

TO: MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
FROM: ROBERT G. MAYBURY, EXECUTIVE DIRECTOR  
DATE: DECMEBER 10, 2015  
SUBJECT: REGULAR MEETING

\*\*\*\*\*

There will be a REGULAR MEETING of the Mount Holly Municipal Utilities Authority held on Thursday, December 10, 2015 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:

- A. ROLL CALL  
Mr. Thiessen\_\_\_\_, Mr. Jones\_\_\_\_, Mr. Silcox\_\_\_\_, Mr. Brown\_\_\_\_, Mr. Banks\_\_\_\_
- B. VERIFICATION OF NOTICE



- C. PLEDGE OF ALLEGIANCE
- D. PUBLIC COMMENTS ON AGENDA ACTION ITEMS ONLY
- E. APPROVAL OF MINUTES  
Regular Meeting November 12, 2015  
Executive Meeting November 12, 2015 (RES 2015-105)

MOTION MADE BY \_\_\_\_\_, SECONDED BY\_\_\_\_\_.

- F. OLD BUSINESS:  
**RESOLUTION 2015-107** A RESOLUTION AWARDING ALS. (Contract # 2015-13)  
FOR LABORATORY TESTING SERVICES

**RESOLUTION 2015-113** A RESOLUTION AUTHORIZING THE EXECUTION OF AN EMPLOYMENT AGREEMENT BETWEEN THE EXECUTIVE DIRECTOR AND THE AUTHORITY

- G. NEW BUSINESS:  
**RESOLUTION 2015-106** A RESOLUTION APPROVING THE HOURLY MINIMUM OF HOURS FOR BENEFITS ON THE BEHALF OF THE CFO POSITION.

**RESOLUTION 2015-108** A RESOLUTION APPROVING CHANGES TO THE ORGANIZATIONAL CHART OF THE MT. HOLLY MUNICIPAL UTILITES AUTHORITY.

**RESOLUTION 2015-112** A RESOLUTION OF THE MT. HOLLY MUNICIPAL UTILITES AUTHORITY APPROVING WAIVER OF CONNECTION FEES FOR COURT-MANDATED RELOCATION PROJECT IN WEST RANOCAS DEVELOPMENT.

- H. 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 2015-109** A RESOLUTION APPROVING THE OPERATING EXPENSES FOR THE MONTH OF NOVEMBER 2015 IN THE AMOUNT OF \$720,992.66  
**\*RESOLUTION 2015-110** A RESOLUTION APPROVING THE SEWER REFUNDS FOR THE MONTH OF NOVEMBER 2015 IN THE AMOUNT OF \$1170.42  
**\*RESOLUTION 2015-111** A RESOLUTION APPROVING THE EXPENDITURES FOR THE MONTH OF NOVEMBER 2015 FROM THE IMPROVEMENT AND REPLACEMENT FUND IN THE AMOUNT OF \$115,972.00

MOTION MADE BY \_\_\_\_\_, SECONDED BY\_\_\_\_\_.

- I. COMMUNICATIONS
- J. MATTERS TO BE PRESENTED BY THE PUBLIC
- K. REPORT OF THE EXECUTIVE DIRECTOR
- L. REPORT OF THE ENGINEER
- M. REPORT OF THE DEPUTY DIRECTOR FOR PLANT OPERATIONS
- N. REPORT OF THE DEPUTY DIRECTOR FOR REGULATORY AFFAIRS
- O. REPORT OF THE SOLICITOR
- P. REPORT OF THE FINANCE ADMINISTRATOR/TREASURER
- Q. OTHER NEW BUSINESS
  
- R. MATTERS TO BE PRESENTED BY THE COMMISSIONERS
- S. EXECUTIVE SESSION yes\_\_\_\_ no\_\_\_\_ @ \_\_\_\_:\_\_\_\_ P.M.  
MOTION MADE BY \_\_\_\_\_, SECONDED BY\_\_\_\_\_.
- T. ADJOURNMENT by \_\_\_\_\_@ \_\_\_\_:\_\_\_\_ P.M.  
MOTION MADE BY \_\_\_\_\_, SECONDED BY\_\_\_\_\_.

*Happy Holidays.*

## **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, December 07, 2015 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.

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
November 12, 2015**

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday, November 12, 2015; 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. Joshua Brown, Commissioner  
Mr. Christopher Banks, Commissioner

ALSO Robert Maybury, Executive Director  
PRESENT: Katelyn McElmoyl, Esq., Solicitor Parker McCay  
George Morris, Esq., Solicitor Parker McCay  
Timothy O'Donnell, Esq., Long Marmero & Associates, LLP, Special Counsel  
David Skibicki, R. A. Alaimo Associates, Engineer  
Cheryl Wurst, MHMUA Interim Finance Administrator/Treasurer  
Michelle Nocito, MHMUA Finance Administrator/Treasurer  
Anthony Stagliano, Deputy Director of Regulatory Affairs  
Joel Hervey, Deputy Director for Plant Operations  
Brandy C. Boyington, Broad Secretary  
Timothy Kiel, CPA, RMA, CMFO Bowman and Company  
Kenneth Pearson, Retiree of MHMUA

ABSENT: Mr. Jason Jones, Commissioner

**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, November 09, 2015, 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:**

NONE

**APPROVAL OF MINUTES:**

Commissioner Silcox moved for the approval of Regular Meeting Minutes & Executive Meeting Minutes of October 08, 2015. Commissioner Brown seconded the motion. At the call of the roll the vote was:

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

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

**RESOLUTION 2015-100** A RESOLUTION ADAPTING THE MT.HOLLY MUNICIPAL UTILITIES AUTHORITY 2016 BUDGET.

Tim Kiel from Bowman and Company was present to explain the proposed budget. Executive Director Maybury clarified in 2015 the total annual budget was \$14,919,000 and the 2016 purposed budget is \$14,919,000, a difference of \$771,000 that includes the following: (\$500,000 for a debt service balloon payment, approximately \$114,000 additional for health care coverage and other increases were for contractual requirements)

Commissioner Brown moved for the adapting of the Mt. Holly Municipal Utilities Authority 2016 Budget. Commissioner Silcox seconded the motion. At the call of the roll, the vote was:

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Jones

**RESOLUTION 2015-101** A RESOLUTION APPROVING S-1 APPLICATION FOR A BETTER LUMBERTON.

Commissioner Silcox moved for the approval of the S-1 application for A Better Lumberton. Commissioner Brown seconded the motion. At the call of the roll, the vote was:

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Jones

**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 2015-102**

A RESOLUTION APPROVING THE OPERATING EXPENSES FOR THE MONTH OF OCTOBER 2015 @ \$335,000.00

**\*RESOLUTION 2015-102A**

A RESOLUTION APPROVING THE SEWER REFUNDS FOR THE MONTH OF OCTOBER 2015 @ \$1,657.55

**\*RESOLUTION 2015-103**

A RESOLUTION APPROVING THE ESCROW EXPENSES FOR THE MONTH OF OCTOBER 2015 @ \$9,496.55

**\*RESOLUTION 2015-104**

A RESOLUTION APPROVING THE EXPENDITURES FOR THE MONTH OF OCTOBER 2015 FROM THE IMPROVEMENT AND REPLACEMENT FUND @ \$ 36,303.36

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

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Jones

**COMMUNICATIONS**

None

**MATTERS TO BE PRESENTED BY THE PUBLIC**

None

**REPORT OF THE EXECUTIVE DIRECTOR**

The Report of the Executive Director was received. Executive Director Maybury mentioned that he would like to welcome the MHMUA’s new CFO Michelle Nocito.

**REPORT OF THE ENGINEER**

The Report of the Engineer was received.

**REPORT OF THE DEPUTY DIRECTOR FOR PLANT OPERATIONS**

The Report of the Deputy Director of Plant Operations was received.

**REPORT OF THE DEPUTY DIRECTOR FOR REGULATORY AFFAIRS**

The Report of the Deputy Director for Regulatory Affairs.

**REPORT OF THE SOLICITOR**

The Report of the Solicitor was received.

**REPORT OF FINANCE AND ADMINISTRATION/BOARD TREASURER**

The Report of Interim Finance and Administration /Board Treasurer was received.

**OTHER NEW BUSINESS**

None

**MATTERS TO BE PRESENTED BY COMMISONERS**

None

**Executive Session**

Commissioner Silcox moved for approval of Resolution 2015-105. Commissioner Silcox seconded the Motion. At the call of roll, the vote was:

AYES: Commissioner Silcox, Commissioner Brown, Commissioner Banks, Chairman Thiessen  
NAYS: ---  
ABSTAIN: ---  
ABSENT: Commissioner Jones

At 6:25 P.M. the Authority Commissioners retired to Executive Session for a discussion of the matter listed in the below resolution.

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION 2015-105**

**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 \_\_\_\_ 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;
- \_\_\_\_ 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: \_\_\_\_\_);
- ☒ 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; discussion on the possible sale of 37 Washington Street.

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

\_\_\_\_\_ Any investigations of violations or possible violations of the law;

X 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 connection fee matter, Gardens Redevelopment project and waiving of certain connection fees, and contract negotiations with an accounting software company.

(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);*

\_\_\_\_\_ 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

\_\_\_\_\_ 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 November 12, 2015.

\_\_\_\_\_  
Brandy C. Boyington

#### **ADJOURNMENT**

Commissioner Brown moved for adjournment. Commissioner Banks seconded the motion. Chairman Thiessen adjourned the meeting at 7:03P.M.

Respectfully submitted,

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

# MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

## RESOLUTION 2015-105

### 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 \_\_\_\_ 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, 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;

\_\_\_\_ 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: \_\_\_\_\_);

☒ 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; discussion on the possible sale of 37 Washington Street.

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

\_\_\_\_ Any investigations of violations or possible violations of the law;

☒ 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 connection fee matter, Gardens Redevelopment project and waiving of certain connection fees, and contract negotiations with an accounting software company.

(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);*

\_\_\_\_ 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



\_\_\_\_\_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 November 12, 2015.

\_\_\_\_\_  
Brandy C. Boyington

**RESOLUTION 2015-107**  
**Awarding a Contract for Certified Environmental Laboratory**  
**Testing Services Based Upon Qualified Proposals**

WHEREAS, The Mount Holly Municipal Utilities Authority solicited proposals pursuant to the Local Public Contracts Law for the supply of Certified Environmental Laboratory Testing Services; and

WHEREAS, proposals were received, and reviewed by the Authority; and

WHEREAS, Analytical Laboratory Services, provided the most advantageous proposal including price and other factors considered with a bid price of \$ 11,370 annually; and

WHEREAS, the Executive Director has recommended award of this contract; and

WHEREAS, a certificate of availability of funds has been provided by the designated certifying finance officer and is attached hereto.

NOW, THEREFORE, BE IT RESOLVED by THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY this 10th day of December, 2015, that Contract No. 2015-13, and for the supply of Certified Environmental Laboratory Testing Services same is hereby awarded to Analytical Laboratory Services based upon its proposal for the amount of \$11,370 annually.

BE IT FURTHER RESOLVED that the Chairman and Secretary of this Authority be and the same are hereby authorized to execute this Contract on the Authority's behalf.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

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

Attest:

\_\_\_\_\_  
Brandy C. Boyington, Board 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, Solicitor

## **CERTIFICATE OF AVAILABILITY OF FUNDS**

I, Robert G. Maybury, Executive Director and Certifying Finance Officer of The Mount Holly Municipal Utilities Authority, do hereby certify, pursuant to the rules of the Department of Community Affairs, Division of Local Government Services (N.J.A.C. 5:34-5.1 et seq.), that there are available adequate funds for the following proposed contract:

CONTRACT: Laboratory Testing Services

CONTRACT NUMBER: 2015-13

CONTRACTOR: Analytical Laboratory Services, Inc.

CONTRACT AMOUNT: \$11,370 annually

BUDGETARY LINE ITEM: 01-030-6035

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

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Robert G. Maybury  
Certifying Finance Officer

Dated: December 10, 2015

**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.

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Robert G. Maybury  
Certifying Finance Officer

**RESOLUTION 2015-113**

**AUTHORIZING THE EXECUTION OF AN EMPLOYMENT AGREEMENT  
BETWEEN THE EXECUTIVE DIRECTOR AND THE AUTHORITY**

**WHEREAS**, Robert Maybury of Westampton, New Jersey was named the Executive Director in May 2015; and

**WHEREAS**, Mr. Maybury and the Authority have negotiated an Employment Agreement between them which is acceptable to all parties

**NOW, THEREFORE, BE IT RESOLVED**, by the Mount Holly Municipal Utilities Authority that the Chairman is hereby authorized to execute an Employment Agreement with Robert Maybury, Executive Director, said Agreement shall be attached hereto and made part of this Resolution.

Motion:

Second:

Record Vote

AYE

NO

ABSTAIN

ABSENT

Mr. Thiessen  
Mr. Silcox  
Mr. Banks  
Mr. Jones  
Mr. Brown

The foregoing is a true copy of a Resolution adopted by the Mount Holly Municipal Utilities Authority on December 10, 2015.

[SEAL]

THE MOUNT HOLLY MUNICIPAL  
UTILITIES AUTHORITY

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

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

**RESOLUTION 2015-106**

**A RESOLUTION APPROVING THE HOURLY MINIMUM OF HOURS FOR  
BENEFITS ON THE BEHALF OF THE CFO POSITION.**

BE IT RESOLVED by The Mount Holly Municipal Utilities Authority on this  
10th day of December 2015 that the benefits eligibility for the CFO position is defined  
as 32 hours a week and is hereby approved.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

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

Attest:

\_\_\_\_\_  
Brandy C Boyington, Board Secretary

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION 2015-108

RESOLUTION APPROVING THE REVISED ORGANIZATIONAL CHART.

WHEREAS, the Mount Holly Municipal Utilities Authority (“MHMUA”) has recently undertaken the preparation of amendments to various titles and job descriptions, so as to comply with policy and to more effectively and efficiently operate the waste water treatment facility; and

WHEREAS, it’s necessary for the MHMUA to approve the amended new Organizational Chart in order to incorporate same in the rules, regulations, and operating procedures of the MHMUA; and

WHEREAS, Commissioners have reviewed Organizational Chart and intend to approve same.

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

1. The Organizational Chart is attached hereto as EXHIBIT A and made part of this Resolution are hereby approved.
2. Said Organizational Chart shall become part of the rules and regulations and operating procedures of the MHMUA.
3. The Organizational Chart changes are explained and attached hereto as EXHIBIT B.
4. The Job Description for the changes is attached hereto as EXHIBIT C.
5. All Resolutions or parts of Resolutions inconsistent with the provisions hereof repealed to the extent of such inconsistency.

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

ROLL CALL VOTE:

AYES    NAYS    ABSENT    ABSTAIN

Chairman Thiessen  
Commissioner Silcox  
Commissioner Banks  
Commissioner Jones  
Commissioner Brown

This Resolution is hereby certified to be a true copy of the Resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting of the Mount Holly Municipal Utilities Authority held on December 10, 2015.

Mount Holly Municipal Utilities Authority

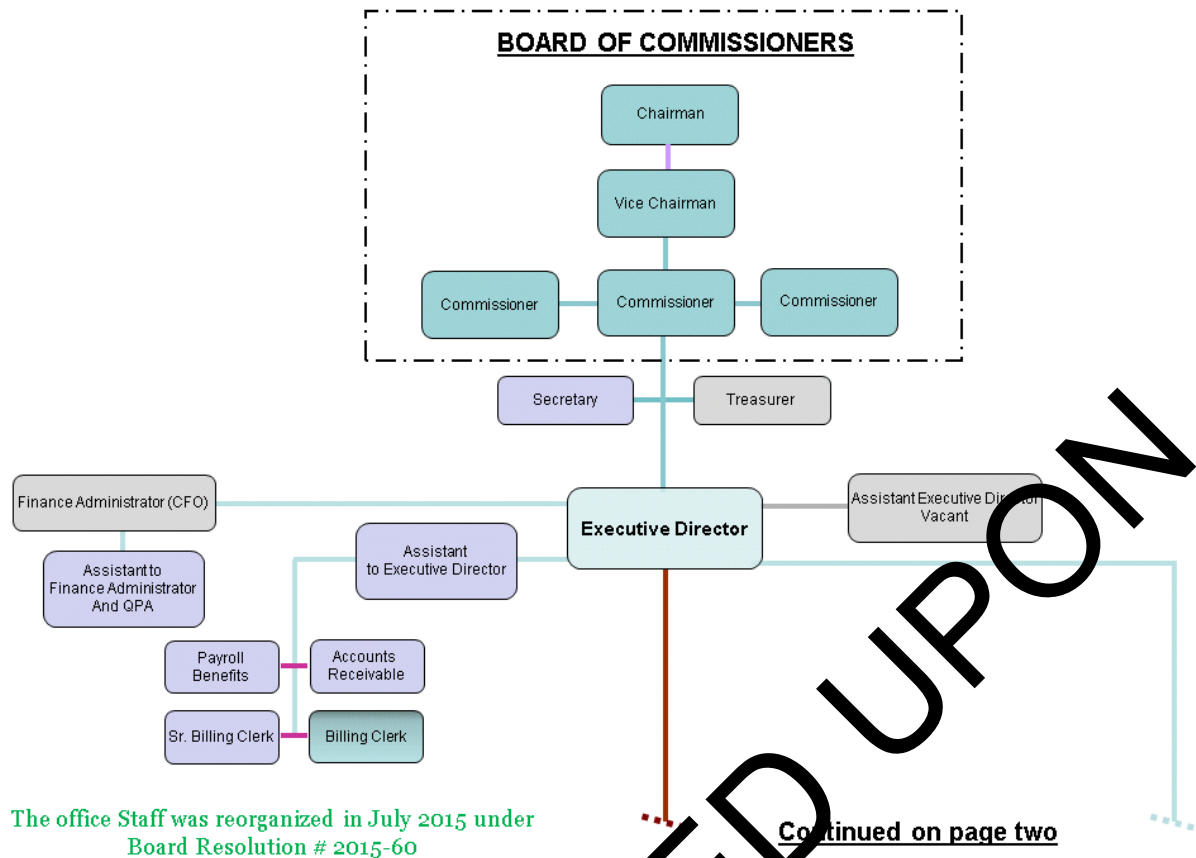
By: \_\_\_\_\_  
Jules Thiessen, Chairman

Attest:

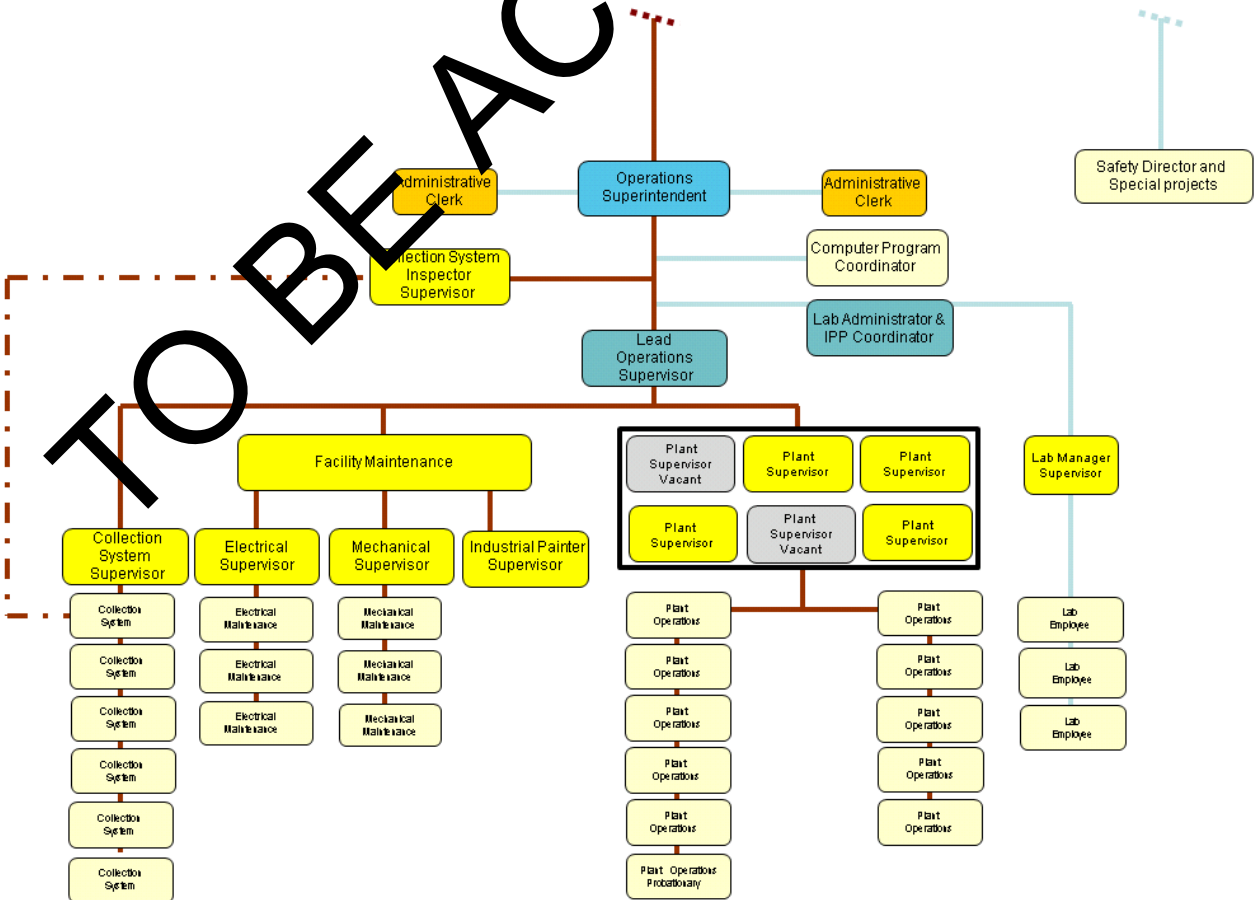
\_\_\_\_\_  
Brandy C. Boyington, Board Secretary

EXHIBIT A

MHMUA ORGANIZATIONAL CHART



Organizational Chart PROPOSED: Resolution # 2015-108



Organizational Chart PROPOSED: Resolution # 2015-108



## EXHIBIT B

The latest modification to the MHMUA Organizational Chart was approved on July 09, 2015 under Resolution # 2015-60.

The current changes to the Organizational Chart under Resolution # 2015-60 are as indicated:

1. The title “Deputy Director for Plant Operations” will from hereon be known as “Operations Superintendent”. No change in salary, title change only.
2. The title “Deputy Director for Regulatory Affairs” will from hereon be known as “Safety Director and Special Projects”. No change in salary, title change only.
3. The title “Lead Operations Supervisor” has been added and to perform duties of the former “Operations Manager” position. This change creates a liaison between the Supervisors and the Operations Superintendent and corrects a current nepotism violation. The monetary compensation for this position is \$85,000 per year, is salaried, non-union and becomes effective January 01, 2016.
4. A new group title was created, “Facility Maintenance” and the Supervisory position of “Industrial Painter” was moved under this block to be in line with Mechanical and Electrical Maintenance.

TO BE ACTED UPON

# EXHIBIT C (1 of 3)

## MOUNT HOLLY MUNICIPAL UTILITIES MHMUA (“MHMUA”) Operations Superintendent

### **GENERAL REQUIREMENTS:**

The Operations Superintendent is responsible to report to the Executive Director for the MHMUA and is under the direct supervision of the Executive Director. The Operations Superintendent shall be capable of operating the treatment facilities and collection system and acting in accordance with the NJDEP provisions for a Licensed Facility Operator under any and all conditions and under the direct supervision of the Executive Director. The Operations Superintendent is ultimately responsible for overseeing the day to day functions of the Plant, Collection System, Mechanical Maintenance and Electrical Maintenance and Plant Administrative Departments. The Operations Superintendent shall work with the Laboratory Administrator/Industrial Pretreatment Coordinator to ensure compliance with all regulatory requirements of MHMUA issued permits. The Operations Superintendent shall direct the treatment facility and collection system workforce, through the Lead Operations Supervisor and Department Supervisors, to ensure efficient operation of MHMUA owned facilities.

The Operations Superintendent for the MHMUA shall:

- Coordinate the licensing, development and use of the MHMUA's Geographic Information System, (GIS) and associated data by working with MHMUA staff, consultants, other agencies and vendors where appropriate.
- Conduct staff meetings and/or attend other required meetings concerning the operation, installation, rehabilitation or construction of MHMUA owned facilities.
- Cooperate with MHMUA Management to achieve goals as set forth in the MHMUA's mission statement or as established by the Executive Director or his designee.
- Attend Monthly Board meetings and present monthly report to Commissioners.
- Review daily deficiency reports to ensure regulatory compliance, proper housekeeping and maintenance of equipment and facilities.
- Review deficiency reports from the Lead Operations Supervisor for MHMUA owned facilities at a minimum on a quarterly basis to ensure regulatory compliance, proper housekeeping and maintenance of equipment and facilities and assign assets and direct the workforce to correct the noted deficiencies.
- Ensure neat and accurate records are maintained as required by all regulatory agencies.
- Review contracts, plans, specifications and submittals for accuracy and make suggestions for changes where applicable.
- Work in conjunction with treatment facility and collection system supervision and management to assemble annual operating and capital budgets.
- Complete and submit to the CFO, annual operating and capital budgets specific to assigned departments.
- Direct the assigned workforce through the Lead Operations Supervisor and Department Supervisors to complete routine, non-routine and emergency tasks.
- Oversee and administer the hiring, disciplining and firing processes in accordance with the Employment Practices Liability & Personnel Manual and the Collective Bargaining Agreement as directed by Executive Director or his designee.
- Respond to after hour calls for assistance or information related to the operation of the treatment plant and collection system from employees in assigned departments.
- Attend all compliance inspection meetings requested by regulatory agencies or Executive Director.
- Respond to after hour emergencies in person to direct workforce and ensure regulatory compliance within the treatment plant and collection system when required or as directed by the Executive Director.
- Recommend training for personnel within assigned departments to improve on areas of deficiency noted in performance evaluations.
- Ensure adequate training is provided to ensure efficient and compliant operation and maintenance of MHMUA owned equipment and facilities.
- Review computer based records, plant operating logs, maintenance records and collection system logs to ensure proper operation and regulatory compliance of the treatment facility and collection system.
- Report any mechanical, electrical or operating deficiencies with regulatory implications to the proper regulatory agency and the Executive Director or his designee within required time frame.
- Ensure compliance by subordinates with all MHMUA policies, rules and regulations.
- Perform annual and interim evaluations of assigned personnel.
- Review all requests for training for assigned departmental personnel from the Lead Operations Supervisor for preliminary approval and subsequent approval by Executive Director.
- Work directly with the Safety Director to ensure a safe working environment is maintained for MHMUA personnel.
- Oversee and direct pilot testing of equipment and processes for evaluation purposes.
- Review work plans submitted by the Lead Operations Supervisor for projects and make necessary comments or recommendations.
- Review Standard Operating Guidelines for MHMUA equipment and processes submitted by the Lead Operations Supervisor and make necessary comments or recommendations.
- Prepare reports and assemble data for review by Executive Director and the MHMUA's Board of Commissioners.
- Make recommendations for improvements to treatment plant and collection system processes and equipment to the Executive Director or his designee.
- Review recommendations from the Lead Operations Supervisor to determine competency for promotion purposes and write detailed reports of findings for personnel records.
- Complete and compile time sensitive data, information and reports for review by the Executive Director prior to submittal to appropriate regulatory agencies.
- Review all reports prepared by MHMUA staff, consultants and contractors for accuracy prior to submittal for review by the Executive Director and prior to submittal to regulatory agencies.
- Make recommendations for staffing levels to the Executive Director or his designee.
- Ensure compliance with established MHMUA Chain of Command by reviewing written complaints, grievances and

suggestions for improvement with the Executive Director and responding where appropriate.

- Performs other duties as assigned.

**QUALIFICATIONS:**

- Strong knowledge of federal, state and local laws, regulations and procedures.
- Must have knowledge of principles and practices of tertiary wastewater treatment plant and bio-solids operations; operating principles of valves, pumps and motors; principles and methods of bacteriological and chemical wastewater analyses.
- Must possess an extensive background in wastewater collection and treatment.
- Strong supervisory and leadership skills.
- Must have knowledge of biological, chemical and mathematical principles relevant to wastewater treatment.
- Strong administrative, organizational and budget development skills.
- Must have the ability to handle highly sensitive personnel matters in a timely and professional manner; ability to maintain confidentiality and discretion.
- Strong verbal and written communication skills.
- Detailed orientated and committed to appropriate and accurate record keeping.
- Must have a valid driver’s license.
- Must have the ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion.
- Effective interpersonal and team building skills.
- Must be self-motivated and able to work effectively with little direction or oversight.
- Strong computer skills.

**EXPERIENCE/EDUCATION:**

- Requires a high school diploma or equivalent.
- Requires at least 10 years of progressively responsible experience in the operation and maintenance of a wastewater treatment plant and collection system.
- Possession of valid New Jersey Department of Environmental Protection (NJDEP) licenses equivalent to the official rating of the Mount Holly Municipal Utilities MHMUA (MHMUA) treatment facilities and collection system

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee will occasionally be required to stand; walk; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Shall possess hearing in the normal range with or without correction.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee may encounter while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Office located at wastewater treatment plant with travel from site to site. Some potential for exposure to noise, dust, grease, fumes, noxious odors, gases and all types of weather and temperature conditions; work and/or on various types of surfaces including slippery or uneven surfaces.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**Employee acknowledgment:** I have read this Job Description, the General Job Description for this Department and have been made aware of the terms and conditions as they relate to my position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# EXHIBIT C (2 of 3)

## MOUNT HOLLY MUNICIPAL UTILITIES MHMUA (“MHMUA”) Safety Director and Special Projects

### **GENERAL REQUIREMENTS:**

The Safety Director is responsible to report to the Executive Director for the MHMUA and is under the direct supervision of the Executive Director.

The Safety Director for the MHMUA shall:

- Attend staff meetings and/or attend other required meetings concerning the operation, installation, rehabilitation or construction of MHMUA owned facilities.
- Cooperate with MHMUA Management to achieve goals as set forth in the MHMUA’s mission statement or as established by the Executive Director or his designee.
- Ensure neat and accurate records are maintained as required by all regulatory agencies.
- Work in conjunction with management team to assemble annual operating and capital budgets relating to safety.
- Oversee and administer the hiring, discipline and firing processes in accordance with the Employment Practices Liability & Personnel Manual and the Collective Bargaining Agreement as directed by Executive Director or his designee.
- Maintain a current Employment Practices Liability & Personnel Manual and make changes and corrections for review and approval by the Executive Director, his designee and Board of Commissioners.
- Respond to after hour calls for assistance or information and to provide direction for safety issues, and workplace accidents, incidents and injuries.
- Attend all compliance inspection meetings requested by regulatory agencies or by Executive Director or his designee.
- Respond to after hour emergencies in person to direct workforce and ensure regulatory compliance within the treatment plant and collection system when required or as directed by the Executive Director or his designee.
- Recommend and provide safety training for MHMUA personnel and maintain neat and accurate training records.
- Schedule employee physicals, inoculations and substance abuse random testing in accordance with MHMUA rules and to maintain regulatory compliance.
- Report all work and non-work related injuries to the proper regulatory agency, insurance carriers and the Executive Director or his designee.
- Ensure compliance by subordinates with all MHMUA policies, rules and regulations.
- Work directly with the Operations Superintendent to ensure a safe working environment is maintained for MHMUA personnel.
- Review Standard Operating Guidelines for MHMUA equipment and processes submitted by the Lead Operations Supervisor and make necessary comments or recommendations related to safety.
- Prepare reports and assemble data for review by the Executive and the MHMUA’s Board of Commissioners.
- Make recommendations for safety improvements to treatment plant and collection system processes and equipment to the Executive Director or his designee.
- Complete and compile time sensitive data, information and reports for review by the Executive Director or his designee prior to submittal to appropriate regulatory agencies.
- Review all reports prepared by MHMUA staff consultants and contractors for accuracy prior to submittal for review by the Executive Director or his designee and prior to submittal to regulatory agencies.
- Ensure compliance with established MHMUA Chain of Command by reviewing written complaints, grievances and suggestions for improvement with the Executive Director or his designee.
- Order equipment and supplies as needed relating to safety.
- Maintain an up-to-date asset inventory to include all treatment facilities (2) and remote pumping stations (43).
- Complete an annual update of the asset inventory and cross references to the insurable asset list submitted as part of the MHMUA’s insurance renewal protocol.
- Oversee the procurement of goods and services during emergencies that affect the safety, health and welfare of the public. Such events include but are not limited to forcemain and gravity main breaks, sinkholes, storms, etc.
- Any purchase over \$1,500 with a useful life of more than 1 year will be issued a Capital Projects Number.

### **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk or hear.
- The employee will occasionally be required to stand; walk; and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Shall possess hearing in the normal range with or without correction.

### **Experience / Education:**

- Bachelor’s Degree or equivalent knowledge in occupational health, safety, training and transportation.
- Certifications according to local contract requirements.
- Five (5) years management experience in safety and/or training role.
- Previous training and supervisory experience preferred but not required.
- Excellent safety and service record.
- Knowledge of State and Federal regulations, safety programs and policies.

### **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee may encounter while performing the essential function of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Office located at wastewater treatment plant with required travel from site to site.
- Some potential for exposure to noise, dust, grease, fumes, noxious odors, gases and all types of weather and temperature conditions; work and/or on various types of surfaces including slippery or uneven surfaces.
- Must be capable of working in approved and properly prepared confined spaces and on elevated surfaces and be

capable of safely working in all types of weather and lighting conditions.

- Must be capable of climbing vertical ladders and inclined stairs of varying heights and use basic tools and perform duties commonly associated with the operation and maintenance of wastewater treatment facilities.

\_\_\_\_\_  
Safety Director and Special Projects

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**Employee acknowledgment:** I have read this Job Description, the General Job Description for this Department and have been made aware of the terms and conditions as they relate to my position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Revised December 04, 2015

TO BE ACTED UPON

# EXHIBIT C (3 of 3)

## MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY (“MHMUA”)

### Lead Operations Supervisor

#### **GENERAL REQUIREMENTS:**

The Lead Operations Supervisor is responsible to report to the Operations Superintendent. The Lead Operations Supervisor is required to possess valid New Jersey Department of Environmental Protection (NJDEP) licenses equivalent to the official rating of the Mount Holly Municipal Utilities (MHMUA) treatment facilities and collection system. The Lead Operations Supervisor shall be capable of operating the treatment facilities and collection system and acting in accordance with the NJDEP provisions for a Licensed Facility Operator under any and all conditions in the absence of the Operations Superintendent and under the direct supervision of the Executive Director or his designee. The Lead Operations Supervisor is responsible for overseeing and coordinating the day to day functions of the Plant Operations, Collection System and Maintenance Departments.

The Lead Operations Supervisor for the MHMUA shall:

- Attend all staff meetings or other required meetings concerning the operation, installation, rehabilitation or construction of MHMUA owned facilities.
- Cooperate with MHMUA Management to achieve goals as set forth in the mission statement or as established by the Executive Director or his designee.
- Tour the plant daily to ensure regulatory compliance, proper housekeeping and maintenance of equipment and facilities and maintain.
- Tour all remote MHMUA owned facilities on a quarterly basis to ensure regulatory compliance, proper housekeeping and maintenance of equipment and facilities.
- Maintain neat and accurate records as required by regulatory agencies.
- Assist in the development of specifications for equipment.
- Review plans, specifications and submittals as directed for accuracy and make suggestions for changes where applicable.
- Participate in the budget process by making recommendations and suggestions specific to assigned departments.
- Participate in the development of a long-range capital improvement program for assigned departments.
- Direct the assigned workforce to complete routine, non-routine and emergency tasks through direct communication with department supervisors.
- Participate in the hiring, discipline and firing processes in accordance with the Employment Practices Liability & Personnel Manual and the Collective Bargaining Agreement.
- Respond to after hour calls for assistance or information related to the operation of the treatment plant and collection system.
- Attend all compliance inspection meetings.
- Respond to after hour emergencies in person to direct workforce and ensure regulatory compliance.
- Provide training to all personnel within assigned departments.
- Review computer based records, plant operating logs, maintenance records and collection system logs to ensure proper operation and regulatory compliance.
- Report any mechanical, electrical or operating deficiencies with regulatory or budgetary implications.
- Ensure compliance by subordinates with all MHMUA policies, rules and regulations.
- Perform annual and interim evaluations of assigned personnel.
- Review all requests for training for accuracy and completeness prior to submission for approval.
- Work directly with the Safety Director to ensure a safe working environment is maintained for MHMUA personnel.
- Develop work plans for projects.
- Write and update Standard Operating Guidelines for MHMUA equipment and process.
- Prepare reports and assemble data for review.
- Meets with staff to identify and resolve problems.
- Fulfill requirements of Grade Level VIII job descriptions.
- Fulfill requirements of departmental Job Descriptions by interviewing personnel, touring facilities and performing oral examinations to determine competency for promotion purposes and writing detailed reports of findings for personnel records.
- Performs other duties as assigned.

#### **QUALIFICATIONS:**

- Strong knowledge of federal, state and local laws, regulations and procedures
- Must have knowledge of biological, chemical and mathematical principles relevant to wastewater treatment
- Strong administrative, organizational and budget development skills
- Strong supervisory and leadership skills
- Must have the ability to handle personnel matters to maintain confidentiality and discretion
- Strong verbal and written communication skills
- Detailed orientated and committed to appropriate and accurate record keeping
- Must have a valid driver's license
- Must have the ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion
- Effective interpersonal and team building skills
- Must be self-motivated and able to work effectively with little direction or oversight

#### **EXPERIENCE/EDUCATION:**

- Requires a high school diploma.
- Requires at least 5 years of progressively responsible experience in the operation and maintenance of a wastewater treatment plant and collection system.
- Possession of valid New Jersey Department of Environmental Protection (NJDEP) licenses equivalent to the official rating of the MHMUA treatment facilities and collection system.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job
- While performing the duties of this job, the employee is frequently required to sit; use hands with tools or controls; reach with hands and arms; and talk or hear. The employee will occasionally be required to stand, walk, stoop, kneel, crouch or crawl and lift or move up to 50 pounds.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee may encounter while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Office located at wastewater treatment plant with travel from site to site. Some potential for exposure to noise, dust, grease, fumes, noxious odors, gases and all types of weather and temperature conditions; work and/or on various types of surfaces including slippery or uneven surfaces.

\_\_\_\_\_  
Operations Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

**Employee acknowledgment:** I have read this Job Description and have been made aware of the terms and conditions as they relate to my position.

\_\_\_\_\_  
(Employee signature)

\_\_\_\_\_  
Date

Revised December 4, 2015

**RESOLUTION 2015-112**

**RESOLUTION OF THE MOUNT HOLLY MUNICIPAL  
UTILITIES AUTHORITY APPROVING  
WAIVER OF CONNECTION FEES FOR  
COURT-MANDATED HOME RELOCATION PROJECT  
IN WEST RANCOCAS DEVELOPMENT**

**WHEREAS**, the Township of Mount Holly ("Township"), as part of a Court-ordered relocation process, is constructing new residential properties in West End Redevelopment Phase 3B and relocating certain residents whose existing residential properties as listed on Exhibit A, which is attached hereto and made part hereof, will be demolished ("Demo Properties") (collectively the "Project"); and

**WHEREAS**, the Demo Properties are connected to the sewer system operated by the Mount Holly Municipal Utilities Authority ("MHMUA") having duly paid the then-current connection fees for same and having maintained active sewer accounts; and

**WHEREAS**, the Township has requested that the MHMUA waive connection fees for the Project since the four new properties are replacements for the previously-connected Demo Properties; and

**WHEREAS**, the MHMUA deems this waiver to be in the best interests of the residents of the Township of Mount Holly as will anticipated additional connection fees expected to be received from continued development of residential units in the West Rancocas Development; and

**WHEREAS**, the MHMUA deems it appropriate for consideration to be given of a waiver of connection fees in this specific instance because of the active sewer account status and the intended transfer of these accounts to the four new Project residences.



**NOW, THEREFORE, BE IT RESOLVED** by the Mount Holly Municipal Utilities

Authority as follows:

1. The foregoing recitals are incorporated herein:
2. The connection fees for four new Project residences to be constructed and replacing the Demo Properties listed on Exhibit A are hereby waived and approval is granted to transfer the sewer accounts for the Demo Properties to the four new Project residences.
3. All resolutions or parts of resolutions inconsistent with the provisions hereof are repealed to the extent of such inconsistency.

Motion:

Second:

Record Vote

AYE

NO

ABSTAIN

ABSENT

Mr. Thiessen  
Mr. Silcox  
Mr. Banks  
Mr. Jones  
Mr. Brown

The foregoing is a true copy of a Resolution adopted by the Mount Holly Municipal Utilities Authority on December 10, 2015.

[SEAL]

THE MOUNT HOLLY MUNICIPAL  
UTILITIES AUTHORITY

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

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

## EXHIBIT A

Acct #	Last Name	Block	Lot
106157	Arocho	12.07	61
105843	Arocho	12.04	26
105887	Beltran	12.02	13
105962	Brooks	12.03	22
106152	Cruz	12.07	56
106014	Cruz	12.04	72
105959	Harris	12.03	19
105832	Potter	12.04	14
105842	Roriguez	12.04	25
106141	Romero	12.07	45
105900	Tigar	12.02	27
105960	Vera	12.03	20
106174	Wilson	12.07	30

**RESOLUTION 2015-109**

**A RESOLUTION APPROVING THE ANTICIPATED PAYROLL  
FOR DECEMBER AND THE ACTUAL PAYROLL FOR THE MONTH  
OF NOVEMBER AND THE OPERATING EXPENSES**

BE IT RESOLVED by the Mount Holly Municipal Utilities Authority that the following anticipated payroll for the upcoming month is hereby approved subject to verification of actual payroll at the next regular meeting of the Mount Holly Municipal Utilities Authority. Anticipated \$480,000.00

BE IT FURTHER RESOLVED by the Mount Holly Municipal Utilities Authority that the payroll and Operating Expenditures in the amount of **\$720,992.66** per attached listings are hereby approved.

**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 10<sup>th</sup> day of December, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the seal of said MUA this 10<sup>th</sup> day of December, 2015.

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

## **RESOLUTION 2015-110**

## A RESOLUTION APPROVING SEWER REFUNDS

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

<u>ACCOUNT NUMBER</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>AMOUNT</u>
102172	50 Bispham Street	Feronia Kapital Series, LLC	\$ 103.11
302710.20	35 Hastings Lane	James Stahl	\$ 41.52
303370.20	137 Paisley Place	Michael & Dorothy Lees	\$ 313.32
406485	34 Rockland Terrace	Griselle Rodriquez	\$ 694.60
573011.20	457 West Country Club Drive	Michael & Denya Miller	<u>\$ 17.87</u>
		<b>TOTAL REFUNDS</b>	<b>\$ 1,170.42</b>

## 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 10<sup>th</sup> day of December, 2015.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MUA  
this December 10, 2015.

Brandy C. Boyington, Secretary

**RESOLUTION 2015-111**

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

BE IT RESOLVED by the Mount Holly Municipal Utilities Authority that the following expenditures from the Improvement/Replacement Fund Project Fund are hereby approved:

Improvements -	\$	115,972.00
Replacement -	\$	<u>                    </u>

<b>TOTAL</b>	<b>\$</b>	<b>115,972.00</b>
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**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 the Resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting thereof, held on the 10<sup>th</sup> day of December, 2015.

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

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

**REQUISITION NO. 2015-111**

**DATE: December 10, 2015**

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

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

<b>PAYEE</b>	<b>AMOUNT TO BE PAID</b>	<b>PURPOSE OF DISBURSEMENT</b>
<b>Derstine Company, LLC</b>	<b>\$ 84,000.00</b>	<b>Lumberton Force Main Insertion Valves Contract # 2015-12</b>
<b>Franklin Miller, Inc.</b>	<b>\$ 31,972.00</b>	<b>Franklin Miller Taskmaster Twin Shaft Grinder &amp; Grinder Controller</b>

So that we may effect payment to the Payee(s) listed above, funds to cover payment to the above named Payees should be wired by the Trustee to the Authority's Operating Account #9500087607 at Beneficial Bank.

Dated: \_\_\_\_\_

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

Mount Holly Municipal Utilities Authority  
Regular Meeting of the Board of Commissioners  
December 2, 2015

Executive Director's Report

- Hainesport Sewer Project: There has been no change in status with the Hainesport Sewer project since the November 12, 2015 meeting.
- Southern New Jersey Health Insurance Fund Meeting (SNJHIF): The anticipated healthcare insurance increase used for the 2016 budget was 9.56%. The actual increase was received on November 25, 2015 and it is slightly higher at 10.42%. The breakdown is as follows: +0.094% on the medical, +59.17% on prescription, and 0% on the dental. The 10.42% overall increase for the 2016 budget is (equal to) \$121,716.00.
- Affordable Care Act Reporting (ACA): The Federal ACA requires extensive reporting of employee health care benefits. Cheryl Wurst has assembled the necessary data for this project with Primepoint and the MHMUA's reporting requirements will be completed before the January 2016 deadline.
- NJPDES Permit Renewal Status Engineering Resolution # 2015-94: A meeting was held on November 18, 2015 with Pennoni to define the schedule and responsibilities for the upcoming NJPDES Permit Renewal compliance deadlines.
- Meeting with Dave Skibicki of Alaimo Associates: A meeting was held with Mr. Skibicki of Alaimo Associates on Wednesday December 2, 2015. The status of several projects, escrow accounts and the ongoing Belt Press project were discussed.
- Rancocas Road Belt Filter Press Installation - Contract No. 2014-14: The drafting and specifications are ready to go, but there are some structural and other miscellaneous details that need to be finalized before the bid package can be released. The MUA should receive the entire package for review by the 3<sup>rd</sup> week of December.
- Lumberton Force Main Valve Insertion Project - Contract No. 2015-12: This project was completed satisfactorily and on December 02, 2015, Derstine Company was approved for the full payment of \$84, 000.00.
- 37 Washington Street Status: The sale of this property could be moving forward as soon as an acceptable agreement is achieved with Mount Holly Township. When an acceptable agreement has been reached with Mount Holly Township, the sale of this property will move forward.
- Electronic payment systems update: Two unsuccessful bid searches were conducted in 2015 for a third party company that could administer credit card and debit payments for the MHMUA Customers. A new search for a qualified service provider for electronic payments started on December 1, 2015 with Invoice Cloud. The goal is to meet with several companies that offer the required services and to negotiate and implement a program by mid 2016.
- 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 winter 2016.

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
ENGINEER'S STATUS REPORT  
December 4, 2015**

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-0030-0312      Lumberton Force Main Insertion Valves

Contractor completed installation of insertion valves on November 3, 2015. **O & M's were approved as corrected on November 23, 2015. Final estimate was approved for payment on November 30, 2015.**

M-0030-0314      Belt Filter Press Installation

Project meeting was held with MHMUA on September 30, 2015. **Meeting to discuss general arrangement comments was held on November 9, 2015. Alaimo is to submit final drawings and specifications for MHMUA review by December 11, 2015.**

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-0031-0208-004      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

Review letter on submitted documents was issued on July 27, 2015. Documents were designated "Revise and Resubmit". 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

Review and comment letter on submitted documents was issued on August 10, 2015. Documents were designated "Revise and Resubmit". 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.**
- 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.**

DJS/dal



## DEPUTY DIRECTOR FOR PLANT OPERATION'S REPORT

FOR

December 10, 2015

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### PLANT OPERATIONS

1. The **MONTHLY DISCHARGE MONITORING REPORT** summary for November, 2015 is included and indicates no violations for the period.
2. The **YEAR TO DATE CONSUMABLES USAGE REPORT** for November, 2015 is attached.
3. The **SLUDGE QUALITY** data summaries through November, 2015 are attached.
  - a. The sludge data shows no significant changes in sludge characteristics.
4. The **COLLECTION SYSTEM OPERATIONS** report for November, 2015 is attached.
  - a. Normal seasonal main cleaning activities are taking place.
  - b. Insertion valve installation was completed on the Lumberton forcemain.
  - c. Alarm monitoring system conversions are continuing.
5. There were **NO ODOR COMPLAINTS** received during the period covered by this report.
6. The **YEAR TO DATE INDUSTRIAL PRETREATMENT ACTIVITIES REPORT** summary for November, 2015 is attached.

Respectfully submitted,

Joel L. Hervey  
Deputy Director for Plant Operations

## 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												3.053	5
CBOD5(influent)	222	240												227.3	n/a
CBOD5(effluent)	< 2	< 2												1.7	15
COD(influent)	916	1058												767.0	n/a
COD(effluent)	31.2	45.3												36.3	n/a
TKN(influent)	64.4	not yet												68.4	n/a
TKN(effluent)	2.1	available												2.3	15
TSS(influent)	432	553												435.0	n/a
TSS(effluent)	1	2.5												1.5	30
pH(influent-Max)	6.8	6.8												8.5	n/a
pH(influent-Min)	6.3	6.4												5.9	n/a
pH(effluent-Max)	7	7												7.2	9
pH(effluent-Min)	6.5	6.7												6.4	6
Oil & Grease (effluent)	< 2.2	< 2.2												1.6	10
SQAR															
Arsenic	< 11.5	< 11.5												<11.8	41
Beryllium	< 5.8	< 5.8												<5.9	n/a
Cadmium	< 2.9	< 2.9												1.40	39
Chromium	26.2	22.5												22.10	n/a
Copper	974	827												774.7	1500
Lead	49.7	31.2												27.33	300
Mercury	1.8	0.77												0.70	17
Molybdenum	< 11.5	< 11.5												6.50	75
Nickel	22.2	17.3												21.31	420
Selenium	< 28.8	< 28.8												<29.4	100
Zinc	1600	1320												1349.9	2800
Cyanide	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

**Annual Consumables Summary- 2015**

Fund Number	Consumable Name	Unit Price	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual YTDTOT	Actual YTD AVE	Actual YTD COST	Projected 2015		2015 Budget
																		Quantity	Costs	
020-6042	City H2O (100 gal)	0.5968	870.40	793.47	940.16	849.64	1,001.48	811.40	1,873.30	745.56	672.43	677.09	576.76		9811.69	891.97	\$5,855.62	10703.66	\$6,387.95	\$15,000.00
040-6045	Diesel Fuel (gal) Vehicles	2.3427	534.10	916.10	532.60	173.00	477.50	284.10	181.30	230.60	143.70	399.60	125.40		3,998.00	363.45	\$9,368.11	4,361.45	\$10,217.58	\$36,000.00
020-6044	Diesel Fuel (gal) Gen	2.3427	59.00	82.00	83.00	88.00	62.00	308.00	535.00	199.00	72.00	111.00	83.00		1,682.00	152.91	\$3,940.42	1,834.91	\$4,298.64	\$20,000.00
022-6044	Diesel Fuel (gal) Maple Ave	2.3427	44.00	37.00	20.00	36.00	27.00	197.00	27.00	41.00	59.00	48.00	34.00		570.00	51.82	\$1,335.34	621.82	\$1,456.73	\$5,000.00
020-6107	Ecogrow Nutrients	5.7500	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00		165.00	15.00	\$948.75	180.00	\$1,035.00	\$2,000.00
020-6041	Electric (100 kwhr)	11.6830	2,772.00	2,716.00	2,576.00	2,128.00	1,998.00	1,904.00	1,988.00	1,960.00	1,820.00	1,932.00	1,932.00		23,726.00	2,156.91	\$277,190.88	25,882.91	\$302,390.03	\$380,000.00
022-6041	Electric (100 kwhr)Maple Ave	4.8110	703.34	981.28	776.53	900.72	734.36	760.99	794.71	708.19	702.87	889.31	849.42		8,801.72	800.16	\$42,345.07	9,601.88	\$46,194.63	\$200,000.00
020-6102	Hypochlorite (gal)	1.0580	2,854.00	2,643.00	3,080.00	3,403.00	4,208.00	4,875.00	5,330.00	586.00	4,348.00	4,445.00	3,727.00		39,499.00	3,590.82	\$41,789.94	43,089.82	\$45,589.03	\$80,000.00
022-6102	Hypochlorite - Maple Ave	1.0580	68.00	78.00	78.00	205.00	419.00	459.00	516.00	4,970.00	526.00	527.00	399.00		8,245.00	749.55	\$8,723.21	8,994.55	\$9,516.23	\$10,000.00
020-6105	Lime (lbs)	0.0800	900.00	1,350.00	800.00	950.00	1,600.00	750.00	1,500.00	750.00	1,500.00	1,250.00	900.00		12,250.00	1,113.64	\$980.00	13,363.64	\$1,069.09	\$1,000.00
020-6104	MgOH (gal)	2.1010	1,636.00	1,540.00	1,912.00	1,595.00	1,127.00	852.00	1,733.00	1,416.00	1,932.00	1,021.00	715.00		15,479.00	1,407.18	\$32,521.38	16,886.18	\$35,477.87	\$55,000.00
020-6046	Natural Gas (ccf)	1.1160	769.00	1,020.00	409.00	49.00	5.00	5.00	5.00	4.00	5.00	14.00	73.00		2,358.00	214.36	\$2,631.53	2,572.36	\$2,870.76	\$7,500.00
022-6045	Natural Gas (ccf) Maple Ave	1.1160	238.209	269.186	688.989	235.004	54.478	8.546	6.409	4.273	5.341	6.409	21.360		1,538.204	139.837	\$1,716.64	1,678.04	\$1,872.69	\$5,000.00
020-6101	Polymer (lbs)	1.7500	1,670.00	1,710.00	2,020.00	1,906.00	1,770.00	1,740.00	2,210.00	1,830.00	1,240.00	1,210.00	1,550.00		18,856.00	1,714.18	\$32,998.00	20,570.18	\$35,997.82	\$55,000.00
020-6103	Sodium Bisulfite (gal)	2.2580	646.00	715.00	708.00	691.00	691.00	675.00	727.00	723.00	791.00	1,132.00	1,216.00		8,715.00	792.27	\$19,678.47	9,507.27	\$21,467.42	\$25,000.00
040-6045	Unleaded-MUA (gal)**	2.9433	689.70	877.00	722.80	721.60	693.30	732.80	832.90	773.80	735.30	778.60	492.50		8,050.30	731.85	\$23,694.45	8,782.15	\$25,848.49	\$114,000.00
Subtotal																	\$505,715.79	\$551,689.95		\$1,010,500.00
Collection System Consumables																				
040-8104	Bioxide (gal/s)	2.6300	2,073.00	2,163.70	2,060.00	2,193.20	1,493.25	1,598.30	2,049.00	2,417.80	2,250.70	2,012.00	1,844.40		22,155.35	2,014.12	\$58,268.57	24,169.47	\$83,565.71	\$80,000.00
040-8044	Diesel Fuel (gal) P/S Gen	3.1590	41.3	34.0	16.9	21.4	11.7	41.3	19.1	22.9	16.2	38.4	39.9		303.1	27.6	\$957.49	330.7	\$1,044.54	\$500.00
040-8046	Natural Gas (ccf)	1.1160	92.64	124.24	95.30	58.07	53.11	84.79	30.79	39.27	34.37	50.14	38.71		701.43	63.77	\$782.80	765.20	\$853.96	\$3,500.00
Subtotal																	60,008.86		65,464.21	64,000.00
Total																	\$565,724.65		\$617,154.16	\$1,074,500.00

Mount Holly Municipal Utilities Authority

Report Date: 12/01/2015

Receipt Summary Report for the Period

11/1/2015 Through 11/30/2015

Page 1

Source Name	Waste Type	Flow, gpd	Total Gallons	Total Tons	No. of Trucks	Average % Solids	Amount Charged
A & L SEPTIC SERVICES	Septage	10645	330,000		62	0.4	\$13,360.00
Accurate Waste Systems	Septage	226	7,000		1	0.2	\$280.00
BEMS / BIG HILL LANDFILL	Leachate	1613	49,990		10	0.9	\$1,949.61
Burlington County RRF PO# 13-09265	Leachate	30246	937,633		144	0.5	\$16,913.00
Cella's Septic Company	Septage	606	18,800		4	0.7	\$752.00
Colgate-Palmolive Company	Miscellaneous	216	6,700		1	0.1	\$804.00
DREDGE HARBOR BOAT CENTER LLC	Septage	226	7,000		1	0.1	\$280.00
Deckers Septic	Septage	1171	36,300		11	0.3	\$1,452.00
Dey Farms	Miscellaneous	903	28,000		4	0.1	\$1,400.00
Dolan Septic LLC	Septage	155	4,800		1	0.2	\$192.00
Don E. Miller Cesspool Service	Septage	297	9,200		4	0.5	\$368.00
Drayton	Septage	9555	296,200		71	0.6	\$12,006.40
Drayton Transfer Station	Septage	4413	136,800		30	0.8	\$5,472.00
Fieldsboro	Sludge	323	10,000		2	1.9	\$800.00
Homestead Treatment Utilities, Inc.	Sludge	1387	43,000		7	0.8	\$1,763.00
JL Septic of SJ, Inc.	Septage	539	16,700		5	0.4	\$668.00
Johnny On The Spot	Septage	2452	76,000		19	1.4	\$3,480.00
Laird & Company	Miscellaneous	857	26,561		5	0.4	\$1,221.81
Mansfield Farms	Sludge	2258	70,000		10	1.1	\$2,870.00
Mobile Estates of Southampton, Inc.	Sludge	323	10,000		2	1.8	\$800.00
Monmouth County Rec. LF	Leachate	5239	162,400		29	0.9	\$3,085.60
Palmyra	Sludge	5452	169,000		26	1.3	\$8,450.00
Puglisi Egg Farms. Inc.	Septage	968	30,000		5	0.6	\$1,200.00
State Environmental Services	Septage	952	29,500		7	0.7	\$1,180.00
Waste Management/Parklands Landfill	Leachate	942	29,200		7	0.3	\$730.00

Total  
Gallons  
2,540,784

Total  
Tons  
0

No. of  
Trucks  
468

Amount  
Charged  
\$81,477.41

**YEARLY TOTALS OF COLLECTION SYSTEM WORK**

**R-23A**

**YEAR 2015**

<b>MONTH</b>		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
1)	MISCELLANEOUS BEEPER CALL	8	9	11	4	7	9	13	6	13	13	5		98
2)	MISCELLANEOUS CALLS NOT OURS	0	1	2	1	1	4	0	0	5	1	0		15
3)	NUMBER OF OVERTIME CALLS	8	7	6	2	4	6	12	5	7	10	5		72
4)	ACTUAL OTHER BILLABLE MANHOURS	0	0	0	0	0	0	0	0	0	0	0		0
5)	NUMBER OF FEET OF PIPE CLEANED	28,455	6,578	40,280	37,720	47,888	46,827	38,514	72,860	51,137	14,906	41,801		426,966
6)	MANHOLE OVERFLOW INCIDENTS	2	0	0	0	0	0	0	0	0	0	0		2
7)	LATERAL INSPECTIONS	1	5	2	3	23	4	5	10	2	4	1		60
8)	MANHOLE INSPECTIONS	22	10	12	4	16	13	9	9	7	14	12		128
9)	TOTAL NUMBER OF SERVICE CALLS (STOPPAGE)	11	5	6	2	8	7	5	5	4	7	6		66
10)	NUMBER OF SERVICE CALLS NOT OUR PROBLEM	9	5	6	2	8	7	5	4	4	7	5		62
11)	NUMBER OF OVERTIME SERVICE	6	0	2	1	5	0	2	4	1	3	5		29
12)	NUMBER OF REPEAT SERVICE CALLS **	0	0	0	0	0	0	0	0	0	0	0		0
13)	NUMBER OF SECOND WATER METER READINGS	7	3	10	9	47	29	20	15	160	113	37		450
14)	NUMBER OF FEET OF PIPE SMOKE TESTED	0	0	0	0	0	0	0	0	0	0	0		0
15)	NUMBER OF FEET OF PIPE TELEVIEWED	0	0	0	0	15	0	0	0	0	0	179		194
16)	MARK OUT REQUESTS	182	175	302	397	479	485	430	365	360	356	276		3,807

\*\* SAME MAIN IN A 3 MONTH PERIOD

**COLLECTION SYSTEM COMMENTS  
NOVEMBER 2015**

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
205	11-20-15						Responded for check arm failed to rise alarm. Found P-2 air bound.
222	11-3-15	Techs replaced P-1 and P-2 motor starters.					
223	11-6-15	Installed new P-1 motor starter.					
224	11-13-15	Installed Mission M800 unit.					
226	11-9-15	Installed new cabinet heater.					
230	11-2-15	Installed new P-1.					
241	11-26-15			Yes, P-1 and P-2 check valves.			
242	11-2-15	Installed new 150 amp breaker.					



COLLECTION SYSTEM COMMENTS  
NOVEMBER 2015

**THERE WAS ONE BIOXIDE DELIVERY MADE IN THE MONTH OF NOVEMBER ON 11-3-15.**

<u>PUMP STATIONS</u>	<u>GALLONS</u>
P/S # 15	
P/S # 19	1,254
P/S # 21	299
P/S # 22	
P/S # 24	
P/S # 25	
P/S # 26	584
C.O.B	

**THERE WAS 2,173 TOTAL GALLONS OF BIOXIDE DELIVERED IN THE MONTH OF NOVEMBER.**

**THERE WERE NO FUEL ADDITIONS MADE IN THE MONTH NOVEMBER.**

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

TABLE AR-4  
SUMMARY OF IWPT MONITORING PROGRAM

October 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.		3		0	2 <sup>1</sup>	13 <sup>1</sup>		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

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

Bulk Waste Monitoring November, 2016

October 2014-  
November October    September 2015    October 2014-  
September 2015

1. Number of bulk delivery pH, T.S. and sensory checks:	468	510	978	5,850
2. Number of bulk delivery SQAR sampling checks:	0	0	0	0
3. Number of bulk delivery conventional pollutant checks:	11	10	21	111
4. Number of bulk septage sources:	13	12	14	17
5. Number of bulk sludge sources:	5	6	6	16

Sampling (December): MCRC  
Inspections (December): None

# MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

## **MONTHLY REPORT – Deputy Director for Regulatory Affairs, Human Resources & Qualified Purchasing Agent** **December 3, 2015**

**For the Period November 1, 2015 – November 31, 2015**

**Regulatory Affairs, Policy and Procedure** - The Authority is currently compliant with Air Permitting and Stormwater requirements. Robert J. Teeter, Jr. of First Environmental (New Jersey Environmental JIF consultant) and I 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 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.

I have started developing the program including site drawings, GPS locators, navigable/tidal water boundaries, etc. I anticipate the full draft to Rob for review by month's end.

**New Jersey Utilities Authority JIF** – I will be conducting the 3<sup>rd</sup> and 4<sup>th</sup> quarter seminars for the central and southern JIF members on Friday, December 4<sup>th</sup> in Deptford. I will also be attending the Executive Safety Committee meeting on Thursday, December 17<sup>th</sup> at Evesham MUA. The meeting will include a presentation by CNA regarding pressurized vessel inspection and infrared testing services and requirements. Robert Holwitt of J A Montgomery will be in Thursday, December 10<sup>th</sup> to conduct a Loss Control survey. In preparation, I forwarded a copy of the Authority Safety Manual and copies of the NJDOL compliance inspection documents from the inspection earlier this year.

**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 but has not been provided. 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. 3<sup>rd</sup> & 4<sup>th</sup>. 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 171 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.

**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 had previously received confirmation that training contacts hours (TCH) were approved for eight of the Authority's training programs at 1 credit per training hour. The NJDEP-TCH committee met October 22. I am waiting to hear if the four additional programs submitted were approved for TCH credits. Since the last meeting, the following programs have been presented First Aid/CPR/AED, Bloodborne/Waterborne Pathogens, Right-to-Know with Global Harmonizing System, Defensive Driving and FMCSR.

### Permit Required Confined Space Entries – January 1, 2015 thru December 31, 2015

2015 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	1	1	1	0	0	0	1	0	1	0	0		5
Trickling Filters	16	10	5	2	5	4	3	4	4	2	5		60
Other	0	0	0	0	2	1	1	4	1	0	0		9
<b>TOTAL</b>	<b>17</b>	<b>11</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>5</b>		<b>74</b>
Maple Avenue Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>		<b>5</b>
Collection System – (To be reported quarterly) ** Air Relief Valves/Contract Stations													
	Jan – Mar			April – June			July – Sept			Oct – Dec			
Pump Stations	79	80	78	121	60	77	86	66	71	53	1		772
<b>Combined Totals</b>	<b>96</b>	<b>91</b>	<b>84</b>	<b>124</b>	<b>67</b>	<b>82</b>	<b>91</b>	<b>75</b>	<b>79</b>	<b>55</b>	<b>7</b>		<b>851</b>

### Hot Work Permits – (for welding/cutting/brazing/grinding) - January 1, 2015 thru December 31, 2015

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

### 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	1 - YTD. = 1	An employee operating truck 14 struck a utility pole when turning into the Maple Avenue entry drive. The claim form was processed and emailed to Chris Rosselli at Qual-Lynx and I am awaiting a call from the adjuster. A new steering box is being installed by maintenance and we will obtain a proposal for body repair to the front compartment and door of the utility body
Worker Compensation	1 - YTD. = 14	A plant operator reported to his supervisor that he "twisted" his low back while pulling hose out of plant #2 valve room. He did not seek medical treatment.

Personal Injury Incident Activity - January 1, 2015 through December 31, 2015			
Type of Injury	Frequency	Department	Frequency
Cut/Puncture/Scrape	3	Plant	9
Slip/Trip/Fall	2	Mechanical Maintenance	1
Push/Pull	1	Electrical Maintenance	2
Exposure		Plant Administration	
Not Work Related		Collection Operators	2
Sprain/Strain	2	Office Administration	
Animal/Insect/Foliage	1	Support Services	
Struck by or against	5	Laboratory	
Foreign Body in Eye		Painter	
Horse Play			
Burn (Thermal/Chemical)			
Unknown			
<b>Totals</b>	<b>14</b>		<b>14</b>