of the aforementioned subject(s) may be made public at a time when the Solicitor advises the Board that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Authority or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Authority to take the appropriate action to effectuate the terms of this resolution.

I, Brandy Boyington, do hereby certify the above to be a true and correct copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at its meeting held on Thursday January 14, 2016

Brandy C. Boyington

SOLICITOR: CONT02-16		CONSULTING ENGINEER: CONT03-16		BOND COUNCIL: CONT05-16		ENVIRONMENTAL CONSULTING ENGINEER: CONT06-16	
PARKER MCCAY P.A.		ALAIMO GROUP		PARKER MCCAY PA		Prestige Environmental, Inc.	
9000 Midlantic Drive, Suite 300, PO Box 5054		200 High Street		9000 Midlantic Drive, Suite 300, PO Box 5054		220 Davidson Avenue, Suite 307	
Mount Laurel, NJ 08054		Mt. Holly, NJ 08060		Mount Laurel, NJ 08054		Somerset, NJ 08873	
Service	Hourly Rates	Service	Hourly Rates	Service	Hourly Rates	Service	Hourly Rates
Partners	\$ 175.00	Principal	\$ 180.00	Shareholders/Partners	\$280 - \$300	Project Director/Principal Engineer/LSRP	\$ 145.00
Counsel	\$ 175.00	Senior Associate	\$165-\$175	Counsel/Of Counsel	\$235 - \$280	Associate/ Sr.Project Manager	\$ 125.00
Senior Associates/Associates	\$ 175.00	Associate	\$160-\$175	Senior Associates	\$235 - \$280	Hydrogeologist/Geologist/Engineer	\$ 110.00
Paralegals	\$ 90.00	Architect	\$160-\$175	Associates	\$180 - \$230	Project Manager/Subsurface Evaluator	\$ 85.00
		Senior Project Engineer	\$155-\$170			Field Environmental Technician	\$ 75.00
		Project Engineer	\$150-\$165	Paralegals/Law Clerks	\$95	Laborer (40-Hour OSHA Trained)	\$ 55.00
		Senior Project Manager	\$150-\$170			CADD/Technical Illustration	\$ 55.00
		Project Manager	\$145-\$160			Administrative/Clerical	\$ 45.00
		Designer- CAD	\$100-\$120			Laboratory Charges & Other Direct Exp.	Cost + 10%
		Surveying-Supervisor	\$115-\$125				
		Surveying - Chief	\$110-\$125				
		Surveying - Fieldman	\$95-\$110				
		Field Representative - Supervisor	\$105-\$120				
		Field Representative	\$100-\$110				
		Technical/Word Processor	\$65-\$75				
		Clerical	\$65				
		Overhead costs not included in above charges					

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2015-106

**A RESOLUTION AMENDING POLICY ENTITLED "HEALTH INSURANCE
POLICY AND PROCEDURE," REFERENCE 4-4**

WHEREAS, the Authority recently reviewed the above referenced policy in preparation for open enrollment; and

WHEREAS, the Authority determined that the policy needed to be updated to clarify which employees are entitled to health benefits, to add an already offered plan, and to update the health care premium contribution by the employees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Mount Holly Municipal Utilities Authority that, the Health Insurance Policy and Procedure shall be amended as attached hereto;

BE IT FURTHER RESOLVED that the Executive Director shall distribute the amended policy to all employees within ten (10) days of passage;

BE IT FINALLY RESOLVED that the changes to this policy are retroactive to January 1, 2016.

A. Repealer. Any and all Resolutions inconsistent with the terms of this Resolution are hereby repealed to the extent of any such inconsistencies.

B. Severability. In the event that any clause, section, paragraph or sentence of this Resolution is deemed to be invalid or unenforceable for any reason, then the Board of Commissioners hereby declares its intent that the balance of the Resolution not affected by said invalidity shall remain in full force and effect to the extent that it allows the Authority to meet the goals of the Resolution.

C. Effective Date. This Resolution shall take effect upon proper passage in accordance with the law.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true copy of the Resolution that was adopted after a public meeting of the Municipal Utilities Authority held on February 11, 2016.

Brandy C. Boyington, Secretary

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

DATE: 2/5/16

TO: Robert Maybury
FROM: David Reich
RE: Gordon Dey Farm Service Agreement

BASIS AND BACKGROUND

NAME AND ADDRESS OF APPLICANT: Dey Farms
215 Dey Road
Cranbury NJ 08512

FACILITY NAME AND ADDRESS: Dey Farms
215 Dey Road
Cranbury NJ 08512

Process Description: Dey Farms operates a livestock slaughtering and butchering facility, SIC 2100. The discharge is generated from the washdown of livestock slaughtering and butchering. The washdown wastewater is stored in an on-site tank until a sufficient volume is accumulated and removed via tanker truck for disposal. The average daily flow is 997 gallons per day. The facility is subject to the categorical regulations for Simple Sluaghterhouses set forth at 40 C.F.R. 432 subpart A, as well as MHMUA's uniform concentration-based local limits for Lead and Zinc. Because Dey Farm is an "existing source," the facility is subject to the pretreatment standards for existing sources at 40 C.F.R. 432.14, which are "reserved." Representative samples may be obtained either from the holding tank located at Dey Farms, or from the delivery vehicle at the time of disposal. See table below for a comparison of limits:

LIMITS COMPARISON AND DETERMINATION

Parameter	MHMUA local limits		40 CFR 432.14		Most Stringent (to be applied)	
	Daily Max. (mg/l)	Monthly Average (mg/l)	Daily Max. (mg/l)	Monthly Average (mg/l)	Daily Max. (mg/l)	Monthly Average (mg/l)
PH	Min. 5.5	Max. 9.5	Reserved	Reserved	Min. 5.5	Max. 9.5
Lead	9.9	9.9	Reserved	Reserved	9.9	9.9
Zinc	12.8	12.8	Reserved	Reserved	12.8	12.8

The Industrial Pretreatment Department recommends that the Authority Issue a renewal Service Agreement to Dey Farms with the following effluent and monitoring requirements:

Parameter	Monthly Avg. (mg/l)	Max. Conc. (mg/l)	Sample Type	Monitoring Frequency	Reporting Frequency
pH (S.U.)	no limit	5.5 - 9.5 S.U.	Grab	daily	monthly
Flow (gallons per day)	no limit	30,000	n/a	daily	monthly
CBOD5	no limit	no limit	Composite	Jan Jul	Jan Jul
COD	no limit	no limit	Composite	Jan Jul	Jan Jul
Ammonia	no limit	no limit	Composite	Jan Jul	Jan Jul
TKN	no limit	no limit	Composite	Jan Jul	Jan Jul
TSS	no limit	no limit	Composite	Jan Jul	Jan Jul
TDS	no limit	no limit	Composite	none	none
Arsenic	no limit	no limit	Composite	Jan Jul	Jan Jul
Cadmium	no limit	no limit	Composite	Jan Jul	Jan Jul
Chromium	no limit	no limit	Composite	Jan Jul	Jan Jul
Copper	no limit	no limit	Composite	Jan Jul	Jan Jul
Lead	9.9	9.9	Composite	Jan Jul	Jan Jul
Mercury	no limit	no limit	Composite	Jan Jul	Jan Jul
Molybdenum	no limit	no limit	Composite	none	none
Nickel	no limit	no limit	Composite	Jan Jul	Jan Jul
Selenium	no limit	no limit	Composite	none	none
Silver	no limit	no limit	Composite	none	none
Zinc	12.8	12.8	Composite	Jan Jul	Jan Jul
Cyanide	no limit	no limit	Grab	none	none
TTO (see exhibit A)	no limit	no limit	Composite	none	none

cc: Joel Hervey

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

RESOLUTION 2016-25

A RESOLUTION MANDATING DIRECT DEPOSIT OF PAYROLL

WHEREAS, Public Law 2013, c. 28 authorizes counties, municipalities, boards, commissions, bureaus, departments or other public agencies to mandate direct deposit for its employees and elected officials after July 1, 2014; and

WHEREAS, the Authority believes that such a process will increase the efficiency of payroll operations;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Mount Holly Municipal Utilities Authority that, pursuant to N.J.S.A. 52:14-15f, employees and elected officials of the Authority shall be required to receive their pay through direct deposit at a bank institution of their choice;

BE IT FURTHER RESOLVED, that the Chief Financial Officer shall establish the system within thirty (30) days of the effective date of the adoption of this Resolution;

BE IT FINALLY RESOLVED that employees may request, in writing, an exemption from the direct deposit mandate to the Chief Financial Officer. Such requests will be presented to the Commissioners at their next regularly scheduled meeting. The Commission may grant such an exemption by Resolution and only for good cause.

- A. Repealer. Any and all Resolutions inconsistent with the terms of this Resolution are hereby repealed to the extent of any such inconsistencies.
- B. Severability. In the event that any clause, section, paragraph or sentence of this Resolution is deemed to be invalid or unenforceable for any reason, then the Board of Commissioners hereby declares its intent that the balance of the Resolution not affected by said invalidity shall remain in full force and effect to the extent that it allows the Authority to meet the goals of the Resolution.
- C. Effective Date. This Resolution shall take effect upon proper passage in accordance with the law.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true copy of the Resolution that was adopted after a public meeting of the Municipal Utilities Authority held on February 11, 2016.

Brandy C. Boyington, Board Secretary

**A RESOLUTION APPROVING THE ANTICIPATED PAYROLL
FOR FEBRUARY AND THE ACTUAL PAYROLL FOR THE MONTH
OF JANUARY AND THE OPERATING EXPENSES**

BE IT FURTHER RESOLVED by the Mount Holly Municipal Utilities Authority that the payroll and Operating Expenditures in the amount of **\$591,248.85** per attached listings are hereby approved.

STATE OF NEW JERSEY }
COUNTY OF BURLINGTON } :SS

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the
seal of said MUA this 11th day of February, 2016.

Brandy C. Boyington, Secretary

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User Date: 2/4/2016

Mt. Holly Municipal Utilities
DISTRIBUTION DETAIL HISTORY REPORT
Purchase Order Processing

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Ranges: From: To:
Audit Trail Code: RECVG00002485 RECVG00002502

Sorted By: Account Number

Account	Description					
Type	Post Date	Vendor ID	Invoice #	MUA PO#	Description	Amount
01-000-1240	DUE FROM IMPROVEMNT FUND-PLAN					
	12/31/2015	RUMSEY ELECTRIC	CP#15-413	POR000279	ALLEN BRADLEY COMPAQ	\$6,917.46
	12/31/2015	RUMSEY ELECTRIC	CP#15-413	POR000279	SHIPPING CHARGE	\$10.08
	Totals:					\$6,927.54
01-000-1250	DUE FROM IMPROVEMNT FUND-OUTS					
	2/3/2016	WHEL-TECH, INC.	CP#16-415	PO012712	M803 FLAT PACK P/S 211, 229 & 217 -	\$10,389.00
	2/3/2016	WHEL-TECH, INC.	CP#16-415	PO012712	M802 (NEMA 4 P/S 222 & 241 - CAP	\$7,134.00
	Totals:					\$17,523.00
01-000-1260	DUE FROM R & R FUND-PLANT					
	12/31/2015	JOTTAN ROOFING	CP#15-398	PO012457	ROOF REPAIR PLT #3	\$29,295.10
	Totals:					\$29,295.10
01-001-6027	FLOOD INSURANCE EXPENSE					
	2/2/2016	SELECTIVE INSURANCE	0000048859	PO012793	PLT MODULAR OFFICE	\$1,335.00
	Totals:					\$1,335.00
01-010-6033	ADMIN-LEGAL EXPENSE					
	12/31/2015	PARKER MCCAY	2551836	PO012373	PROFESSIONAL SERVICES	\$7,019.52
	12/31/2015	LONG MARMERO & ASSOCIATES	16013	PO012302	LEGAL SERVICES	\$60.00
	2/3/2016	LONG MARMERO & ASSOCIATES	16013	PO012798	LEGAL SERVICES	\$165.00
	Totals:					\$7,244.52
01-010-6035	ADMIN-CONTRACTED SERVICES EXP					
	12/31/2015	AMERICAN WATER	4000079976	PO012371	AMER WTR BILLING/12/2	\$457.94
	2/2/2016	TOWNSHIP OF MOORESTOWN	01212016	PO012787	SEWER SERVICE AGREEME	\$251.00
	12/31/2015	CNS CLEANING COMPANY, INC	46067	PO012273	MAIN OFFICE CLEANING	\$237.00
	Totals:					\$945.94
01-010-6041	ADMIN-ELECTRIC & GAS EXPENSE					
	12/31/2015	PSE&G	12312015	PO012382	BILLING	\$1,062.61
	Totals:					\$1,062.61
01-010-6042	ADMIN-WATER EXPENSE					
	12/31/2015	NEW JERSEY AMERICAN WATER	12312015	PO012381	BILLING	\$40.16
	Totals:					\$40.16
01-010-6043	ADMIN-TELEPHONE EXPENSE					
	12/31/2015	VERIZON WIRELESS	9757297716	PO012297	BILLING	\$61.83
	2/3/2016	LINE SYSTEMS, INC.	69623160115	PO012796	BILLING	\$319.33
	2/3/2016	VERIZON	753-081-660-000	PO012789	BILLING	\$229.99
	12/31/2015	VERIZON WIRELESS	9758933697	PO012297	BILLING	\$61.97
	Totals:					\$673.12
01-010-6051	ADMIN-OFFICE REPAIR & MAINT					
	12/31/2015	LOWE'S	911554	PO012233	DOOR HINGES	\$9.04
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5571843	PO012726	2 GANG PLATE	\$1.61
	Totals:					\$10.65
01-010-6061	ADMIN OFFICE SUPPLIES EXPENSE					
	12/31/2015	OFFICE BASICS, INC.	03189550	PO012311	TRODAT 5460 STAMPER	\$35.00
	12/31/2015	OFFICE BASICS, INC.	I-17172	PO012311	PENS, NOTES, FILE PKT	\$53.82
	12/31/2015	OFFICE BASICS, INC.	I-178511	PO012311	INDEXES, FILE PKTS, D	\$241.17
	12/31/2015	OFFICE BASICS, INC.	I-161229	PO012311	INDEXES 8TAB	\$5.60
	12/31/2015	OFFICE BASICS, INC.	I-191685	PO012311	DATA INDEX 6TAB	\$78.54
	12/31/2015	STAPLES ADVANTAGE	3288469058	PO012719	CALENDAR, BLUE INK	\$59.74
	12/31/2015	STAPLES ADVANTAGE	3288469054	PO012719	HNG FOLDERS, CALENDAR	\$42.30

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Mt. Holly Municipal Utilities
DISTRIBUTION DETAIL HISTORY REPORT
Purchase Order Processing

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Account	Description					
Type	Receipt No.	Post Date	Vendor ID	Audit Trail Code	Debit	Credit
	12/31/2015	STAPLES ADVANTAGE	3288469061	PO012719 FANFOLD NOTES		\$79.74
	12/31/2015	STAPLES ADVANTAGE	3288469063	PO012719 STAPLES		\$0.24
				Totals:		\$596.15
01-010-6072		ADMIN COMPUTER HARD/SOFTWARE				
	12/31/2015	HAWKINS TECHNOLOGIES, LLCMHM-012016		PO012378 PROFESSIONAL SERVICES		\$550.00
	12/31/2015	HAWKINS TECHNOLOGIES, LLCMHM-012016		PO012378 PROFESSIONAL SERVICES		\$277.00
				Totals:		\$827.00
01-010-6083		ADMIN PROFESSIONAL JOURNAL EX				
	2/2/2016	MATTHEW BENDER & CO., INC0104762		PO012730 NJ REGISTER		\$223.74
				Totals:		\$223.74
01-010-6085		ADMIN MISCELLANEOUS EXPENSE				
	12/31/2015	VERIZON 752-719-789-000		PO012346 BILLING		\$41.51
	1/22/2016	WESTAMPTON CAR WASH & QUI01222016		PO012784 CAR WASH BOOKLET		\$62.50
	12/31/2015	OFFICE BASICS, INC. 03145032		PO012311 HAND SOAP		\$41.90
	12/31/2015	OFFICE BASICS, INC. 1-191685		PO012311 HAND SOAP		\$25.59
	12/31/2015	STAPLES ADVANTAGE 3288469063		PO012719 MISCELLANEOUS EXPENSE		\$36.00
				Totals:		\$207.50
01-010-6087		ADMIN - ADVERTISING				
	12/31/2015	COURIER TIMES, INC. I06902187		PO012415 RFP PROF SERVICES		\$81.18
	2/4/2016	COURIER-POST & THIS WEEK 0000985619		PO012801 RFP/RISK MANAGEMENT		\$52.05
				Totals:		\$133.23
01-010-6090		ADMIN MEDICAL INSURANCE EXPENS				
	1/29/2016	SOUTHERN REGIONAL EMP BEN01012016		PO012786 JANUARY, 2016 BILLING		\$12,155.00
				Totals:		\$12,155.00
01-010-6092		ADMIN SDI EXPENSE				
	2/3/2016	METLIFE 02012016		PO012718 FEBRUARY, 2016 BILLIN		\$629.26
				Totals:		\$629.26
01-010-6093		DENTAL INSURANCE EXPENSE				
	1/29/2016	SOUTHERN REGIONAL EMP BEN01012016		PO012786 JANUARY, 2016 BILLING		\$790.00
				Totals:		\$790.00
01-010-6094		VISION INSURANCE EXPENSE				
	2/3/2016	VISION SERVICE PLAN 02012016		PO012720 FEBRUARY, 2016 BILLIN		\$326.71
				Totals:		\$326.71
01-010-6099		AUTHORITY POSTAGE EXPENSE				
	12/31/2015	PURCHASE POWER 8000-9000-0901-		PO012399 POSTAGE METER REFILL		\$1,020.99
	1/15/2016	POSTMASTER 01152016		PO012782 MAILING CYCLE "C" BIL		\$1,883.53
				Totals:		\$2,904.52
01-020-6035		PLANT-CONTRACT SERVICE EXPENS				
	12/31/2015	CNS CLEANING COMPANY, INC46067		PO012273 PLANT CLEANING		\$687.30
	2/3/2016	PENNONI ASSOCIATES, INC. 671353		PO012727 PROFESSIONAL SERVICESNJPDDES PERMIT RENEWA		\$687.50
				Totals:		\$1,374.80
01-020-6041		PLANT ELECTRIC EXPENSE				
	12/31/2015	PSE&G 12312015		PO012382 BILLING		\$30,619.99
				Totals:		\$30,619.99
01-020-6042		PLANT WATER EXPENSE				
	12/31/2015	NEW JERSEY AMERICAN WATER12312015		PO012381 BILLING		\$948.38
				Totals:		\$948.38
01-020-6043		PLANT TELEPHONE EXPENSE				
	12/31/2015	VERIZON 852-797-878-000		PO012346 BILLING		\$229.99
	12/31/2015	VERIZON WIRELESS 9757297716		PO012297 BILLING		\$113.66

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Mt. Holly Municipal Utilities
 DISTRIBUTION DETAIL HISTORY REPORT
 Purchase Order Processing

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Account	Description					
Type	Receipt No.	Post Date	Vendor ID	Audit Trail Code	Debit	Credit
	12/31/2015	VERIZON WIRELESS	9757905184	PO012297 BILLING		\$240.90
	2/3/2016	LINE SYSTEMS, INC.	69623160115	PO012796 BILLING		\$435.46
	2/3/2016	VERIZON	852-797-878-000	PO012789 BILLING		\$229.99
	12/31/2015	VERIZON WIRELESS	9758933697	PO012297 BILLING		\$113.94
				Totals:		\$1,363.94
01-020-6044		PLANT FUEL OIL (BOILER/GENRTR				
	2/3/2016	AMERIGAS	3047783594	PO012725 PROPANE/MAINT		\$260.36
	2/3/2016	AMERIGAS	3047783594	PO012725 FUEL RECOVERY FEE & H		\$15.45
	2/3/2016	MIDDLESEX WELDING SALES	436473	PO012721 PROPANE TANK REFILL (1) 100LB (2) 20 LB		\$124.26
	2/4/2016	AMERIGAS	3048475890	PO012725 PPOANE/MAINT		\$597.49
	2/4/2016	AMERIGAS	3048475890	PO012725 FUEL RECOVERY FEE & H		\$15.17
				Totals:		\$1,012.73
01-020-6046		DRYER/WAR FUELL/ GAS EXP				
	12/31/2015	PSE&G	12312015	PO012382 BILLING		\$196.23
				Totals:		\$196.23
01-020-6051		PLANT R&M/SUPPLIES EXPENSE				
	12/31/2015	LOWE'S	911554	PO012233 AJAX CLEANER		\$1.88
	12/31/2015	LOWE'S	909684	PO012233 LAUNDRY SOAP		\$13.28
	12/31/2015	LOWE'S	909684	PO012233 SHOWER LINER		\$11.36
	12/31/2015	LOWE'S	911345	PO012233 SHOWER LINER		\$11.36
	12/31/2015	LOWE'S	911345	PO012233 ADHESIVE		\$6.63
	12/31/2015	LOWE'S	911345	PO012233 TILE		\$2.47
	12/31/2015	LOWE'S	901640	PO012233 SCREWS, PLYWOOD,STUD		\$149.72
	12/31/2015	STEVENSON SUPPLY CO. INC.	530926	PO012250 VALVE, NIP,TAPE,CAM L		\$297.00
	12/31/2015	GRAINGER	9923018577	PO012245 FILTER		\$39.36
	12/31/2015	GRAINGER	9910983411	PO012245 HEX NUT	18-8 SS	\$7.95
	12/31/2015	GRAINGER	9910983411	PO012245 MACHINE SCREW		\$20.80
	12/31/2015	GRAINGER	9910983411	PO012245 HEX BOLT		\$87.60
	12/31/2015	GRAINGER	9910983411	PO012245 HEX NUT	10-24 PLAIN	\$34.88
	12/31/2015	GRAINGER	9910983411	PO012245 HEX CAP SCREW		\$11.16
	12/31/2015	GRAINGER	9911340835	PO012245 HEX NUT		\$30.68
	12/31/2015	XYLEM WATER SOLUTIONS USA	3556877363	PO012757 CABLE ENTRANCE KIT		\$123.60
	12/31/2015	XYLEM WATER SOLUTIONS USA	3556877363	PO012757 SHIPPING		\$5.91
	12/31/2015	XYLEM WATER SOLUTIONS USA	3556877650	PO012757 GROMMET		\$50.00
	12/31/2015	XYLEM WATER SOLUTIONS USA	3556877650	PO012757 SHIPPING		\$8.07
	2/2/2016	MCMaster-CARR SUPPLY CO.	48559532	PO012715 GALV STEEL PITCHER	32 OZ	\$20.27
	2/2/2016	MCMaster-CARR SUPPLY CO.	48559532	PO012715 GALV STEEL PITCHER	64 OZ	\$22.81
	2/2/2016	SHERWIN-WILLIAMS	2789-0	PO012749 CAULK		\$18.14
	2/3/2016	MCMaster-CARR SUPPLY CO.	46631457	PO012715 UNDERWATER SEALANT		\$135.84
	2/3/2016	SHERWIN-WILLIAMS	2750-2	PO012749 1.5 ML POLY		\$23.99
	2/3/2016	STEVENSON SUPPLY CO. INC.	531864	PO012763 PIPE,BALL VALVE,FITTICCT/OUTFALL PIPING		\$278.81
	12/31/2015	MANTEK	2143406	PO012680 MIST OIL		\$201.28
	12/31/2015	MANTEK	2143406	PO012680 RX GEL		\$176.48
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5570654	PO012726 BUSH,J BOX,STRAPS		\$68.59
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5570656	PO012726 SWITCH,PLATE,T STAT,NPLT 2		\$57.29
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5571871	PO012726 OCAL		\$360.15
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5571865	PO012726 VARIOUS WIRE	PLT 1 MIXERS	\$384.86
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5571826	PO012726 THERMSTAT		\$36.75
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5571902	PO012726 OCAL		\$95.12
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5573117	PO012726 BREAKER	PLT 1 DIGESTER	\$450.00
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5573119	PO012726 WIRE	PLT 3	\$60.08
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5573120	PO012726 HALOGEN BULB		\$19.10
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5573706	PO012726 AA BATTERIES		\$18.14
	12/31/2015	CROSS COUNTRY	144098	PO012255 GRIT BUCKETS		\$221.40
	12/31/2015	CROSS COUNTRY	144098	PO012255 DOLLIES		\$211.50
				Totals:		\$3,774.31
01-020-6052		PLANT TRUCK REPAIR/MAINTNCE				
	12/31/2015	MILLER FORD SALES INC.	5276731	PO012277 INDICATOR ASY &OIL FITR 12		\$48.38
	12/31/2015	MILLER FORD SALES INC.	5276634	PO012685 MIRROR ASY	TR 14	\$133.63

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	12/31/2015	MILLER FORD SALES INC.	5276931	PO012685 SEAL	TR 14	\$3.06
	12/31/2015	NAPA AUTO PARTS	765053	PO012436 LAMP & HALOGEN LAMP	ROLL OFF	\$15.75
	12/31/2015	BERGEY'S TRUCK CENTERS	PM156155R	PO012708 CIRCUIT BREAKER	MACK ROLL- OFF	\$17.90
	2/3/2016	HAINESPORT ENTERPRISES	IN90167	PO012779 4 WHEEL ALIGNMENT	TR 14	\$129.95
				Totals:		\$348.67
01-020-6056		BELT PRESS R&M/SUPPLIES				
	12/31/2015	GRAINGER	9923018569	PO012245 PILOT LIGHT		\$664.05
	2/3/2016	STEVENSON SUPPLY CO. INC.	531864	PO012763 FLANGE, BLIND FLANGE,		\$448.51
	2/3/2016	STEVENSON SUPPLY CO. INC.	531864	PO012763 FITTINGS,NUTS,BOLTS		\$590.49
	12/31/2015	KROHNE INC.	S01/56670	PO012704 KROHNE ELECTROMAGNETIC FLOW SENSOR VB144AA0		\$1,004.86
	12/31/2015	KROHNE INC.	S01/56670	PO012704 KROHNE FLOW CONVERTER V314NA0460010100003		\$903.02
	12/31/2015	KROHNE INC.	S01/56670	PO012704 FREIGHT CHARGES		\$21.25
	2/3/2016	STEVENSON SUPPLY CO. INC.	531713	PO012763 BALL VALVE	4 CI - PRESS PIPING	\$1,258.75
	2/3/2016	STEVENSON SUPPLY CO. INC.	531713	PO012763 BALL VALVE	6 CI - PRESS PIPING	\$771.55
	2/3/2016	STEVENSON SUPPLY CO. INC.	531713	PO012763 SWING CHECK		\$816.80
				Totals:		\$6,479.28
01-020-6059		PLANT - EQUIPMENT RENTAL				
	12/31/2015	MIDDLESEX WELDING SALES	947349	PO012342 CYLINDER RENTAL		\$67.45
				Totals:		\$67.45
01-020-6061		PLANT OFFICE SUPPLIES EXPENSE				
	12/31/2015	STAPLES ADVANTAGE	3288469046	PO012719 TONER, CALENDAR, PENS		\$1,137.11
				Totals:		\$1,137.11
01-020-6062		PLANT SMALL TOOLS EXPENSE				
	12/31/2015	LOWE'S	909684	PO012233 SPRAY WAND VALVE,		\$14.22
	12/31/2015	LOWE'S	911345	PO012233 SPRAYER		\$18.97
	12/31/2015	GAGE-IT INC.	C79231	PO012706 WATTS TK9A BACKFLOW PCALIBRATION AND REPA		\$149.95
	12/31/2015	GAGE-IT INC.	C79231	PO012706 SHIPPING CHARGES		\$13.94
	12/31/2015	GRAINGER	9923018577	PO012245 LABEL CARTRIDGE		\$28.44
	12/31/2015	GRAINGER	9920606408	PO012245 EFFLUENT FLOW CHARTS		\$31.05
	12/31/2015	GRAINGER	9920606408	PO012245 CHART PENS		\$36.09
	12/31/2015	NAPA AUTO PARTS	744341	PO012436 OZZY MAT		\$34.02
	2/3/2016	MCMaster-CARR SUPPLY CO.	46631457	PO012715 1/4" NOZZLE	ABRASIVE BLASTER	\$29.96
	2/3/2016	MCMaster-CARR SUPPLY CO.	46631457	PO012715 ABRASIVE BLASTING MED		\$44.00
	2/3/2016	MCMaster-CARR SUPPLY CO.	46631457	PO012715 SHIPPING CHARGES		\$61.74
	2/3/2016	MCMaster-CARR SUPPLY CO.	46631457	PO012715 PORTABLE ABRASIVE BLA		\$158.98
	2/3/2016	HOME DEPOT CREDIT SERVICE	6971313	PO012740 ARIENS GAS SNOW BLOWE		\$899.00
	2/3/2016	HOME DEPOT CREDIT SERVICE	6971313	PO012740 16.7 CUFT REFRIGERATOR FREEZERLESS		\$674.10
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5573118	PO012726 SAW BLADES		\$17.00
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5573706	PO012726 MARKER BOOK	A-Z	\$9.49
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5573706	PO012726 MARKER BOOK		\$9.49
				Totals:		\$2,230.44
01-020-6063		PLANT JANITORIAL SUPPLIES EXP				
	12/31/2015	LOWE'S	911345	PO012233 SCRUB SPONGE		\$5.63
	2/2/2016	GRAINGER	9932419634	PO012722 BACKPACK VACUUM		\$381.15
	12/31/2015	CROSS COUNTRY	144098	PO012255 LG TRASH BAGS		\$115.48
	12/31/2015	CROSS COUNTRY	144098	PO012255 TOILET PAPER		\$74.00
	12/31/2015	CROSS COUNTRY	144098	PO012255 PAPER TOWELS		\$371.00
	12/31/2015	CROSS COUNTRY	144796	PO012255 SOAP		\$59.98
				Totals:		\$1,007.29
01-020-6064		PLANT CLOTHING EXPENSE				
	2/3/2016	ARAMARK UNIFORM SERVICE	46162906	PO012728 23 UNIF RENT / PLT		\$191.93
	2/3/2016	ARAMARK UNIFORM SERVICE	46162906	PO012728 EASY CARE		\$19.05
	2/3/2016	ARAMARK UNIFORM SERVICE	46162906	PO012728 PREP CHARGE	T FISHER, J BEIERSCH	\$2.66
	2/3/2016	ARAMARK UNIFORM SERVICE	46162906	PO012728 SERVICE CHARGE & LOCK		\$22.03
	2/3/2016	ARAMARK UNIFORM SERVICE	46194865	PO012728 22 UNIF RENT/PLT		\$187.70
	2/3/2016	ARAMARK UNIFORM SERVICE	46194865	PO012728 EASY CARE		\$17.85
	2/3/2016	ARAMARK UNIFORM SERVICE	46194865	PO012728 SERVICE CHARGE & LOCK		\$21.37

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	2/3/2016	ARAMARK UNIFORM SERVICE	46227004	PO012728 22 UNIF RENT/PLT		\$187.70
	2/3/2016	ARAMARK UNIFORM SERVICE	46227004	PO012728 EASY CARE		\$17.85
	2/3/2016	ARAMARK UNIFORM SERVICE	46227004	PO012728 SERVICE CHARGE & LOCK		\$21.37
	2/3/2016	MIKES BETTER SHOES	01212016	PO012771 WORK BOOTS T FISHER		\$165.00
	2/3/2016	MIKES BETTER SHOES	01212016	PO012771 WORK BOOTS W COSTELLO		\$165.00
	12/31/2015	PENDERGAST SAFETY EQUIP	1081540-02	PO012517 BREATHABLE RAIN GEAR 6XL JACKETS		\$39.75
	12/31/2015	PENDERGAST SAFETY EQUIP	1081540-02	PO012517 FREIGHT CHARGES		\$10.87
	Totals:					\$1,070.13
01-020-6065	PLANT PARTS EXPENSE					
	12/31/2015	GRAINGER	9920572469	PO012245 AXIAL FAN		\$174.56
	2/2/2016	MCMaster-CARR SUPPLY CO.	48559532	PO012715 PRESSURE GAUGE		\$255.80
	2/2/2016	MCMaster-CARR SUPPLY CO.	48559532	PO012715 MOUNTING BRACKET		\$30.92
	2/2/2016	MCMaster-CARR SUPPLY CO.	48559532	PO012715 PIPE FITTING		\$23.96
	2/2/2016	MCMaster-CARR SUPPLY CO.	48559532	PO012715 SHIPPING CHARGES		\$6.89
	2/3/2016	I KRUGER, INC.	16000053	PO012738 SWIVEL CONNECTOR	Disc Filter # 3 Spra	\$803.97
	2/3/2016	I KRUGER, INC.	16000053	PO012738 FREIGHT		\$19.11
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5570652	PO012726 BREAKER	SCHWING PUMP	\$292.00
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5571845	PO012726 LUG		\$12.66
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5571890	PO012726 LUG		\$6.33
	Totals:					\$1,626.20
01-020-6070	PLANT HOUSEKEEPER/PAINTER EXPENSES					
	2/2/2016	SHERWIN-WILLIAMS	8258-9	PO012749 PAINT		\$21.69
	2/3/2016	SHERWIN-WILLIAMS	2750-2	PO012749 PAINT & SUPPLIES		\$66.41
	Totals:					\$88.10
01-020-6072	PLANT COMPUTER HARD/SOFTWARE					
	12/31/2015	HAWKINS TECHNOLOGIES, LLC	MM-012016	PO012378 PROFESSIONAL SERVICES		\$350.00
	12/31/2015	HAWKINS TECHNOLOGIES, LLC	MM-012016	PO012378 PROFESSIONAL SERVICES		\$552.50
	12/31/2015	HAWKINS TECHNOLOGIES, LLC	MM-012016	PO012378 PROFESSIONAL SERVICES		\$486.00
	12/31/2015	SPRINT	107836813-098	PO012344 PCS CONNECTION CARD		\$62.38
	Totals:					\$1,450.88
01-020-6074	PLANT SAFETY EQUIPMENT EXPENSES					
	12/31/2015	ANKOR FIRE & SAFETY EQUIP	8095	PO012693 FIRE EXTINGUISHER INS		\$405.00
	2/2/2016	ANKOR FIRE & SAFETY EQUIP	6184	PO012774 HYDRO TEST & FILL EXT2 CO2-20 1 CO2-10		\$210.00
	2/2/2016	SAFETY TODAY, INC.	3590310-00	PO012741 FIRST AID KIT		\$87.24
	2/2/2016	SAFETY TODAY, INC.	3590310-00	PO012741 FREIGHT		\$11.79
	Totals:					\$714.03
01-020-6075	PLANT SHARED SUPPLIES & EQUIP					
	12/31/2015	CROSS COUNTRY	144065	PO012255 LATEX GLOVES		\$162.00
	Totals:					\$162.00
01-020-6081	PLANT TRAVEL, MEETINGS, SEMINAR					
	1/15/2016	B.C.I.T.	WWA105	PO012746 ADV COLLECTION COURSES HITCHNER		\$440.00
	Totals:					\$440.00
01-020-6085	PLANT MISCELLANEOUS EXPENSES					
	12/31/2015	UNITED PARCEL SERVICE	0000V9E430515	PO012251 SHIPPING CHARGE	ARAMARK	\$6.44
	12/31/2015	VERIZON	752-744-481-000	PO012346 BILLING		\$88.38
	1/22/2016	WESTAMPTON CAR WASH & QUI	01222016	PO012784 CAR WASH BOOKLET		\$62.50
	Totals:					\$157.32
01-020-6086	PLANT PERMIT/LICENSE EXPENSE					
	2/3/2016	NATIONAL SAFETY COUNCIL	658588	PO012742 MEMBERSHIP RENEWAL		\$450.00
	Totals:					\$450.00
01-020-6090	PLANT MEDICAL INSURANCE EXPENSES					
	1/29/2016	SOUTHERN REGIONAL EMP BEN	01012016	PO012786 JANUARY, 2016 BILLING		\$68,930.00
	Totals:					\$68,930.00

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01-020-6092	PLANT SDI EXPENSE					
	2/3/2016	METLIFE	02012016	PO012718 FEBRUARY, 2016 BILLIN		\$2,879.58
				Totals:		\$2,879.58
01-020-6093	DENTAL INSURANCE EXPENSE					
	1/29/2016	SOUTHERN REGIONAL EMP	BEN01012016	PO012786 JANUARY, 2016 BILLING		\$3,963.00
				Totals:		\$3,963.00
01-020-6094	VISION INSURANCE EXPENSE					
	2/3/2016	VISION SERVICE PLAN	02012016	PO012720 FEBRUARY, 2016 BILLIN		\$1,019.77
				Totals:		\$1,019.77
01-020-6102	PLANT SODIUM HYPOCHLORITE EXP					
	2/4/2016	MIRACLE CHEMICAL COMPANY	20526	PO012772 SODIUM HYPO - 2014-16		\$2,515.20
				Totals:		\$2,515.20
01-020-6104	PLANT OTHER CHEMICALS EXPENSE					
	12/31/2015	COBURN CHEMICAL, INC.	INV0008896	PO012339 MAG HYDROXIDE - 2013-		\$7,140.45
				Totals:		\$7,140.45
01-020-6105	PLANT - LIME					
	2/3/2016	BURLINGTON AGWAY	323887	PO012711 LIME - PLT		\$259.20
				Totals:		\$259.20
01-020-6201	GRIT CONTAINER & HAUL EXPENSE					
	12/31/2015	RUSSELL REID INC.	0004995018	27957TT 1-GRIT/1-TRASH		\$372.00
	12/31/2015	RUSSELL REID INC.	0004995019	27957TT 2-GRIT		\$372.00
	2/4/2016	TREASURER OF BURLINGTON	ST088271	27959B 2-GRIT		\$1,330.22
	2/4/2016	TREASURER OF BURLINGTON	ST088271	27959C 1-TRASH		\$170.55
				Totals:		\$2,244.77
01-020-6202	PRESSED SLUDGE					
	12/31/2015	WOOLSTON COMPANY, INC.	67054	27956L 28-CAKE SLUDGE		\$4,340.00
	2/4/2016	TREASURER OF BURLINGTON	ST088269	27959A 26-CAKE SLUDGE		\$35,329.82
				Totals:		\$39,669.82
01-022-6035	-Maple Avenue- CONTRACT SERVICES					
	12/31/2015	AIR COMFORT OF SOUTH JERS	2301	PO012747 REPAIR HEATER	MAPLE AVE PUMP ROOM	\$150.00
	12/31/2015	ANALYTICAL LABORATORY	SER40-222622	PO012681 27508-35379		\$38.00
	12/31/2015	CNS CLEANING COMPANY, INC	46067	PO012273 MAPLE AVE PLT CLEANIN		\$260.70
	2/4/2016	ANALYTICAL LABORATORY	SER40-233301	PO012707 27509-35380		\$38.00
				Totals:		\$486.70
01-022-6041	-Maple Avenue- ELECTRIC EXPENSE					
	12/31/2015	PSE&G	12312015	PO012382 BILLING		\$2,291.87
				Totals:		\$2,291.87
01-022-6043	-Maple Avenue- TELEPHONE/INTERNET EXPENSE					
	2/3/2016	LINE SYSTEMS, INC.	69623160115	PO012796 BILLING		\$72.78
	2/3/2016	VERIZON	852-590-120-000	PO012789 BILLING		\$234.26
	2/3/2016	VERIZON	609-267-6768 04	PO012800 BILLING		\$54.78
				Totals:		\$361.82
01-022-6045	-Maple Avenue- NATURAL GAS					
	12/31/2015	PSE&G	12312015	PO012382 BILLING		\$232.74
				Totals:		\$232.74
01-022-6051	-Maple Avenue- REPAIRS AND MAINT/SUPPLIES EXP					
	12/31/2015	LOWE'S	912095	PO012233 GROUT		\$12.33
	12/31/2015	HAINESPORT SUPPLY CO	107755	PO012352 THERMOSTAT		\$338.40
				Totals:		\$350.73
01-022-6065	-Maple Avenue- PARTS EXPENSE					

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	12/31/2015	EXCELSIOR BLOWER SYSTEMS,0500717-IN		PO012499	FILTER ELEMENT LT16.6MAPLE HVAC INTAKE	\$128.18
	12/31/2015	EXCELSIOR BLOWER SYSTEMS,0500717-IN		PO012499	FILTER ELEMENT LT2035MAPLE HVAC INTAKE	\$184.00
	12/31/2015	EXCELSIOR BLOWER SYSTEMS,0500717-IN		PO012499	FREIGHT CHARGES	\$11.90
	12/31/2015	GPAINGER	9928241737	PO012245	PUMP	\$351.90
				Totals:		\$675.98
01-022-6073		-Maple Avenue- LAB EXPENSES				
	2/2/2016	HACH COMPANY	9766728	PO012769	NITRATE TEST & TUBE	\$71.33
				Totals:		\$71.33
01-030-6035		LAB CONTRACT SERVICES EXPENSE				
	12/31/2015	ANALYTICAL LABORATORY SER40-169957		PO012559	26728-34500	\$38.00
	12/31/2015	ANALYTICAL LABORATORY SER40-169957		PO012559	26728-34501	\$22.00
	12/31/2015	ANALYTICAL LABORATORY SER40-169958		PO012559	26810-34599	\$38.00
	12/31/2015	ANALYTICAL LABORATORY SER40-226091		PO012681	27414-35280	\$142.50
	12/31/2015	ANALYTICAL LABORATORY SER40-22621		PO012681	27739-35640-35641	\$60.00
	12/31/2015	ANALYTICAL LABORATORY SER40-226092		PO012702	PSEG121815	\$85.00
	12/31/2015	ANALYTICAL LABORATORY SER40-228155		PO012702	28173-36127-36128	\$130.00
	2/4/2016	ANALYTICAL LABORATORY SER40-233300		PO012707	28087-36033-36034	\$130.00
	2/4/2016	ANALYTICAL LABORATORY SER40-233302		PO012707	27415-35281	\$160.00
				Totals:		\$805.50
01-030-6051		LAB EQUIPMENT REPAIR & MAINTN				
	12/31/2015	EVOQUA WATER TECHNOLOGIES902459949		PO012254	VALVE SPRING	\$281.85
	12/31/2015	EVOQUA WATER TECHNOLOGIES902459949		PO012254	SHIPPING CHARGES	\$10.19
				Totals:		\$292.04
01-030-6061		LAB OFFICE SUPPLIES EXPENSE				
	2/4/2016	LABRepCO LLC	0093455-IN	PO012744	TUBULAR STEEL CHAIR	\$1,413.65
	2/4/2016	LABRepCO LLC	0093455-IN	PO012744	BIO SEAT CUSHION	\$103.65
				Totals:		\$1,517.30
01-030-6064		LAB CLOTHING EXPENSE				
	2/3/2016	ARAMARK UNIFORM SERVICE 46162906		PO012728	3 LAB COATS	\$2.85
	2/3/2016	ARAMARK UNIFORM SERVICE 46194865		PO012728	3 LAB COATS	\$2.85
	2/3/2016	ARAMARK UNIFORM SERVICE 46227004		PO012728	3 LAB COATS	\$2.85
				Totals:		\$8.55
01-030-6065		LABORATORY SUPPLIES EXPENSE				
	12/31/2015	LOWE'S	910696	PO012233	SPRAY BOTTLES	\$14.36
	2/2/2016	HACH COMPANY	9766728	PO012769	SODIUM THIOSULFATE	\$17.14
	2/2/2016	HACH COMPANY	9766728	PO012769	BROMTHYMOL BLUE	\$28.42
	2/2/2016	HACH COMPANY	9766728	PO012769	CHLORINE PILLOWS	\$333.20
	2/3/2016	LABORATORY SUPPLY	128921	PO012709	1000 ML BOTTLES	\$104.40
	2/3/2016	LABORATORY SUPPLY	128921	PO012709	500 ML BOTTLES	\$155.08
	2/3/2016	LABORATORY SUPPLY	128921	PO012709	FREIGHT CHARGES	\$48.48
	2/3/2016	THOMAS SCIENTIFIC	847581	PO012723	5ML PIPETS	\$42.40
	2/3/2016	THOMAS SCIENTIFIC	846583	PO012723	POTASSIUM CHLORIDE	\$33.87
	2/3/2016	THOMAS SCIENTIFIC	846209	PO012723	FILTERS, 90MM	\$108.89
	2/3/2016	THOMAS SCIENTIFIC	843307	PO012723	SQAR JARS	\$43.51
	2/3/2016	THOMAS SCIENTIFIC	841059	PO012723	KIMWIPES	\$37.00
	2/3/2016	THOMAS SCIENTIFIC	841059	PO012723	FILTERS, 90MM	\$254.07
	2/3/2016	THOMAS SCIENTIFIC	841059	PO012723	TSS FILTERS	\$167.79
	2/3/2016	THOMAS SCIENTIFIC	841059	PO012723	5ML PIPETS	\$84.80
	2/3/2016	THOMAS SCIENTIFIC	841059	PO012723	PORCELIN FUNNEL	\$63.01
	2/3/2016	THOMAS SCIENTIFIC	841059	PO012723	INTERLAB PH PROBE	\$255.55
	2/4/2016	THOMAS SCIENTIFIC	851316	PO012781	SULFURIC ACID, 2.5L	\$185.12
	2/4/2016	THOMAS SCIENTIFIC	851316	PO012781	STERILE PIPETS	\$61.99
	2/4/2016	THOMAS SCIENTIFIC	851316	PO012781	BEAKERS, 1000ML	\$40.75
	2/4/2016	THOMAS SCIENTIFIC	851316	PO012781	LIQUINOX	\$66.39
	2/4/2016	THOMAS SCIENTIFIC	851316	PO012781	WASH BOTTLES	\$29.00
	2/4/2016	THOMAS SCIENTIFIC	851316	PO012781	STIRRER RETRIEVER	\$11.14

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Mt. Holly Municipal Utilities
DISTRIBUTION DETAIL HISTORY REPORT
Purchase Order Processing

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Account	Description					
Type	Receipt No.	Post Date	Vendor ID	Audit Trail Code	Debit	Credit
				Totals:		\$2,186.36
01-030-6090	LAB MEDICAL INSURANCE EXPENSE					
	1/29/2016	SOUTHERN REGIONAL EMP	BEN01012016	PO012786 JANUARY, 2016 BILLING		\$6,909.00
				Totals:		\$6,809.00
01-030-6092	LAB SDI EXPENSE					
	2/3/2016	METLIFE	02012016	PO012718 FEBRUARY, 2016 BILLIN		\$380.16
				Totals:		\$380.16
01-030-6093	DENTAL INSURANCE EXPENSE					
	1/29/2016	SOUTHERN REGIONAL EMP	BEN01012016	PO012786 JANUARY, 2016 BILLING		\$455.00
				Totals:		\$455.00
01-030-6094	VISION INSURANCE EXPENSE					
	2/3/2016	VISION SERVICE PLAN	02012016	PO012720 FEBRUARY, 2016 BILLIN		\$108.13
				Totals:		\$108.13
01-040-6035	COLL SYS CONTRACT SERVICE EXP					
	12/31/2015	MOUNT HOLLY TOWNSHIP	5-39944	PO012778 TRAFFIC CONTROL	GARDEN ST 11/30/15	\$1,331.87
				Totals:		\$1,331.87
01-040-6041	COLLECTN SYSTM ELECTRIC EXP					
	12/31/2015	PSE&G	12312015	PO012382 BILLING		\$14,231.26
				Totals:		\$14,231.26
01-040-6042	COLLECTION SYSTM WATER EXPENS					
	12/31/2015	NEW JERSEY AMERICAN WATER	12312015	PO012381 BILLING		\$867.53
	12/31/2015	TOWNSHIP OF MOORESTOWN	30600420-0	PO012449 LAUREL CREEK BLVD.		\$30.00
				Totals:		\$897.53
01-040-6043	COLLECTN SYSTM TELEPHONE EXP					
	12/31/2015	VERIZON WIRELESS	9757905184	PO012297 BILLING		\$178.67
	2/3/2016	LINE SYSTEMS, INC.	69623160115	PO012796 BILLING		\$810.98
				Totals:		\$989.65
01-040-6045	COLLECTN SYSTM VEHICLE FUEL					
	2/3/2016	PETROLEUM TRADERS CORPORA	972282	PO012756 DIESEL FOR TWP TANK		\$997.83
	2/3/2016	PETROLEUM TRADERS CORPORA	972282	PO012756 FED LUST FUND		\$0.90
	2/3/2016	PETROLEUM TRADERS CORPORA	972282	PO012756 OIL SPILL LIAB TAX		\$1.71
				Totals:		\$1,000.44
01-040-6046	COLLECTION SYSTEM GAS EXPENSE					
	12/31/2015	PSE&G	12312015	PO012382 BILLING		\$207.10
				Totals:		\$207.10
01-040-6051	COLLECTN SYST PUMP STATION R&					
	2/2/2016	GRAINGER	9935358961	PO012722 RADIAL BALL BEARING	PS 220	\$71.82
	2/3/2016	MCMaster-CARR SUPPLY CO.	47066459	PO012715 SS SOCKET HEAD CAP	SCPS 233	\$7.62
	2/3/2016	MCMaster-CARR SUPPLY CO.	47066459	PO012715 SHIPPING CHARGES		\$5.36
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5570653	PO012726 OCAL	P/S BFP	\$1,000.00
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5571844	PO012726 1" STRAPS		\$163.46
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5571828	PO012726 1" GA;V RIDGID	PS 217	\$716.25
	2/3/2016	GRIFFITH ELECTRIC SUPPLY	5573119	PO012726 LUGS	PS 224	\$5.18
				Totals:		\$1,969.69
01-040-6052	COLLECTN SYSTM VEHICLE R & M					
	12/31/2015	LAUPEL LAWNMOWER	6789	PO012582 RUBBER BLADES FOR	SNOW PLOWS	\$806.00
	2/2/2016	HOOVER TRUCK CENTER	83789P	PO012735 ALTERNATOR	VACTOR	\$228.70
				Totals:		\$1,034.70
01-040-6057	COLL SYSTEM - ONE CALL					
	12/31/2015	ONE CALL CONCEPTS, INC.	5125424	PO012384 ONE CALL MESSAGES		\$251.72

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Mt. Holly Municipal Utilities
 DISTRIBUTION DETAIL HISTORY REPORT
 Purchase Order Processing

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Account	Description					
Type	Receipt No.	Post Date	Vendor ID	Audit Trail Code	Debit	Credit
Totals:						\$251.72
01-040-6062	COLLECTN SYSTM SMALL TOOLS EX					
	12/31/2015	LOWE'S	901386	PO012233 DEHUMIDIFIER	PS 201	\$160.55
Totals:						\$160.55
01-040-6064	COLLECTN SYSTM CLOTHING EXP					
	2/3/2016	ARAMARK UNIFORM SERVICE	46162906	PO012728 7 UNIF RENT / COLL		\$28.47
	2/3/2016	ARAMARK UNIFORM SERVICE	46162906	PO012728 EASY CARE		\$8.10
	2/3/2016	ARAMARK UNIFORM SERVICE	46162906	PO012728 PREP CHARGE	J CORN	\$1.33
	2/3/2016	ARAMARK UNIFORM SERVICE	46194865	PO012728 7 UNIF RENT / COLL		\$28.47
	2/3/2016	ARAMARK UNIFORM SERVICE	46194865	PO012728 EASY CARE		\$8.10
	2/3/2016	ARAMARK UNIFORM SERVICE	46227004	PO012728 7 UNIF RENT / COLL		\$28.47
	2/3/2016	ARAMARK UNIFORM SERVICE	46227004	PO012728 EASY CARE		\$8.10
Totals:						\$111.04
01-040-6090	COLLECTN SYSTM MEDICAL INSURN					
	1/29/2016	SOUTHERN REGIONAL EMP BEN	01012016	PO012786 JANUARY, 2016 BILLING		\$12,989.00
Totals:						\$12,989.00
01-040-6092	COLL SYSTEM SDI EXPENSE					
	2/3/2016	METLIFE	02012016	PO012718 FEBRUARY, 2016 BILLIN		\$523.10
Totals:						\$523.10
01-040-6093	DENTAL INSURANCE EXPENSE					
	1/29/2016	SOUTHERN REGIONAL EMP BEN	01012016	PO012786 JANUARY, 2016 BILLING		\$760.00
Totals:						\$760.00
01-040-6094	VISION INSURANCE EXPENSE					
	2/3/2016	VISION SERVICE PLAN	02012016	PO012720 FEBRUARY, 2016 BILLIN		\$190.56
Totals:						\$190.56
01-040-6104	COLL SYS OTHER CHEMICAL/MATERL					
	2/4/2016	EVOQUA WATER TECHNOLOGIES	902483908	PO012732 BIOXIDE 2013-13		\$7,553.44
Totals:						\$7,553.44
01-050-6043	INDUSTRIAL PT TELEPHONE EXPNS					
	12/31/2015	VERIZON WIRELESS	9757905184	PO012297 BILLING		\$21.90
Totals:						\$21.90
01-050-6090	IND PRE-TRTMT MEDICAL INSURN					
	1/29/2016	SOUTHERN REGIONAL EMP BEN	01012016	PO012786 JANUARY, 2016 BILLING		\$3,147.00
Totals:						\$3,147.00
01-050-6092	IND P/T SDI EXPENSE					
	2/3/2016	METLIFE	02012016	PO012718 FEBRUARY, 2016 BILLIN		\$127.84
Totals:						\$127.84
01-050-6093	DENTAL INSURANCE EXPENSE					
	1/29/2016	SOUTHERN REGIONAL EMP BEN	01012016	PO012786 JANUARY, 2016 BILLING		\$164.00
Totals:						\$164.00
01-050-6094	VISION INSURANCE EXPENSE					
	2/3/2016	VISION SERVICE PLAN	02012016	PO012720 FEBRUARY, 2016 BILLIN		\$40.45
Totals:						\$40.45
Report Totals:						\$333,927.87

U-C

report 333,927-87
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RESOLUTION 2016-22

A RESOLUTION APPROVING SEWER REFUNDS

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

<u>ACCOUNT NUMBER</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>AMOUNT</u>
100635	73 Walnut Street	James Giquinto	\$ 59.17
100726	29 Mill Street	Former Justice, LLC	\$ 576.96
101241	60 Sunset Drive	Antonio Munoz	\$ 18.41
102214	10 Church Street	Cornerstone Bank	\$ 79.43
105069	63 Madison Avenue	Richard Hurff	\$ 26.96
106879	24 Tinker Drive	Kelley Young	\$ 42.42
108001.99	213 Harrison Avenue	Mount Holly Township	\$ 629.69
302071.20	208 Broad Street	Estate of Annette Mushinski	\$ 28.37
406405	30 Glenwood Road	Paul & Patricia Pawlowski	\$ 261.51
450473.69	4 Sage Drive	Sheryl Coleman McCray	\$ 773.10
550345.42	5 Forest View Drive	Dawn Boccio McGee	\$ 32.45
608000.28	132 Oakmont Drive	Ben & Rebecca Pitcher	\$ 64.46
TOTAL REFUNDS			\$ 2,592.93

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 11th day of February, 2016.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MUA this February 11, 2016.

Brandy C. Boyington, Secretary

A RESOLUTION APPROVING THE EXPENDITURES
FROM THE IMPROVEMENT/REPLACEMENT FUND

Improvements -	\$ 24,450.54
Replacement -	<u>\$ 29,295.10</u>
TOTAL	\$ 53,745.64

STATE OF NEW JERSEY }
COUNTY OF BURLINGTON } :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 11th day of February, 2016.

Brandy C. Boyington, Secretary

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Mt. Holly Municipal Utilities
DISTRIBUTION DETAIL HISTORY REPORT
Purchase Order Processing

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Sorted By: Account Number

Account	Description					
Type	Post Date	Vendor ID	Invoice #	MUA PO#	Description	Amount
01-000-1240		DUE FROM IMPROVEMNT	FUND-PLAN			
	12/31/2015	RUMSEY ELECTRIC	CP#15-413	POR000279	ALLEN BRADLEY COMPAQ	\$6,917.46
	12/31/2015	RUMSEY ELECTRIC	CP#15-413	POR000279	SHIPPING CHARGE	\$10.08
				Totals:		\$6,927.54
01-000-1250		DUE FROM IMPROVEMNT	FUND-OUTS			
	2/3/2016	WHEL-TECH, INC.	CP#16-415	PO012712	M803 FLAT PACK P/S 211, 229 & 217 -	\$10,389.00
	2/3/2016	WHEL-TECH, INC.	CP#16-415	PO012712	M802 (NEMA 4 P/S 222 & 241 - CAP	\$7,134.00
				Totals:		\$17,523.00
01-000-1260		DUE FROM R & R FUND-PLANT				
	12/31/2015	JOTTAN ROOFING	CP#15-398	PO012457	ROOF REPAIR PLT #3	\$29,295.10
				Totals:		\$29,295.10
					TOTAL:	\$53,745.64

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

REQUISITION NO. 2016-23

DATE: February 11, 2016

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:

PAYEE	AMOUNT TO BE PAID	PURPOSE OF DISBURSEMENT
Rumsey Electric	\$ 6,927.54	Allen Bradley Compaq Logic PLC
Whel Tech, Inc.	\$17,523.00	Mission Monitoring System Model M803 PS #211, 229, 217, Model M802 PS #222, PS #241
Jottan Roofing	\$29,295.10	Roof Repair Plt #3

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 #9500087607 at Beneficial Bank.

Dated: _____ By: _____
Authorized Officer

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

REQUISITION NO. 2016-23

DATE: February 11, 2016

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:

PAYEE	AMOUNT TO BE PAID	PURPOSE OF DISBURSEMENT
Rumsey Electric	\$ 6,927.54	Allen Bradley Compaq Logic PLC
Whel Tech, Inc.	\$17,523.00	Mission Monitoring System Model M803 PS #211, 229, 217, Model M802 PS #222, PS #241
Jottan Roofing	\$29,295.10	Roof Repair Plt #3

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 #9500087607 at Beneficial Bank.

Dated: By: _____
Authorized Officer

Mount Holly Municipal Utilities Authority
Regular Meeting of the Board of Commissioners

February 11, 2016

Executive Director's Report

- Hainesport Sewer Project: A discussion took place between the MHMUA and Hainesport Township on January 27, 2016 to finalize the outstanding Hainesport Sewer Project Connections. Township Administrator, Leo Selb met with MHMUA Personnel on February 5, 2016 to compare and confirm the remaining 47 properties associated with the sewer project.
- NJPDES Permit Renewal Status Engineering Resolution # 2015-94: Several meetings have taken place to coordinate this complex project and to help ensure that all deadlines are met. The most recent meeting was held on February 5, 2016 to finalize the sampling plans with a follow-up coordination meeting tentatively scheduled for March 23.
- Meeting with Dave Skibicki of Alaimo Associates: A meeting was held with Dave Skibicki of Alaimo Associates on Wednesday February 03, 2016. The status of several projects, escrow accounts and the Belt Press Installation Project were discussed.
- Rancocas Road Belt Filter Press Installation - Contract No. 2014-14: The Belt Filter Press Installation Project Bid Package is scheduled for advertisement by Alaimo Associates on February 09 with a March 08, 2016 bid opening date.
- Fuel Dispensing Services: A target date of September 2016 has been set to remove the MHMUA from fuel storage and dispensing. The permitting, cost, environmental requirements and liability associated with storage, handling and dispensing of fuels makes this a risky practice. The affected agencies that currently receive fuel through the MHMUA program will be notified on or before June 01, 2016 that fuel will no longer be supplied by the MHMUA.
- Southern New Jersey Health Insurance Fund (SNJHIF) Medical Costs analysis: Continued investigation to compare the cost of medical insurance coverage by the SNJHIF to other coverages such as; the State Health Benefits Plan. Preliminary findings indicate there may cost savings worthy of a plan change within calendar year 2016.
- Business Office Accounting Software and Server Replacement update: There is a meeting scheduled on February 18, 2016 with Edmunds & Associates to further evaluate the costs associated with new accounting software. The accounting software server will be scheduled for replacement after the February 18th meeting, since a new server will be required regardless of accounting software utilization.
- Second Meter Program cost analysis: The MHMUA's Second Meter Program is currently under review to determine options that may simplify the program and possibly offer more customer options. A final report is expected by or before June 2016.
- Eastampton Sod Farm Development: A developer met with the MHMUA on January 26th to discuss a 450 unit age restricted development on Smithville Road near the Olde World Bakery. The developer has targeted a plan submission of April 2016 with a ground breaking in September 2016. This project was previously discussed with the MHMUA in March of 2014.
- Ron Nicholson Scholarship fund: Rancocas Valley High School requested the MHMUA participate in 2016 by again presenting a scholarship to a deserving student during the June awards ceremony.
- MHMUA Draft Revised Rules & Regulations: The Authority's revised Rules & Regulations are in draft status. Upon final review by MHMUA staff and MHMUA professionals, the Rules & Regulations will be presented to the Board of Commissioners for approval. The anticipated submission date to the Board for review is within 2016.

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
ENGINEER'S STATUS REPORT
February 5, 2016

M-0030-0007 Miscellaneous Services

As requested by the Authority, A letter will be sent to NJDEP, on behalf of the Authority, requesting a TWA determination to abandon one (1) of the two (2) dry wells at the Garden Street Pumping Station.

M-0030-0314 Belt Filter Press Installation

Alaimo received MHMUA comments on Drawings and Specifications on January 7, 2016. **Alaimo resubmitted the documents along with the construction estimate on January 22, 2016. MHMUA had no significant comments on the resubmitted documents. Project will be advertised on February 9, 2016 and bids received on March 8, 2016.**

M-0031-0194 Creekview, Sections 4 and 5

Letter was issued on September 21, 2015 to release developer from Performance Bond.

M-0031-0204 Eastampton Towne Center

The performance bond can be released upon receipt of a 10% maintenance bond.

M-0031-0207 Navy Building P237

Letter was issued on March 10, 2015 to release the Performance Bond and establish a Maintenance Bond.

M-0031-0208-001 Kirby's Court North

Letter was issued on January 4, 2016 not releasing Performance Bond because Punch List was not completed.

M-0031-0208-004 Parker's Mill East

Letter was issued on August 7, 2015 releasing Performance Bond for project upon receipt of Maintenance Bond of \$19,661.77.

- M-0031-0209 Washington Street Subdivision (Hainesport)
- Contractor has completed main and lateral installation as of March 3, 2015, but lines have not been tested.
- M-0031-0210 Eastampton Village II Subdivision
- Issued review and comment letter on April 27, 2015. Revised documents were received for review and approval on June 3, 2015. Alaimo issued review and comment letter on July 1, 2015; documents were designated "approved as corrected." TWA was signed off and preconstruction meeting is to be scheduled.
- M-0031-0213 West Rancocas Redevelopment, Phase 3B
- Documents were resubmitted on August 17, 2015. Review and comment letter was issued on September 28, 2015. Documents have been noted "Revise and Resubmit". Meeting was held on November 4, 2015 to go over changes to documents. Review letter was issued on November 30, 2015. Documents were approved.
- M-0031-0214 Hampton Hospital Expansion
- Letter was issued on August 26, 2015 and documents included drawings were deemed "Approved as Noted". Another review and comment letter was issued on September 11, 2015. Revised Utility Plan was issued for review on September 30, 2015. Awaiting Dewberry Engineer comments on review letter.
- M-0031-0215 Wellington Farms
- Concept Plan and documents were reviewed and comment letter was issued on August 31, 2015. MHMUA and Alaimo met with Nicholson Associates on September 17, 2015 to review project options.
- M-0031-0216 West Rancocas Redevelopment Sanitary Sewer Extension
- Second review and comment letter was issued on November 2, 2015. Documents have been noted "Approved as Noted". Meeting was held on November 4, 2015 to go over MHMUA comments. Review letter was issued on November 25, 2015. Documents were approved. **Shop Drawings were reviewed and sent out on December 15, 2015.**

M-0031-0217 Hainesport School District Sewer Conversion

Second review and comment letter was issued on October 30, 2015.
Documents have been noted as "Approved".

M-0031-0218 A Better Lumberton, LLC

Comment letter was issued on October 14, 2015.

M-0031-0219 Quaker Steak & Lube

Alaimo received documents for review, including Demolition and
Utility Plans, on December 1, 2015. **Review letter was issued on
December 31, 2015. Documents were deemed "Revise and Resubmit".**

M-0031-0220 Eastampton Place Apartments

**Alaimo received documents for review in December 2015. Still
awaiting MHMUA comments so that we can finalize review and
comment letter.**

DJS/dal



DEPUTY DIRECTOR FOR PLANT OPERATION'S REPORT

FOR

February 11, 2016

PLANT OPERATIONS

1. The **MONTHLY DISCHARGE MONITORING REPORT** summary for January, 2016 is included and indicates **no violations** for the period.
2. The **YEAR TO DATE CONSUMABLES USAGE REPORT** for January, 2016 is attached.
3. The **SLUDGE QUALITY** data summaries through January, 2016 are attached.
 - a. The sludge data shows no significant changes in sludge characteristics.
4. The **COLLECTION SYSTEM OPERATIONS** report for January, 2016 is attached.
 - a. Alarm monitoring system conversions are continuing.
5. There was **ONE ODOR COMPLAINT** received during the period covered by this report.
 - a. The odor complaint received was the result of odors generated in a private collection system and was not attributed to MUA facilities.
6. The **YEAR TO DATE INDUSTRIAL PRETREATMENT ACTIVITIES REPORT** summary for January, 2016 is attached.

Respectfully submitted,

Joel L. Hervey
Superintendent of Operations

Mount Holly Municipal Utilities Authority

Report Date: 02/02/2016

Receipt Summary Report for the Period

1/2/2016 Through 1/29/2016

Page 1

Source Name	Waste Type	Flow, gpd	Total Gallons	Total Tons	No. of Trucks	Average % Solids	Amount Charged
A & L SEPTIC SERVICES	Septage	5874	182,100		36	0.4	\$7,284.00
BEMS / BIG HILL LANDFILL	Leachate	1774	54,989		11	1.0	\$2,144.57
BROWN, ALBERT S.	Septage	516	16,000		4	1.5	\$876.00
Burlington County RRF PO# 13-09265	Leachate	35936	1,114,019		171	0.5	\$20,052.34
Cella's Septic Company	Septage	758	23,500		5	0.7	\$940.00
Colgate-Palmolive Company	Miscellaneous	210	6,500		1	0.1	\$780.00
Deckers Septic	Septage	639	19,800		6	0.4	\$792.00
Dey Farms	Miscellaneous	903	28,000		4	0.3	\$1,400.00
Dolan Septic LLC	Septage	155	4,800		1	0.6	\$192.00
Don E. Miller Cesspool Service	Septage	668	20,700		9	0.6	\$828.00
Drayton	Septage	5639	174,800		42	0.5	\$6,992.00
Drayton Transfer Station	Septage	4132	128,100		31	0.9	\$5,648.00
Fieldsboro	Sludge	323	10,000		2	1.4	\$800.00
Homestead Treatment Utilities, Inc.	Sludge	1387	43,000		7	1.0	\$1,763.00
JL Septic of SJ, Inc.	Septage	697	21,600		6	0.5	\$864.00
Johnny On The Spot	Septage	903	28,000		7	4.2	\$3,580.00
Laird & Company	Miscellaneous	695	21,539		4	0.4	\$990.79
Mansfield Farms	Sludge	1806	56,000		8	1.2	\$2,296.00
Mobile Estates of Southampton, Inc.	Sludge	161	5,000		1	3.1	\$400.00
Monmouth County Rec. LF	Leachate	2890	89,600		16	0.9	\$1,702.40
NEW EGYPT SCHOOL PO#15-1280	Sludge	129	4,000		1	1.7	\$320.00
PERRY EQUIPMENT COMPANY INC.	Miscellaneous	968	30,000		6	0.4	\$2,400.00
Palmyra	Sludge	4403	136,500		21	1.1	\$6,825.00
Puglisi Egg Farms. Inc.	Septage	968	30,000		5	0.7	\$1,200.00
State Environmental Services	Septage	694	21,500		5	0.3	\$860.00
Waste Management/Parklands Landfill	Leachate	1497	46,400		11	0.3	\$1,160.00

Total
Gallons
2,316,447

Total
Tons
0

No. of
Trucks
421

Amount
Charged
\$73,090.11

Annual Consumables Summary- 2016

Fund Number	Consumable Name	Unit														Actual	Actual	Actual	Projected 2016		2016
		Price	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTDTOT	YTDAVE	YTD COST	Quantity	Costs	Budget	
020-6042	City H2O (100 gal)	0.5968	763.02												763.02	763.02	\$455.37	9156.24	\$5,464.44	\$15,000.00	
040-6045	Diesel Fuel (gal) Vehicles	1.8181	696.80												696.80	696.80	\$1,266.85	8,361.60	\$15,202.22	\$17,000.00	
020-6044	Diesel Fuel (gal) Gen	1.8462	98.00												98.00	98.00	\$180.93	1,176.00	\$2,171.13	\$20,000.00	
022-6044	Diesel Fuel (gal) Maple Ave	1.8462	53.00												53.00	53.00	\$97.85	636.00	\$1,174.18	\$5,000.00	
020-6106	Ecogrow Nutrients	5.7500	15.00												15.00	15.00	\$86.25	180.00	\$1,035.00	\$2,000.00	
020-6041	Electric (100 kwhr)	0.0679	2,604.00												2,604.00	2,604.00	\$176.81	31,248.00	\$2,121.74	\$380,000.00	
022-6041	Electric (100 kwhr)Maple Ave	2.9994	658.68												658.68	658.68	\$1,975.64	7,904.16	\$23,707.74	\$20,000.00	
020-6102	Hypochlorite (gal)	1.0480	3,237.00												3,237.00	3,237.00	\$3,392.38	38,844.00	\$40,708.51	\$80,000.00	
022-6102	Hypochlorite - Maple Ave	1.0480	29.00												29.00	29.00	\$30.39	348.00	\$364.70	\$10,000.00	
020-6105	Lime (lbs)	0.0810	800.00												800.00	800.00	\$64.80	9,600.00	\$777.60	\$1,000.00	
020-6104	MgOH (gal)	2.1595	1,640.00												1,640.00	1,640.00	\$3,541.58	19,680.00	\$42,498.96	\$55,000.00	
020-6046	Natural Gas (ccf)	0.9792	943.00												943.00	943.00	\$923.39	11,316.00	\$11,080.63	\$7,500.00	
022-6045	Natural Gas (ccf) Maple Ave	0.9264	174.12												174.12	174.12	\$161.30	2,089.40	\$1,935.58	\$5,000.00	
020-6101	Polymer (lbs)	1.8900	1,500.00												1,500.00	1,500.00	\$2,835.00	18,000.00	\$34,020.00	\$55,000.00	
020-6103	Sodium Bisulfite (gal)	2.2400	1,070.00												1,070.00	1,070.00	\$2,396.80	12,840.00	\$28,761.60	\$25,000.00	
040-6045	Unleaded-MUA (gal)**	1.8441	914.30												914.30	914.30	\$1,686.06	10,971.60	\$20,232.73	\$133,000.00	
Subtotal																\$19,271.40		\$231,256.77		\$830,500.00	
Collection System Consumables																					
040-6104	Bioxide (gals)	2.7200	2,114.10												2,114.10	2,114.10	\$5,750.35	25,369.20	\$69,004.22	\$60,000.00	
040-6044	Diesel Fuel (gal) P/S Gen	1.8462	53.30												53.30	53.30	\$98.40	639.60	\$1,180.83	\$500.00	
040-6046	Natural Gas (ccf)	0.9792	400.00												400.00	400.00	\$391.68	4,800.00	\$4,700.16	\$3,500.00	
Subtotal																6,240.43			74,885.21	64,000.00	
Total																\$7,926.50			\$95,117.94	\$197,000.00	

MONTHLY AVERAGE VALUES

PARAMETER	10/15	11/15	12/15	01/16	02/16	03/16	04/16	05/16	06/16	07/16	08/16	09/16	YEARLY AVERAGE		Limits
													This Reporting Period	Last Reporting Period	
POTW Flow	2.96	2.85	3.08	2.98										3.053	5
CBOD5(influent)	222	240	201	182										227.3	n/a
CBOD5(effluent)	< 2	< 2	< 2	< 2										1.7	15
COD(influent)	916	1058	901	799										767.0	n/a
COD(effluent)	31.2	45.3	48	73										36.3	n/a
TKN(influent)	64.4	74.7	84.7	not yet										68.4	n/a
TKN(effluent)	2.1	2.1	2.5	available										2.3	15
TSS(influent)	432	553	730	493										435.0	n/a
TSS(effluent)	1	2.5	1	2										1.5	30
pH(influent-Max)	6.8	6.8	6.9	8.5										8.5	n/a
pH(influent-Min)	6.3	6.4	6.3	6.5										5.9	n/a
pH(effluent-Max)	7	7	6.9	7.1										7.2	9
pH(effluent-Min)	6.5	6.7	6.6	6.6										6.4	6
Oil & Grease (effluent)	< 2.2	< 2.2	< 2.2	< 2.2										1.6	10
SQAR															
Arsenic	< 11.5	< 11.5	< 12.5	< 12.6										<11.8	41
Beryllium	< 5.8	< 5.8	< 6.3	< 6.3										<5.9	n/a
Cadmium	< 2.9	< 2.9	< 3.1	< 3.1										1.40	39
Chromium	26.2	22.5	22.3	23.5										22.10	n/a
Copper	974	827	719	679										774.7	1500
Lead	49.7	31.2	22.8	23.3										27.33	300
Mercury	1.8	0.77	0.5	0.58										0.70	17
Molybdenum	< 11.5	< 11.5	< 12.5	< 12.6										6.50	75
Nickel	22.2	17.3	17.9	38.2										21.31	420
Selenium	< 28.8	< 28.8	< 31.3	< 31.5										<29.4	100
Zinc	1600	1320	1210	1210										1349.9	2800
Cyanide	N/A	N/A	N/A	N/A										<1.6	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

YEARLY TOTALS OF COLLECTION SYSTEM WORK

R-23A

YEAR 2016

MONTH		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1)	MISCELLANEOUS BEEPER CALL	10												10
2)	MISCELLANEOUS CALLS NOT OURS	1												1
3)	NUMBER OF OVERTIME CALLS	9												9
4)	ACTUAL OTHER BILLABLE MANHOURS	0												0
5)	NUMBER OF FEET OF PIPE CLEANED	3,438												3,438
6)	MANHOLE OVERFLOW INCIDENTS	0												0
7)	LATERAL INSPECTIONS	0												0
8)	MANHOLE INSPECTIONS	16												16
9)	TOTAL NUMBER OF SERVICE CALLS (STOPPAGE)	8												8
10)	NUMBER OF SERVICE CALLS NOT OUR PROBLEM	8												8
11)	NUMBER OF OVERTIME SERVICE	2												2
12)	NUMBER OF REPEAT SERVICE CALLS **	0												0
13)	NUMBER OF SECOND WATER METER READINGS	9												9
14)	NUMBER OF FEET OF PIPE SMOKE TESTED	0												0
15)	NUMBER OF FEET OF PIPE TELEVISED	0												0
16)	MARK OUT REQUESTS	154												154

** SAME MAIN IN A 3 MONTH PERIOD

COLLECTION SYSTEM COMMENTS
JANUARY 2016

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
211	1-14-16						Installed Mission M800.
220	1-8-16						Responded for high wetwell float alarm. Wetwell level hitting high float. Cleaned transducer and then the level was correct.
223	1-16-16	Yes, Pulled P-1 for inspection.	Yes, Pulled P-1 for inspection. Maintenance adjusted impeller clearance and pump was put back in service.				
233	1-9-16		Had numerous issues throughout the month with P-1 not pumping. Pulled P-1 and took to maintenance. Maintenance adjusted impeller clearance. The pump was installed on 1-14-16.				
234	1-11-16			Yes, P-1 check valve.			

COLLECTION SYSTEM COMMENTS
JANUARY 2016

THERE WAS ONE BIOXIDE DELIVERY MADE IN THE MONTH OF JANUARY ON 1-18-16.

<u>PUMP STATIONS</u>	<u>GALLONS</u>
P/S # 15	
P/S # 19	1008
P/S # 21	459
P/S # 22	
P/S # 24	
P/S # 25	
P/S # 26	917.4
C.O.B	271

THERE WAS 2655.4 TOTAL GALLONS OF BIOXIDE DELIVERED IN THE MONTH OF JANUARY.

THERE WERE FOUR FUEL ADDITIONS MADE IN THE MONT JANUARY ON 1-21-2016.

<u>PUMP STATION</u>	<u>GALLONS</u>	<u>PUMP STATION</u>	<u>GALLONS</u>
P/S # 01		P/S # 21	
P/S # 02	32.3	P/S # 22	30
P/S # 08		P/S # 23	
P/S # 10		P/S # 24	17.6
P/S # 11	1.9	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			

THERE WAS 81.8 TOTAL GALLONS OF FUEL ADDED IN THE MONTH OF JANUARY.

Odor Complaint Record

Odor Complaint Instructions

The Shift Supervisor or other qualified employee of the MHMUA must complete this form and investigate the complaint within 2-hours of receipt of an odor complaint.

Name of MHMUA employee taking call v Date: 1/28/2016 Time 8:10
Caller: Nam George Swain Telephone: (609)458-4418
Address: 1622 Route 38 (Lucas Chevrolet) Township Lumberton

Select check box on all
odor complaints to send
an email ☐

**ANY ODOR CONTROL COMPLAINT FROM SOUTH HUNTERDON AVENUE IN HAINESPORT
CALL JOEL'S CELL PHONE @ (609) 969-2009 IMMEDIATELY!**

Questions to be asked of caller by MHMUA employee

What time did you first detect an odor: 7:30 Do you still smell the odor: Yes
Have you smelled the odor before: No Where: Outside the building
When: Now
Is the odor constant or intermittent: Constant Describe the odor: Sewage odor
Caller comments The caller stated that there is a strong sewer odor outside the building but is worse in the back of the dealership.

If the caller indicates that they no longer detect an odor, advise them that we cannot investigate an odor complaint unless the odor is currently present. Advise them that if the odor returns t please call back as soon as possible so that we can investigate.

Name of MHMUA investigator: Jim Lutes, Mike Johnson Time investigated: 8:30 Date: 1 /28/2016
Weather Conditions: Sunny Humidity Level 91%
Wind Information: Speed: calm MP Direction: N/A Gusting: No GustingTo: 0 MP
Did you investigate the complaint: Yes Did you detect an odor: No

If you do not detect an odor, advise the resident of that and that they should call if they detect another odor. Do not make any unsubstantiated statements.

If an odor is detected:

Print Current Record

Did you isolate the source of the odor: No Did you speak with the caller: Yes
What did you tell the caller about your findings: I drove around the dealership and could not detect any odors. I called George Swain and he said that the odor was gone. I also drove behind Lumberton Plaza to make sure the odors weren't coming from there. None were detected.
What corrective actions, if any are needed:

None

If the odor is emanating from the plant, then the source must be identified and corrected:

Name of Supervisor contacted: Time
Supervisor's response or comments:

Please write additional information and note notification procedures:

TABLE AR-4
SUMMARY OF IWPT MONITORING PROGRAM

October 2015 through September 2016
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	2	0	0	2	2	2	2
Number of IUs added to POTW Monitoring Program		0		0		1		0
Number of IUs eliminated from POTW Monitoring Program		0		0		1		0
Total number of POTW inspections of IUs.		2		0		2		2
Total number of POTW sampling visits to IUs.	1	3		0	5 ¹	13 ¹	2	2
Total number of IUs in IPP not sampled.		0		0		0		0
Total number of IUs in IPP not inspected.		0		0		0		0

¹ Includes MHMUA monitoring in lieu of self-monitoring for the following facilities: Monmouth County Reclamation Center, Dey Farm

Bulk Waste Monitoring January, 2016

	January	December	October 2015- September 2016	October 2015- September 2016
1. Number of bulk delivery pH, T.S. and sensory checks:	421	518	1,917	5,850
2. Number of bulk delivery SQAR sampling checks:	0	0	0	0
3. Number of bulk delivery conventional pollutant checks:	12	11	44	111
4. Number of bulk septage sources:	12	15	18	17
5. Number of bulk sludge sources:	6	8	8	16

Sampling (January): MCRC, Dey Farm, BURLCO

Inspections (January): None

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

MONTHLY REPORT – Safety Director and Special Projects

February 3, 2016

For the Period January 1, 2016 – January 31, 2016

Regulatory Affairs, Policy and Procedure - Robert J. Teeter, Jr. of First Environmental (New Jersey Environmental JIF consultant) and I previously met to review with the EPA Spill Protection Control and Countermeasure ("SPCC") requirements. Rob had reviewed the draft program previously submitted to the former EJIF consultants. Although the program addressed the requirements for the petroleum storage in the maintenance building and for the refueling of plant emergency generators, it did not address the Authority's 8000 gasoline tank and 2000 gallon diesel tank located on the Township property. Rob indicated that as the tanks are owned by the Authority and are located on land that is contiguous to the Rancocas Road plant, they must be included in the SPCC plan. As the combined total of all petroleum product storage (inclusive of the aforementioned tanks) is in excess of 10,000 gallons, the Authority is required to develop a "full detail" SPCC program, making the previous draft obsolete.

A draft of a "full" SPCC plan was emailed to Richard Erickson and Robert Teeter, Jr. at First Environmental (EFIJ consultant) for review on January 6, 2016. I have not yet received comments regarding the submittal. A follow-up to the initial email was also sent to determine the status of the request for plan review.

Fleet Services - I have been researching options available to the Authority that would remove it from fuel storage and distribution operations. Of the original five companies contacted that offer Fleet Services, there has been ongoing telephone and email communications with three; BBLFLEET, EFLEETS (Enterprise), and IMPAC (State contract). With regard to the others, ARI indicated the Authority's fleet is too small to be considered and Fuelman has been unresponsive to any communication after the initial contact. I have requested and receive reference information from two of the three active companies and will be making contact with same to discuss the pros and cons (if any) of the individual programs. In addition to the aforementioned companies, I have had several verbal and email conversations with the County regarding their agreement with ARI and the status of the Maple Avenue fueling center. A full report will be presented to and reviewed with Bob in February.

New Jersey Utilities Authority JIF – I will be attending the annual Safety Kickoff Breakfast and Awards Ceremony on Wednesday, February 24th. The Executive Safety Committee will be holding a planning and reorganization meeting immediately following the ceremony to prepare for the upcoming Safety Expos to be held in June and September.

Employment Practices Liability Manual – The draft manual is complete with the exception of the section for the Donated Sick Leave program. I was advised there were revisions made to the draft document initially submitted. Same was requested for inclusion in the draft manual. The draft manual was sent to the ED and solicitor on October 1, 2015 for review and discussion.

Five EPL training programs discussing Hostile Work Environment and CEPA were provided for all operational personnel on Nov. 3rd & 4th. An additional seminar will be scheduled for office administration in January as well as a makeup class for operational personnel that missed the November presentations

Human Resources Manual – I am proceeding with developing a Human Resource manual. This is an intensive process as the manual should be comprehensive inclusive of all exposures. The initial draft was over 250 pages. It is being reduced (now 141 pages) through review and editing.

ARC Flash Update – With the assistance of the electricians, we have gathered what we believe to be the required information needed to obtain proposals for Professional Engineering Services for the Short Circuit, Overcurrent Device Evaluation, Overcurrent Device Coordination, and ARC Flash Analysis for all 42 pump stations as well as updating the plans for the Rancocas Road and Maple Avenue facilities. Recent revisions to the National Fire Protection Association (NFPA) National Electrical Code NFPA 70 and 70E require the ARC Flash Audit be updated every five years.

A Request for Quotations will be drafted so the Authority can determine if a Bid Document or Request for Proposal will be needed for completion of all work.

As part of the Arc Flash program and as required by the National Electric Code, we are obtaining pricing to upgrade the electricians PPE to include Category 4 protection required to be worn when performing specific work processes in and around energized equipment.

Lockout/Tagout Program (“LOTO”) – We are in the process of updating the equipment specific LOTO procedures for plant 3. Once plant 3 is complete, we will move to plants 1 and 2 then Maple Avenue and the collection system. Once revised, all equipment specific LOTO procedures will be printed, laminated and displayed on or around the equipment. As part of the process the LOTO kits in each department were reviewed and updated as needed.

Purchasing Manual – The manual was updated with the October resolution, title changes were made to the manual and flowcharts and same was sent to Sherrill Cox for review.

Electronic Records Imaging and Information Management System – We are in the process of researching the process of developing a State approved program that will allow us to scan all the hardcopy records and documents currently stored at several Authority locations as well as records moving forward. Some benefits of the program include but are not limited to a reduction of hardcopy storage through electronic media, quick access to archived material, improved internal record keeping, etc. As part of the process, we have obtained and are reviewing the required applications. As part of the process, we have developed a draft Disaster Recovery Plan which is a key element of the application process. I will be working with John Connors to obtain other pertinent information for program development. I spoke with Heide Brunt with the Township of Middletown (NJ) regarding the success of their program which has been in place since 2010. I also left a message with Sunrise Systems, a vendor contracted by the State to work with entities to develop such programs. More information will be provided as it becomes available.

Other Manual Updates – The Authority's Emergency Response & Action Plan and Vulnerability Assessment plans were updated along with an abbreviated version developed and posted earlier in the year in preparation for Hurricane Joaquin. I am also in the process of updating the Authority Safety Manual, a draft of which was forward to Robert Holwitt of J A Montgomery for review and comment.

NJDEP & Employee Training – The Authority received confirmation that training contacts hours (TCH) credits were approved for an additional four of the Authority's training programs at 1 credit per training hour. This brings the total to 10 for Authority training programs that have been approved by the NJDEP-TCH committee. I submitted the list of training programs conducted in November and December to the Division of TCH credit for the licensed operators. I will be submitting additional programs for review by the committee for both administration and safety credits in early 2016.

Safety Committee – Safety Committee meetings were held in October, November and December. Meetings are scheduled for the third Tuesday of February, April, June, August, October and December.

Permit Required Confined Space Entries – January 1, 2016 thru December 31, 2016

2016 Confined Space Entry Activity by Department/Location													
Rancocas Road Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Grit/Screen	0												0
Trickling Filters	0												0
Other	2												2
TOTAL	2												2
Maple Avenue Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
TOTAL	0												0
Collection System – (To be reported quarterly) ** Air Relief Valves/Contract Stations													
	Jan – Mar			April – June			July – Sept			Oct – Dec			
Pump Stations	8												8
Combined Totals	10												10

Hot Work Permits – (for welding/cutting/brazing/grinding) - January 1, 2016 thru December 31, 2016

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Plant R & M	2												2

Claims/Insurance Activity

All claims have been investigated with appropriate follow-up and or notifications made when necessary. A workers compensation spreadsheet has been established so that historical data can be reviewed to identify any trending. Identification of claim trends is extremely important to reducing the frequency and severity of claims.

Coverage	Frequency	Type/Status
Automobile Liability	0 - YTD. = 0	Nothing reported for period
General Liability	0 - YTD. = 0	Nothing reported for period
Property/Equipment Loss/Damage	0 - YTD. = 0	Nothing reported for period
Worker Compensation	0 - YTD. = 0	Nothing reported for period

Personal Injury Incident Activity - January 1, 2016 through December 31, 2016			
Type of Injury	Frequency	Department	Frequency
Cut/Puncture/Scrape		Plant	
Slip/Trip/Fall		Mechanical Maintenance	
Push/Pull		Electrical Maintenance	
Exposure		Plant Administration	
Not Work Related		Collection Operators	
Sprain/Strain		Office Administration	
Animal/Insect/Foliage		Support Services	
Struck by or against		Laboratory	
Foreign Body in Eye		Painter	
Totals			

2015 Worker Injuries Year-In-Review

Lost Time	Alt. Duty	Title	Cause	DESCRIPTION
0	0	Collection Operator	Struck By	Struck on top of left foot by concrete pipe support that became loose from anchor and fell over
0	0	Plant Operator	Unknown	Right finger laceration noted while removing disc filter strainer cap. Does not know the cause
0	0	Collection Operator	Struck By	Struck in head by a improperly secured winch
0	0	Plant Operator	Slip/Fall	Slip and fell on ice while walking to get samples from aeration tank
0	0	Plant Operator	Walking	Felt discomfort in left ankle when stepping onto landing at bottom of stairs
0	0	Electrical	Caught By/Between	Finger was caught between conduit and steel beam when saw blade bound in conduit
0	0	Plant Operator	Animal/Insect	Multiple ant bites while loading 6" hose that had been laying in grass onto trailer
0	0	Plant Operator	Struck Against	Struck head on air duct while putting up plastic in lab for roof removal
0	0	Plant Operator	Slip/Fall	Twisted and bruised right knee and hip when leg went through loose metal grating
0	38	Maintenance	Struck Against	Left knee and shin struck frame of loader when breaker bar & wrench slipped off filter plug
0	0	Plant Operator	Struck Against	While reaching in to clean rags from screw in headworks, cut wrist on lip of unit

0	0	Plant Operator	Struck Against	Contacted sharp edge or burr when wiping down electrical and control panels in RDT building
5	0	Electrical	Bend/Twist/Lift	Trying to hold open door while reaching, twisting and lifting tool bucket to use as door stop
0	0	Plant Operator	Push/Pull	Fell tightness in back after pulling and draining 1 1/2" plant hose

The Occupation Safety and Health Administration (OSHA) and Bureau of Labor Statistics (BLS) forms were completed and a copy of same along with total man-hours and average number of employees was submitted to the New Jersey Department of Labor for review. The State has not sent out the New Jersey Bureau of Labor Statistics forms yet. The forms identify which State and Federal departments should receive the electronic filing of the data. Same will be processed when received.