

To: Mount Holly Municipal Utilities Authority
From: Robert G. Maybury, Executive Director
Date: February 15, 2018
Subject: Reorganization Meeting

There will be a Reorganization Meeting of the Mount Holly Municipal Utilities Authority held on Thursday, February 15, 2018 at 6:00 PM in the Administrative Office of the Mount Holly Municipal Utilities Authority, 37 Washington Street, Mount Holly, New Jersey. The agenda for this meeting is as follows:

Roll Call

Mr. Thiessen____, Mr. Silcox____, Mr. Jones____, Mr. Banks____, Ms. LaPlaca____

Verification of Notice

Pledge of Allegiance

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

Public Comments on Action Items

Bid Tabulation

Resolution 2018-09	a resolution authorizing a professional services contract for Solicitor for Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2018-03)
Resolution 2018-10	a resolution authorizing a professional services contract for Engineering Firm for Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2018-01)
Resolution 2018-11	a resolution authorizing a professional services contract for Special Counsel for the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2018-04)
Resolution 2018-12	a resolution authorizing a professional services contract for Bond Counsel for Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2018-05)
Resolution 2018-13	a resolution authorizing a professional service contract for Environmental Consulting Engineer for the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2018-02)
Resolution 2018-14	a resolution authorizing an extraordinary unspecifiable service contracts for Computer Systems Consultant for the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2018-07)
Resolution 2018-15	a resolution authorizing a professional services contract for Labor Counsel for the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2018-06)
Resolution 2018-16	a resolution authorizing a professional services contract for Risk Management Consultant for Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2018-08)
Resolution 2018-17	a resolution designating official newspapers of the Mt. Holly Municipal Utilities Authority.
Resolution 2018-18	a resolution designating banking institution for the Mt. Holly Municipal Utilities Authority
Resolution 2018-19	a resolution designating the Public Agency Compliance Officer (PACO) for the Mt. Holly Municipal Utilities Authority for the current calendar year
Resolution 2018-20	a resolution of the Mt. Holly Municipal Utilities Authority authorizing meetings for the year 2018 through the 2019 reorganization meeting
Resolution 2018-21	a resolution adopting the Mt. Holly Municipal Utilities Authority’s anti-discrimination policy

Resolution 2018-22	a resolution authorizing actions to be performed on behalf of the Mt. Holly Municipal Utilities Authority
Resolution 2018-23	a resolution appointing Insurance Fund Commissioner
Resolution 2018-24	a resolution of the Mt. Holly Municipal Utilities Authority approving the cash management plan of the Mount Holly Municipal Utilities Authority for fiscal year 2018

Approval of Minutes
Regular Meeting

January 11, 2018

Old Business

Resolution 2018-25	a resolution of the Mt. Holly Municipal Utilities Authority authorizing Change Order No.1 to contract 2017-14 for High Street Sanitary Sewer Main Improvements
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New Business

Resolution 2018-26	a resolution of the Mt. Holly Municipal Utilities Authority approving the award of contract# C2019-09 for Peracetic Acid Disinfection Full Scale Pilot Extension
Resolution 2018-27	a resolution of the Mt. Holly Municipal Utilities Authority approving minor changes to the Agreement with Grows North Landfill/ TRRF Landfill and Fairless Landfill.
Resolution 2018-28	a resolution of the Mt. Holly Municipal Utilities Authority authorizing the sale of surplus personal property no longer needed for public use through an online auction (GOV DEALS)
Resolution 2018-29	a resolution approving a refund to MHMUA employees.
Resolution 2018-30	a resolution of the Mt. Holly Municipal Utilities Authority approving wavier of physical sewer connections.

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

*Resolution 2018-05	A resolution approving the operating expenses for the month of January 2018.
*Resolution 2018-06	A resolution approving the sewer refunds for the month of January 2018.
*Resolution 2018-07	A resolution approving the expenditures for the month of January 2018 from the escrow fund.
*Resolution 2018-08	A resolution approving the expenditures for the month of January 2018 from the improvement replacement fund.

- Communications
- To be presented by the public
- Report of the Executive Director
- Report of the Engineer
- Report of the Operations Superintendent
- Report of the Safety Director and Special Projects
- Report of the Solicitor
- Report of the Finance Administrator/Treasurer
- Other new business
- Matters to be presented by the Commissioners
- Executive Session (Proposed Resolution 2018-__)
- Adjournment 1st Motion _____ 2nd Motion _____ Time: __: __PM

**** Indicates addendum to original agenda**

OPEN PUBLIC MEETINGS ACT STATEMENT

REGULAR MEETING

“In compliance with the Open Public Meetings Act, adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 15, 2017, and the Courier-Post on February 15, 2017. On Monday, February 12, 2018 advanced written notice of the rescheduled 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
Professional Services - RFP's 2018**

<u>Consulting Engineer: C2018-01</u>			
Submission #1 Alaimo Group 200 High Street, Mount Holly, NJ 08060		Submission #2 Pennoni 515 Grove Street, Suite 1B, Haddon Heights, NJ 08035	
<u>Service</u>	<u>Fee</u>	<u>Service</u>	<u>Fee</u>
<u>Professional Category</u>	<u>Hourly Rate</u>	<u>Professional Category</u>	<u>Hourly Rate</u>
Principal	\$185-\$190	Senior Principal Professional	\$195.00
Senior Associate	\$180-\$185	Principal Professional	\$185.00
Associate	\$180-\$185	Senior Professional	\$175.00
Architect	\$180-\$185	Project Professional	\$155.00
Senior Project Engineer	\$175-\$180	Staff Professional	\$130.00
Project Engineer	\$170-\$175	Associate Professional	\$124.00
Senior Project Manager	\$175-\$180	Graduate Professional	\$113.00
Project Manager	\$160-\$170	Technician III	\$131.00
Designer- CAD	\$125-\$130	Technician II	\$110.00
Surveying-Supervisor	\$130-\$135	Technician I	\$108.00
Surveying - Chief	\$130-\$135	Survey Crew	\$245.00
Surveying - Fieldman	\$110-\$120	Senior Field Technician	\$100.00
Field Representative - Supervisor	\$125-\$130	Field Technician	\$98.00
Field Representative	\$110-\$115	Project Assistant	\$70.00
Technical/Word Processor	\$75		
Clerical	\$65		

<u>Environmental Consulting Engineer: C2018-02</u>			
Submission #1 Pennoni 515 Grove Street, Suite 1B, Haddon Heights, NJ 08035		Submission #2 Environmental Resolutions Inc. 815 East Gate Drive, Suite 103, Mount Laurel, NJ 08054	
<u>Service</u>	<u>Fee</u>	<u>Service</u>	<u>Fee</u>
<u>Professional Category</u>	<u>Hourly Rate</u>	<u>Professional Category</u>	<u>Hourly Rate</u>
Senior Principal Professional	\$195.00	Principal	\$160.00
Principal Professional	\$185.00	Licensed Engineer/Proj. Mgr	\$140.00
Senior Professional	\$175.00	Licensed Planner	\$155.00
Project Professional	\$155.00	Planning Assistant	\$85.00
Staff Professional	\$130.00	Licensed Site Remediation Prof.	\$170.00
Associate Professional	\$124.00	Hydrogeologist	\$90.00
Graduate Professional	\$113.00	Environmental Scientist	\$70.00
Technician III	\$131.00	Engineering Assistant	\$90.00
Technician II	\$110.00	Certified Landscape Architect	\$105.00
Technician I	\$108.00	Senior Inspector	\$88.00
Survey Crew	\$245.00	Junior Inspector	\$75.00
Senior Field Technician	\$100.00	CAD Drafter	\$108.00
Field Technician	\$98.00	Licensed Surveyor	\$140.00
Project Assistant	\$70.00	1 Man Robotic Survey Crew	\$135.00
		2 Man Survey Crew	\$175.00

<u>Solicitor: C2018-03</u>	
Submission #1 Raymond, Coleman, Heinhold LLP 325 New Albany Road, Moorestown, NJ 08057	
<u>Service</u>	<u>Fee</u>
Solicitor	42,000/year
Add'l Services	\$150/hour
Misc. Expenses	Billed at cost

<u>Special Counsel: C2018-04</u>	
Submission #1 The Garty Law Firm 712 East Main Street, Suite 2A, Moorestown, NJ 08057	
<u>Service</u>	<u>Fee</u>
Monthly Fee	\$1,600 or \$1,000
Add'l Services	\$150/hour

<u>Bond Counsel: C2018-05</u>	
Submission #1 Parker McCay P.A. 9000 Midlantic Drive, Suite 300, Mount Laurel, NJ 08054	
<u>Service</u>	<u>Fee</u>
<u>Professional Category</u>	<u>Hourly Rate</u>
Shareholder (Partner)	\$290-\$310
Counsel, Of Counsel	\$245-\$290
Senior Associates	\$245-\$290
Associates	\$190-\$240
Paralegals/Law Clerks	\$95
Misc. Expenses	Billed at Cost

<u>Labor Counsel C2018-06</u>	
Submission #1 Raymond, Coleman, Heinhold LLP 325 New Albany Road, Moorestown, NJ 08057	
<u>Service</u>	<u>Fee</u>
<u>Professional Category</u>	<u>Hourly Rate</u>
Labor Attorney	\$165.00
Misc. Expenses	Billed at Cost
Submission #2 Armando V. Riccio, LLC 7 North Main Street, Suite A, Medford, NJ 08055	
<u>Service</u>	<u>Fee</u>
<u>Professional Category</u>	<u>Hourly Rate</u>
Labor Attorney	\$155.00
Consultant	\$125.00
Paralegal/Law Clerk	\$90.00
Misc. Expenses	Billed at Cost
Submission #3 Eric M. Bernsetin & Associates, LLC 34 Mountain Blvd. Building A, PO Box 4922, Warren, NJ 07059	
<u>Service</u>	<u>Fee</u>
<u>Professional Category</u>	<u>Hourly Rate</u>
Labor Attorney	\$130.00
Paralegal/Law Clerk	\$60.00
Misc. Expenses	Billed at Cost

<u>Computer Svstem Consultant: C2018-07</u>	
Submission #1 Hawkins Technologies, LLC PO Box 467, Secane , PA 19018	
<u>Service</u>	<u>Fee</u>
Consulting Service 7am-7pm M-F	\$100/hour
Consulting Service (all other times)	\$100/hour
On Site Visit Charge	\$37.50/per visit

<u>Risk Management Consultant: C2018-08</u>	
Submission #1 Insurance Agency Management, Inc. 230 High Street PO Box 158, Burlington, NJ 08016	
<u>Service</u>	<u>Fee</u>
Risk Manager	\$16,437.08
	Per NJUA JIF fee schedule

BID TABULATION Mount Holly Municipal Utilities Authority Peracetic Acid Disinfection Full Scale PILOT Extension January 17, 2018								
			Bidder No. 1		Bidder No. 2		Bidder No. 3	
			Peroxychem		n/a		n/a	
Item No.	Description	Estimated Quantity	2005 Market St, Suite 3200 Philadelphia PA 19103		n/a		n/a	
			Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	Trial Extension Equipment Rental	12	\$673.68	\$8,084.16	-	-	-	-
2	Supply & Delivery of Peracetic Acid 3,000 Pound IBC Tote	25	\$2,250.00	\$56,250.00	-	-	-	-
	Total Price Bid, Items 1-2		\$2,923.68	\$64,334.16	-	-	-	-

Mount Holly Municipal Utilities Authority Regular Meeting Minutes for January 11, 2018

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday January 11, 2018; 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. Christopher Banks, Commissioner
Ms. Gina LaPlaca, Commissioner
Mr. Jason Jones, Commissioner (arrived at 6:08 P.M.)
Mr. Robert G. Maybury, Executive Director
Mr. Tom Coleman, Raymond Coleman Heinold, LLP
Mr. Dave Skibicki, R. A. Alaimo Associates, Engineer
Mr. Joel Hervey, Operations Superintendent
Mr. Anthony Stagliano, Safety Director & Special Projects
Mr. Michael B. Dehoff, Finance Administrator/Treasurer
Mrs. Brandy C. Boyington, Board Secretary

ABSENT: Mr. Armando Riccio, Labor/Employment Counsel

Verification of Notice

Executive Director Maybury verified that "In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 15, 2017 and the Courier Post on February 15, 2017. On Monday January 08, 2018, advanced written notice of this meeting was posted on the Administrative Bulletin Board at the Township Building and advanced written notice of this meeting was mailed to all persons who, according to the records of the Authority, requested such notice."



Pledge of Allegiance

Public Comments on Action Items

None

Approval of Minutes

Commissioner Silcox moved for the approval of Regular Meeting Minutes and the Executive Meeting Minutes of December 21, 2018. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Vice Chairman Silcox, Commissioner Banks, Commissioner LaPlaca

Nays:

Abstain:

Absent: Commission Jones

New Business

Resolution 2018-05	A resolution of the Mt. Holly M.U.A approving the change order for High Street Sewer Main Project.
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Executive Director Maybury informed the board that this resolution needs to be tabled. Executive Director Maybury continued by stating this change order is for the High Street Sewer Main Project to cover the supplementary costs associated with additional police coverage and the excavation for a new manhole on Murrell Street in the amount of \$19,348.00. At this time the Authority is waiting for additional information from Alaimo's Inspector. Commissioner Silcox moved to table resolution 2018-05. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Vice Chairman Silcox, Commissioner Banks, Commissioner LaPlaca

Nays:

Abstain:

Absent: Commission Jones

CONSENT AGENDA:

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

- *Resolution 2018-01 A resolution approving the operating expenses for the month of December 2017.
- *Resolution 2018-02 A resolution approving the sewer refunds for the month of December 2017.
- *Resolution 2018-03 A resolution approving the expenditures for the month of December 2017 from the escrow fund.
- *Resolution 2018-04 A resolution approving the expenditures for the month of December 2017 from the improvement replacement fund.

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

Ayes: Chairman Thiessen, Vice Chairman Silcox, Commissioner Banks, Commissioner LaPlaca

Nays:

Abstain:

Absent: Commission Jones

Communications- Executive Director Maybury explained the 2016 Municipal Excess Liability (MEL) report was received and it has been distributed to the commissioner for review. Executive Director Maybury continued to inform the board of a press release issued by the Authority related to postage and handling fees allowing eligible customers to receive a credit up to \$26.50. The press release was distributed to media outlets, posted on the Authority’s website, added to the Authority’s Facebook page and a certification form will be included with the next bill to each customer of the Authority. Executive Director Maybury stated the Authority received a copy of Lumberton Township’s resolution 2018-021 relating to outstanding sewer accounts. This authorizes Lumberton Township’s Tax Collector Office to assess a servicing fee of \$50.00 for each delinquent sewer account “for time and expense for collections accomplished prior to the sale of the sewer lien”.

TOWNSHIP OF LUMBERTON

RESOLUTION 2018-021

RESOLUTION AUTHORIZING A SERVICE CHARGE FOR
 COLLECTION OF DELINQUENT SEWER ACCOUNTS

WHEREAS, certain portions of Lumberton Township are serviced by the Mount Holly Sewerage Authority as a publicly held sewage collection service; and

WHEREAS, the Tax Collector's Office of the Township of Lumberton is supplied with a list after April 1 of each year of delinquent sewer accounts for the previous calendar year for collection procedures as a tax lien; and

WHEREAS, the Tax Collector's Office attempts to collect the delinquencies prior to tax lien proceedings by contacting the mortgage holder escrow departments for each delinquent property owner;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Lumberton that the Tax Collector's Office is authorized to assess a servicing fee of \$50.00 to each delinquent account for time and expenses for collections accomplished prior to sale of the sewer lien.

BE IT FURTHER RESOLVED, that a copy of this resolution be provided to the Tax Collector, Chief Financial Officer, Auditor and the Mount Holly Sewer Authority for their records.

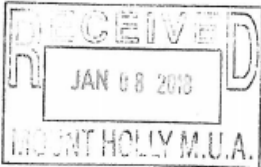
Adopted: January 2, 2018

COMMITTEE MEMBER	MOTION	2 ND	YES	ABSTAIN	NO	ABSENT
J. Conway		√	√			
J. Dwyer			√			
S. Earlen	√				√	
K. Januseski			√			
M. Mansdoerfer			√			

CERTIFICATION

I, Debra L. Shaw-Blemings, RMC, Lumberton Township Clerk, hereby certify that the foregoing resolution was duly adopted by the Lumberton Township Committee at its Regular Business Meeting held on the 2nd day of January, 2018.

Debra L. Shaw-Blemings
 Debra L. Shaw-Blemings, RMC
 Lumberton Township Clerk



Matters to be presented by the Public None

Report of the Executive Director The Report of the Executive Director was received. Executive Director Maybury informed the board the treatment facilities received an inspection by the EPA on January 8, 2018 and at this time there is not a report on the findings. Chairman Thiessen asked if there was a debriefing at the end. Mr. Joel Hervey, Operations Superintendent, explained before the inspection the Authority received a six-page questionnaire. A request for an O & M Manual for the collections system was made by the EPA. The Authority maintains detailed O&M Manuals for each pump station, but it was not clear if the manuals satisfied the inspector. The inspector informed Mr. Hervey that specific language from the regulations for the O & M manuals would be supplied to the Authority by email. Executive Director Maybury stated he met with Hainesport's Township Administrator, Paula Kosko. She requested the Authority install a row of Arborvitaes at the solar field located in the north west corner of the Maple Avenue treatment facility to shield the South Atlantic Avenue properties. Executive Director Maybury informed the board that the Authority would agree to the request and that Ms. Kosko had an additional request related to postage and handling. Ms. Kosko requested if customers make online payments and/or use the Authority's ACH option and do not receive a bill, is it possible they could receive a reduction in the postage and handling fee. Executive Director Maybury continued stating paperless billing is on the Authority's active project list and options are being investigated. Executive Director Maybury continued informing the board about the PAA trial that started in July 2017, stating it has been deemed a success and the Authority is moving forward to make a permanent facility for metering and storage of the chemical. On January 10, 2018, the Authority received a proposal from Pennoni for design and construction of a permanent facility for PAA with a cost estimate of \$692,500; including \$115,000 for engineering and \$577,500 for construction. Chairman Thiessen asked what the benefits are of changing to PAA for disinfection. Executive Director Maybury stated the Authority can no longer use chlorine bleach because it produces trihalomethane compounds which would result in a violation of the discharge permit. Executive Director Maybury continued to inform the board that another option would be installation of ultra-violet disinfection, but this option would be more expensive and would also be energy and maintenance intensive.

Report of the Engineer The Report of the Engineer was received. Mr. Dave Skibicki, R. A. Alaimo Associates, stated a meeting needs to be setup with the Authority to finalize the bid specifications for the turbo blower.

Report of the Operations Superintendent The Report of the Operations Superintendent was received. Mr. Joel Hervey, Operations Superintendent; added to Executive Director Maybury statement on the PAA trial. Mr. Hervey stated the Authority's current discharge permit, effective April 2016, requires the Authority to be in compliance and have a permanent solution within 36 months from the effective date. The Authority needs to have the solution submitted to the state, approved, in place and working by April 2019. Chairman Thiessen asked if the Authority is just not allowed to use chlorine anymore. Mr. Hervey responded saying the Authority can use chlorine, just as long as we don't produce the by-products. Mr. Hervey continued stating with the organics in the wastewater, there's no way to achieve the low levels of Dichlorobromomethane and bromodichloromethane required in the new discharge permit if chlorine was continued.

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

Report of the Solicitor The Report of the Solicitor was received. Nothing to add.

Report of the Finance Administrator/Board Treasurer The Report of the Finance Administrator/Board Treasurer was received. Mr. Dehoff stated the adopted budget had been sent to the State for final certification and the Authority is waiting for the final copy to come back before posting to the website.

Other New Business-None

Matters to be presented by Commissioners-None.

Executive Session-None

Adjournment

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

Respectfully submitted,

Brandy C. Boyington, Secretary

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
ENGINEER'S STATUS REPORT
February 9, 2018

M-0030-0317 Garden Street Pump Station Replacement

Alaimo received MHMUA comments on June 1, 2017. Alaimo submitted a proposal to MHMUA to complete the final design on August 22, 2017. Project review meeting with MHMUA was held on October 18, 2017. Proposal for final design will be revised and submitted to MHMUA.

M-0030-0318 Sanitary Sewer Replacement – Monmouth Road

Alaimo finalized the documents. Project was advertised on February 6, 2018. Bids will be accepted on March 1, 2018.

M-0030-0319 High Street Sanitary Sewer Improvements

The new manhole has been installed and 19 feet of sanitary main replaced. The area has been paved. **The sanitary sewer lining was completed in January 2018. All project work and video inspection to be completed the week of February 12 2018.**

M-0030-0324 Turbo Blower Replacement

Alaimo has receive authorization to complete the design. Draft specifications and drawings to be provided to the MHMUA for review by first week of January 2018. Meeting will be scheduled with MHMUA to go over the preliminary design the week of January 8, 2018. **Design documents to be submitted for MHMUA review the week of February 19, 2018. After receipt of MHMUA comments, bid schedule will be established.**

M-0031-0218 Waverly Pointe Subdivision

Contractor has installed all of the 8" SDR PVC sanitary main. Developer has requested a Performance Bond Reduction. As-built drawings were submitted for review on June 5, 2017. Performance Bond reduction letter was issued on September 28, 2017. Received revised as-builts on November 29, 2017. **Review and comment letter was issued January 19, 2018. Sanitary mains were tested on January 18, 2018. Developer has requested that Performance Bond has been satisfied and would like to move onto Maintenance Bond. Punch List to be verified.**

M-0031-0219

Quaker Steak & Lube

Review and comment letter was issued on October 24, 2016 denoting documentation package as "Revise and Resubmit". Received review package on December 20, 2016. Review and comment letter was issued on February 20, 2017. Received revised package on March 13, 2017. Review and comment letter was issued on May 26, 2017. Key Engineers met with the MHMUA and Alaimo on June 14, 2017 to discuss the specifics on the project. Drawings were submitted for review on July 13, 2107. Review and comment letter was issued on December 8, 2017.

M-0031-0221

The Lofts at the Mi-Place

Received revised review package on December 19, 2016. Review and comment letter was issued on January 13, 2017. Revised drawing package was received on October 19, 2017. Review and comment letter was issued on December 1, 2017. Received revised drawing package on December 11, 2017. **Review and comment letter was issued on January 30, 2018. Received documentation package on February 2, 2018. Review and comment letter to be issued.**

M-0031-0223

Lennar at Rancocas Creek

Alaimo received revised documentation package for review on February 15, 2017. A meeting was held with the MHMUA on March 1, 2017 to review preliminary comments. Letter sent out addressing contribution to the Garden Street Pumping Station Upgrade on April 13, 2017. Revised drawings were received on June 27, 2017. Received revised documentation package for review on November 9, 2017. Review and comment letter to be issued.

M-0031-0224

Eastampton Place West

Letter sent out addressing contribution to the Garden Street Pumping Station Upgrade on April 13, 2017. Review and comment letter was issued on April 20, 2017. Received revised package on July 1, 2017. Review and comment letter was issued on September 27, 2017. Resolved water main encasement issue with Stout & Caldwell on November 30, 2017. Drawings are to be revised. Received Shop Drawings for review and approval on December 15, 2017. **Shop Drawings were approved on January 16, 2018. Revised drawings were approved on January 30, 2018.**

M-0031-0226

West Rancocas Phase 1B-2-3C

Received drawing package for review on November 13, 2017. **Review and comment letter was issued on February 1, 2018. Documents have been noted "Revise and Resubmit".**

DJS/dal

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

February 15, 2018 (*rescheduled from February 08, 2018*)

Executive Director's Report

- NJPDES Permit Renewal Status Engineering - Resolution # 2015-94: With over six months of full scale testing, the Authority Staff, along with oversight and guidance from Pennoni Associates has determined that Peracetic acid (PAA) will be the chemical of choice for disinfection of the treated wastewater in lieu of Sodium Hypochlorite. Resolution # 2018-26 is on the February 15 agenda for approval consideration to award Contract # 2019-09 allowing continued procurement of PAA chemical and rental of the associated equipment throughout calendar year 2018. This resolution also includes a provision for an option to continue throughout 2019 at the same cost as 2018. The PAA trial has utilized a small asphalt parking area near the application point since the beginning of the trial and it is necessary to construct a permanent facility for storage and metering of PAA. On January 10, 2018, the Authority received a proposal from Pennoni Associates for design and construction of a permanent facility for PAA and the estimated construction cost is \$577,500. A resolution will appear on the March 08, 2018 Board Agenda for approval consideration to construct this permanent facility.
- Mount Holly - High Street Sewer Main Repair Project Resolution # 2017-49: Resolution 2018-25 is on the agenda for approval consideration for \$19,348.91 in additional expenses for police coverage at \$14,168.91 and installation of a manhole on Murrell Street at \$5,180.00.
- 2018 Annual Budget - Resolution 2017-111: The 2018 Authority Budget was adopted at the December 21, 2017 Board Meeting and was then sent to the Department of Community Affairs for final approval. The approved budget from the Department of Community Affairs was received by the MHMUA on January 19, 2018 and it was posted on the MHMUA Website the same day.
- Postage and Handling Fee Credit - Resolution 2017-110: Since the December 21, 2017 approval of the postage and handling credit, the Authority has received and processed more than 1,959 credit certification forms.
- Eastampton Township - Monmouth Road Sewer Main Replacement Project Resolution # 2017-67: This bid specifications for this project was advertised on February 1, 2018 and bids received for this project will be publicly opened March 1, 2018.
- Maple Avenue Turbo Blower Replacement Status - Resolution 2017-103 (Contract 2017-17): The Bid Specification for the replacement blower should be ready for advertising by the end of February 2018.
- Mount Holly - Pump Station 213 (Garden Street) Resolution # 2017-29: Alaimo Associates is preparing final bid documents for Authority review and Board approval. No change in status for this project since the January 11, 2018 meeting.



SUPERINTENDENT OF OPERATION'S REPORT

FOR

February 15, 2018

PLANT OPERATIONS

1. The **MONTHLY DISCHARGE MONITORING REPORT** summary for January, 2018 is included. There were no violations for the period.
2. The **YEAR TO DATE CONSUMABLES USAGE REPORT** for January, 2018 is attached.
3. The **SLUDGE QUALITY** data summaries through January, 2018 are attached. There were no significant changes in sludge quality for the period covered.
4. The **COLLECTION SYSTEM OPERATIONS** report for January, 2018 is attached.
5. There was **ONE ODOR COMPLAINT** received during the period covered by this report.
 - a. The odor complaint was received from a resident of Hainesport-Mount Laurel Road via email. MUA personnel were unable to respond in a timely manner and no odors were detected during the investigation. The complainant was asked to report any future odors to the MUA emergency telephone number so a prompt response and investigation can take place.
6. The **YEAR TO DATE INDUSTRIAL PRETREATMENT ACTIVITIES REPORT** summary for January, 2018 is attached.

Respectfully submitted,

Joel L. Hervey
Superintendent of Operations

MONTHLY AVERAGE VALUES

PARAMETER	10/16	11/16	12/16	01/17	02/17	03/17	04/17	05/17	06/17	07/17	08/17	09/17	YEARLY AVERAGE		Limits
													This Reporting Period	Last Reporting Period	
POTW Flow	2.88	2.88	2.97	3.43										2.968	5
CBOD5(influent)	278	331	237	286										286.6	n/a
CBOD5(effluent)	< 2	< 2	2.64	3.02										2.3	15
COD(influent)	849	1035	967	789										896.0	n/a
COD(effluent)	25.5	27.7	36.5	35.4										36.4	n/a
TSS(influent)	404	580	496	466										538.5	n/a
TSS(effluent)	1	1	2	3										1.9	30
pH(influent-Max)	9	7.4	7.2	7.2										8.1	n/a
pH(influent-Min)	6.3	6.7	6.9	6.8										5.8	n/a
pH(effluent-Max)	7.3	7.2	7.2	7.2										7.1	9
pH(effluent-Min)	6.7	6.9	6.8	6.7										6.3	6
Oil & Grease (effluent)	< 2.2	< 2.2	< 2.1	4										1.7	10
SQAR															
Arsenic	< 12.7	< 11.7	< 12	< 15.1										<13.1	41
Beryllium	< 6.3	< 5.8	< 6	< 7.5										<6.5	n/a
Cadmium	< 3.2	< 2.9	< 3	< 3.8										<3.3	39
Chromium	19.6	23.4	21.5	21.6										26.68	n/a
Copper	685	901	676	631										903.8	1500
Lead	23.3	26.9	26.1	21.9										31.02	300
Mercury	0.86	0.76	0.84	0.48										0.67	17
Molybdenum	< 12.7	< 11.7	< 12	< 15.1										7.44	75
Nickel	15	18.8	16.5	15.3										19.92	420
Selenium	< 31.7	< 29.2	< 30.1	< 37.7										<32.6	100
Zinc	1150	1400	1210	1160										1570.0	2800
Cyanide	N/A	N/A	1.9	N/A										1.70	n/a

Unless otherwise indicated, liquid analysis reported in mg/l, sludge reported in mg/kg (dry weight basis), pH reported in Standard Units
FORM AR-5a

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

Annual Consumables Summary- 2018

Fund Number	Consumable Name	Unit Price	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual YTDTOT	Actual YTD AVE	Actual YTD COST	Projected 2018 Quantity	Projected 2018 Costs	2018 Budget
020-6042	City H2O (100 gal)	0.5968	584.77												584.77	584.77	\$348.99	7017.24	\$4,187.89	\$15,000.00
040-6045	Diesel Fuel (gal) Vehicles ****	2.7907	116.68												116.68	116.68	\$325.62	1,400.16	\$3,907.43	\$10,600.00
020-6044	Diesel Fuel (gal) Gen	2.2414	43.00												43.00	43.00	\$96.38	516.00	\$1,156.56	\$20,000.00
022-6044	Diesel Fuel (gal) Maple Ave	2.2414	10.00												10.00	10.00	\$22.41	120.00	\$268.97	\$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)	2.8010	2,492.00												2,492.00	2,492.00	\$6,980.09	29,904.00	\$83,761.10	\$380,000.00
022-6041	Electric (100 kwhr)Maple Ave	2.8010	733.91												733.91	733.91	\$2,055.68	8,806.92	\$24,668.18	\$200,000.00
020-6102	Hypochlorite (gal)	1.0850	0.00												0.00	0.00	\$0.00	0.00	\$0.00	\$82,000.00
022-6102	Hypochlorite - Maple Ave	1.0850	10.00												10.00	10.00	\$10.85	120.00	\$130.20	\$2,100.00
020-6105	Lime (lbs)	0.0810	1,100.00												1,100.00	1,100.00	\$89.10	13,200.00	\$1,069.20	\$1,000.00
020-6104	MgOH (gal)	2.2512	1,320.00												1,320.00	1,320.00	\$2,971.54	15,840.00	\$35,658.53	\$63,000.00
020-6046	Natural Gas (ccf)	1.0225	12.74												12.74	12.74	\$13.03	152.88	\$156.32	\$7,500.00
022-6045	Natural Gas (ccf) Maple Ave	1.0225	99.02												99.02	99.02	\$101.25	1,188.27	\$1,215.00	\$5,000.00
020-6101	Polymer (lbs)	1.2900	1,670.00												1,670.00	1,670.00	\$2,154.30	20,040.00	\$25,851.60	\$55,000.00
020-6103	Sodium Bisulfite (gal)	2.2330	0.00												0.00	0.00	\$0.00	0.00	\$0.00	\$25,000.00
040-6045	UNleaded-MUA (gal)Plt Tank	1.6677	29.60												29.60	29.60	\$49.36	355.20	\$592.37	\$139,400.00
040-6045	Unleaded-MUA (gal) ****	2.4160	317.33												317.33	317.33	\$766.67	3,807.96	\$9,200.03	
															Subtotal		\$16,071.53		\$192,858.38	\$1,012,600.00
Collection System Consumables																				
040-6104	Bioxide (qals)	2.8300	1,373.00												1,373.00	1,373.00	\$3,885.59	16,476.00	\$46,627.08	\$90,000.00
040-6044	Diesel Fuel (gal) P/S Gen	2.2414	23.00												23.00	23.00	\$51.55	276.00	\$618.63	\$500.00
040-6046	Natural Gas (ccf)	1.0225	95.00												95.00	95.00	\$97.14	1,140.00	\$1,165.65	\$3,500.00
															Subtotal		4,034.28		48,411.36	
															Total		\$4,800.95		\$241,269.74	\$1,016,100.00

**** DIESEL AND UNLEADED GASOLINE FOR VEHICLES IS FROM 1/16/18 - 1/31/18 - ONLY RECEIVED DETAIL FUEL REPORT FOR THAT PERIOD

Source Name	Waste Type	Flow, gpd	Total Gallons	Total Tons	No. of Trucks	Average % Solids	Amount Charged
A & L SEPTIC SERVICES	Septage	8234	255,250		48	0.3	\$10,210.00
A-Action Plumbing, Inc.	Septage	65	2,000		1	0.3	\$80.00
BEMS / BIG HILL LANDFILL	Leachate	484	14,997		3	1.9	\$584.88
Burlington County RRF PO# 13-09265	Leachate	25569	792,628		132	0.6	\$14,267.30
Cella's Septic Company	Septage	3032	94,000		20	1.1	\$4,596.60
Champion Contracting, LLC	Septage	406	12,600		3	0.9	\$504.00
Deckers Septic	Septage	319	9,900		3	0.3	\$396.00
Dey Farms	Miscellaneous	903	28,000		4	0.6	\$1,400.00
Dolan Septic LLC	Septage	155	4,800		1	1.0	\$192.00
Don E. Miller Cesspool Service	Septage	1235	38,300		10	1.0	\$1,624.00
Drayton	Septage	8355	259,000		54	0.4	\$10,360.00
Drayton Transfer Station	Septage	2419	75,000		16	0.8	\$3,432.00
Fieldsboro	Sludge	161	5,000		1	2.4	\$400.00
GROWS Landfill Stormwater	Miscellaneous	40546	1,256,933		238	0.1	\$22,623.17
Homestead Treatment Utilities, Inc.	Sludge	1471	45,600		8	1.0	\$1,869.60
Jackson Transfer Station	Septage	429	13,300		2	2.2	\$756.00
John Holm & Son Transfer Station	Septage	323	10,000		2	0.4	\$400.00
Joseph J Carbin Plumbing	Septage	145	4,500		2	1.1	\$180.00
Laird & Company	Miscellaneous	564	17,485		3	0.5	\$804.31
Mansfield Farms	Sludge	2168	67,200		10	1.0	\$2,755.20
Medford Township STP	Sludge	1806	56,000		8	1.6	\$3,080.00
Mobile Estates of Southampton, Inc.	Sludge	161	5,000		1	2.2	\$400.00
Palmyra	Sludge	210	6,500		1	2.1	\$325.00
Puglisi Egg Farms. Inc.	Septage	968	30,000		5	0.7	\$1,200.00
Russell Reid	Septage	581	18,000		3	0.2	\$720.00
State Environmental Services	Septage	416	12,900		3	0.2	\$516.00
Waste Management/Parklands Landfill	Leachate	3529	109,400		26	0.3	\$2,735.00

Total Gallons	Total Tons	No. of Trucks	Amount Charged
3,244,293	0	608	\$86,411.07

YEARLY TOTALS OF COLLECTION SYSTEM WORK

R-23A

YEAR 2018

MONTH		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1)	MISCELLANEOUS BEEPER CALL	7												7
2)	MISCELLANEOUS CALLS NOT OURS	2												2
3)	NUMBER OF OVERTIME CALLS	5												5
4)	ACTUAL OTHER BILLABLE MANHOURS	0												0
5)	NUMBER OF FEET OF PIPE CLEANED	15,514												15,514
6)	MANHOLE OVERFLOW INCIDENTS	1												1
7)	LATERAL INSPECTIONS	4												4
8)	MANHOLE INSPECTIONS	24												24
9)	TOTAL NUMBER OF SERVICE CALLS (STOPPAGE)	14												14
10)	NUMBER OF SERVICE CALLS NOT OUR PROBLEM	12												12
11)	NUMBER OF OVERTIME SERVICE	6												6
12)	NUMBER OF REPEAT SERVICE CALLS **													0
13)	NUMBER OF SECOND WATER METER READINGS	0												0
14)	NUMBER OF FEET OF PIPE SMOKE TESTED	0												0
15)	NUMBER OF FEET OF PIPE TELEVISED	0												0
16)	MARK OUT REQUESTS	329												329

** SAME MAIN IN A 3 MONTH PERIOD

JANUARY 2018 COLLECTION SYSTEM COMMENTS

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
202	1-26-2018			P-1 check valve			
205	1-9-2018 and 1-1-2018						Responded for P-2 air bound pump. Cleaned debris from air release valve.
205	1-11-2018						Cleaned wet well.
205	1-23-2018	Wet well blower inoperable. Techs removed for repair.					
209	1-6-2018	Electrician responded to replace low level float.					
214	1-10-2018	Installed ne dry well float.					
215	1-26-2018						Cleaned wet well
218	1-8-2018	Techs responded for problem with pump controller. Once they arrived the controller was operating normally.					
228	1-1-2018						Responded for low level alarm. Found burnt wires inside control cabinet. Techs responded and found tach sheet and clipboard had burned from strip heater. Mission System burned as well and required techs to install new Mission Alarm System.
236	1-22-2018	Techs replaced engine block heater					
Eastampton School	1-17-2018						Responded for P-2 overtemp alarm. Found paper products stuck in shredding ring.

JANUARY 2018 COLLECTION SYSTEM COMMENTS

THERE WAS NO BIOXIDE DELIVERIES MADE IN THE MONTH OF JANUARY.

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

THERE WAS TOTAL OF 0 GALLONS OF BIOXIDE DELIVERED IN THE MONTH OF JANUARY

THERE WERE THREE FUEL ADDITIONS MADE IN THE MONTH OF JANUARY ON 1-16-2018.

<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	7.4
P/S # 17		100 KW	17.6
P/S # 18		150KW	13.5
P/S # 19			
P/S # 20			

THERE WAS 38.5 TOTAL GALLONS OF FUEL DELIVERED 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 Jason Corn Date: 1/2/2018 Time 20:31

Caller: Nam Danny Valeriani Telephone: (732)556-8884

Address: 50 Hainesport Mt. Laurel Road Township Hainesport

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: 20:31

Do you still smell the odor: Yes

Have you smelled the odor before: Yes

Where: Outside of home

When: Various times

Is the odor constant or intermittent: Intermittent

Describe the odor: Raw sewerage smell

Caller comments

The MHMUA received this odor complaint from the resident via the info email through the MHMUA website. The caller only stated in the email that it was a raw sewerage smell and he has been getting whiffs of sewerage on his property lately.

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: Jason Corn and Bob Young Time investigated: 10:00 Date: 1 /3 /2018

Weather Conditions: Sunny Humidity Level N/A

Wind Information: Speed: N/A MP Direction: N/A Gusting: N/A GustingTo: N/A 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: N/A

Did you speak with the caller: Yes

What did you tell the caller about your findings:

This complaint was received from the info email on the MHMUA website on 1-2-18 after the office was closed. The email was forwarded to the collection department 1-3-18 in the morning. We responded to the location and walked up the driveway and knocked on the door. No odor was detected while walking up the driveway or while knocking on the door. There was no answer at the door so I called the number the resident provided and did not get an answer. I left a message with the resident to call me back.

What corrective actions, if any are needed:

The resident returned my call at 1120 hours. I asked the resident if he could give me some more details on where or when he has smelled the odor. He informed me it was outside and off and on in various parts of the yard and various times. I said we did respond to his residence to investigate but there was no one home and no odor was detected while knocking on the door or walking up the driveway. I asked him if he knew what way the wind was blowing from when he detected the odor last time and he said he really wasn't paying that close attention. I told him it is important to obtain this information so when he detects the odor again we may be able to find the source. I instructed him to call the plant telephone number the next time he detects an odor so we can investigate again and if an odor is detected again, hopefully we can find it's source and if it is an odor coming from the MHMUA collection system it can be corrected.

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 2017 through September 2018
POTW: Mount Holly Municipal Utilities Authority

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

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

Bulk Waste Monitoring January, 2018

	January	December	October 2017- September 2018	October 2016- September 2017
1. Number of bulk delivery pH, T.S. and sensory checks:	608	503	2,377	5,951
2. Number of bulk delivery conventional pollutant checks:	9	10	41	108
3. Number of bulk septage sources:	15	13	19	20
4. Number of bulk sludge sources:	6	7	10	13

Sampling (January): Dey Farm, Burlington County Landfill
Inspections (January): None

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

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

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

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

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

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

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

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

<u>BANK ACCOUNTS</u>	<u>REGISTRATION</u>	<u>AMOUNT</u>	
Beneficial Bank	MHMUA Escrow Account	\$	225,431.49
Beneficial Bank	MHMUA Self Insured UE Fund	\$	35,594.64
Beneficial Bank	MHMUA Payroll	\$	9,831.67
Beneficial Bank	MHMUA Operating Fund	\$	548,194.14
Beneficial Bank	MHMUA Trustee Deposit Account	\$	1,559,466.63
Beneficial Bank	MHMUA FSA Account	\$	5,185.18
		\$	<u>2,383,703.75</u>

ACCOUNTS HELD IN TRUST

T.D. Wealth Management	Debt Service Reserve	\$	3,928,482.78	In Trust
T.D. Wealth Management	Revenue Fund	\$	2,400,483.50	In Trust
T.D. Wealth Management	Renewal & Replacement	\$	10,101,556.28	In Trust
T.D. Wealth Management	Debt Service Fund	\$	1,376,031.72	In Trust
		\$	<u>17,806,554.28</u>	

Debt Service payment February 1, 2018:		
Total Debt Payment 2/1/2018	\$	329,393.64
Balance 1/31/2018	\$	1,376,031.72
Debt Service (Required)/Available	\$	<u>1,046,638.08</u>

<u>DEBT SERVICE SCHEDULED PAYMENTS (P&I) FOR 2018:</u>			<u>NJEIT FEES</u>
Due 2.1.18	\$	310,433.64	18,960.00
Due 6.1.18	\$	428,393.76	
Due 8.1.18	\$	1,293,432.57	18,960.00
Due 12.1.18	\$	968,393.76	
	\$	<u>3,000,653.73</u>	\$ <u>37,920.00</u>

[illegible]

[illegible]

RESOLUTION 2018-05

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

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

BE IT FURTHER RESOLVED by the Mount Holly Municipal Utilities Authority that the payroll and Operating Expenditures in the amount of \$804,928.14 per attached listings are hereby approved.

CERTIFICATION

[illegible]

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby Certify the foregoing to be a true copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting, held on the 15th day of February, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the
seal of said MUA this 15th day of February, 2018.

Brandy C. Boyington, Secretary

P.O. Type: All	Include Project Line Items: Yes	Open: N	Paid: N	Void: N
Range: First	to Last	Rcvd: Y	Held: N	Aprv: N
Format: Condensed	First Enc Date Range: First to 02/15/18	Bid: Y	State: Y	Other: Y
Include Non-Budgeted: Y	Prior Year Only: N			Exempt: Y

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
AMERI010 AMERICAN AQUATIC TESTING INC.								
	17-01101	11/15/17	YEARLY BIOASSAY TESTING	Open	2,250.00	0.00		
AMERI065 AMERICAN WATER								
	17-01322	12/31/17	AMERICAN WATER BILLING	Open	461.16	0.00		
AMERI080 AMERIGAS								
	17-01283	12/31/17	PROPANE	Open	89.58	0.00		
	17-01302	12/31/17	PROPANE - MAINT DEPT	Open	549.93	0.00		
	18-00036	01/09/18	PROPANE FOR MAINT HEATERS	Open	1,020.50	0.00		
	18-00081	01/22/18	PROPANE	Open	944.19	0.00		
					<u>2,604.20</u>			
ANALY005 ANALYTICAL LABORATORY SERVICES								
	17-01108	11/16/17	ANNUAL PP + 40 NJPDES SAMPLING	Open	3,262.00	0.00		
	17-01187	12/05/17	MONTHLY EFFLUENT VOA SAMPLING	Open	70.00	0.00		
	18-00039	01/10/18	MONTHLY VOA SAMPLING	Open	70.00	0.00		
					<u>3,402.00</u>			
ARMAN005 ARMANDO V. RICCIO, LLC								
	18-00176	02/07/18	PROFESSIONAL SERVICES	Open	465.00	0.00		
ASSNE005 ASSN. ENVIRONMENTAL AUTH								
	18-00184	02/07/18	AEA REGULAR MEMBER DUES	Open	5,700.00	0.00		
ATLAN020 ATLANTIC SWITCH AND GENERATOR,								
	17-00963	10/16/17	TIMING BELT- PS# 231	Open	43.00	0.00		
	18-00019	01/05/18	GENERATOR BLOCK HEATERS	Open	620.00	0.00		
					<u>663.00</u>			
ATLAS015 ATLAS COPCO COMPRESSORS LLC								
	18-00092	01/23/18	FIELD SERVICE- HSI BLOWER	Open	1,837.00	0.00		
AUTOM010 AUTOMATIONDIRECT.COM INC.								
	18-00056	01/17/18	PUMP STATION 228 OIT/POWER	Open	573.00	0.00		
BDS00005 BDS								
	17-00719	08/17/17	WORKLIGHTS/BATTERIES/CHARGERS	Open	867.00	0.00		
BRUCE005 BRUCE REED BUILDING MAINT								
	18-00178	02/07/18	JANUARY, 2018 OFFICE CLEANING	Open	235.00	0.00		
AGWAY005 BURLINGTON AGWAY								
	18-00044	01/15/18	LIME FOR PLANT USE	Open	284.80	0.00		
CINTA005 CINTAS CORPORATION								
	17-01281	12/31/17	UNIFORM RENTAL	Open	299.36	0.00		
	17-01282	12/31/17	BIB OVERALL	Open	78.84	0.00		

Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
CINTA005 CINTAS CORPORATION Continued							
18-00020	01/05/18	UNIFORM RENTAL	Open	296.36	0.00		
18-00035	01/09/18	UNIFORM RENTAL	Open	296.36	0.00		
18-00059	01/17/18	UNIFORM RENTAL	Open	296.36	0.00		
18-00090	01/23/18	UNIFORM RENTAL	Open	298.86	0.00		
18-00091	01/23/18	PARKA & BIBS	Open	170.83	0.00		
18-00119	01/31/18	UNIFORM RENTAL	Open	296.36	0.00		
				2,033.33			
COBUR005 COBURN CHEMICAL, INC.							
17-01286	12/31/17	MAGNESIUM HYDROXIDE	Open	7,597.00	0.00		
COURI005 COURIER TIMES, INC.							
17-01321	12/31/17	MISCELLANEOUS PUBLISHED NOTICE	Open	189.26	0.00		
WEEK0005 COURIER-POST & THIS WEEK							
18-00098	01/24/18	PUBLIC MTG CHANGE OF DATE AD	Open	39.24	0.00		
MAYBU005 CRAIG MAYBURY							
18-00087	01/23/18	WORK BOOTS	Open	109.99	0.00		
CROSS005 CROSS COUNTRY							
17-01243	12/14/17	JANITORIAL SUPPLIES	Open	1,887.85	0.00		
EASTE005 EASTERN AUTOPARTS WAREHOUSE							
17-01253	12/19/17	DEKA1131PMF BATTERY-PS#241 GEN	Open	96.95	0.00		
17-01254	12/19/17	OIL FILTER/ WASHER FLUID	Open	32.39	0.00		
18-00068	01/19/18	BATTERIES- GENERATOR/ PRESS WA	Open	160.90	0.00		
				290.24			
EVOQU005 EVOQUA WATER TECHNOLOGIES, LLC							
17-01268	12/22/17	BIOXIDE	Open	6,961.80	0.00		
18-00038	01/10/18	TANK EXCHANGE FOR DI SYSTEM	Open	503.00	0.00		
				7,464.80			
FACTS005 FLEX FACTS							
17-01271	12/22/17	11/17 FSA BILLING	Open	50.00	0.00		
17-01320	12/31/17	12/17 FSA BILLING	Open	50.00	0.00		
				100.00			
FRANK020 FRANKLIN-GRIFFITH, LLC							
17-01106	11/16/17	12 VOLT BATTERIES, WIRE TIES	Open	119.42	0.00		
17-01128	11/21/17	STARTER CONTACTS,FUSE REDUCERS	Open	277.99	0.00		
17-01160	11/30/17	3/4' PVC CONDUIT FITTINGS	Open	37.75	0.00		
17-01175	12/01/17	ELECTRICAL TAPE, PVC FITTINGS	Open	56.42	0.00		
17-01191	12/06/17	SQUARE D CONTACT KITS	Open	216.10	0.00		
17-01217	12/11/17	SQUARE D SIZE 1 CONTACTS	Open	308.32	0.00		
17-01238	12/14/17	BALLASTS, COVERS, GFCI RECP	Open	506.01	0.00		
17-01239	12/14/17	TECH SHOP LIGHTS	Open	758.85	0.00		
18-00011	01/03/18	RAB LIGHT BRACKETS	Open	193.85	0.00		
18-00015	01/04/18	JACK CHAIN, 1900 BOX COVERS	Open	36.77	0.00		

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
FRANK020 FRANKLIN-GRIFFITH, LLC Continued						
18-00053	01/17/18	4 FT LED LIGHT	Open	86.67	0.00	
				2,598.15		
GAGEI005 GAGE-IT INC.						
18-00111	01/30/18	BACKFLOW PREV TEST KIT- CAL	Open	143.45	0.00	
GILES005 GILES & RANSOME INC.						
17-01276	12/27/17	PARKING BRAKE CABLE	Open	89.04	0.00	
GPANJ005 GPANJ, INC.						
18-00185	02/07/18	ANNUAL MEMBERSHIP DUES	Open	100.00	0.00	
GRAIN005 GRAINGER						
17-01247	12/15/17	TRANSFORMER, STARTER	Open	120.94	0.00	
17-01278	12/28/17	HEATER, T-STAT, LIGHT	Open	549.50	0.00	
				670.44		
HAINE010 HAINESPORT AUTO & TRUCK						
18-00126	02/01/18	VACTOR SMOKE TEST	Open	97.50	0.00	
HAWKI015 HAWKINS TECHNOLOGIES, LLC						
17-01329	12/31/17	PROFESSIONAL SERVICES	Open	1,741.00	0.00	
JHBER005 J & H BERGE INC						
18-00007	01/03/18	LABORATORY SUPPLIES	Open	1,905.67	0.00	
LINES005 LINE SYSTEMS, INC.						
18-00192	02/08/18	TELEPHONE BILLING	Open	732.13	0.00	
MANSF005 MANSFIELD OIL COMPANY						
17-01273	12/22/17	FUEL PURCHASES	Open	924.20	0.00	
17-01325	12/31/17	FUEL PURCHASES	Open	650.49	0.00	
18-00146	02/06/18	FUEL PURCHASES	Open	957.28	0.00	
18-00147	02/06/18	FUEL PURCHASES	Open	1,143.54	0.00	
				3,675.51		
MCMAS005 MCMASTER-CARR SUPPLY CO.						
17-01248	12/18/17	SILICONE HOSE, CLAMPS, BEARING	Open	862.23	0.00	
18-00009	01/03/18	STAINLESS STEEL PIANO HINGE	Open	15.70	0.00	
18-00013	01/04/18	HIGH CAPACITY AUTODRAINS	Open	471.74	0.00	
18-00045	01/15/18	SAMPLE DIPPERS/ WIRE WHEELS	Open	268.96	0.00	
18-00054	01/17/18	SURFACE MOUNT HEATER	Open	395.57	0.00	
18-00078	01/22/18	ANCHORS, CONCRETE SCREWS/BIT	Open	150.02	0.00	
18-00105	01/25/18	WHEEL CHOCKS,CHAIN,HARDWARE	Open	299.72	0.00	
18-00116	01/31/18	GAUGES/BELTS/PIPE FITTINGS	Open	362.84	0.00	
				2,826.78		
METLI005 METLIFE						
18-00190	02/08/18	2/18 DISABILITY INS BILLING	Open	7,639.76	0.00	
MIDDL010 MIDDLESEX WELDING SALES						
18-00079	01/22/18	CYLINDER RENTAL	Open	61.50	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
SHOES005 MIKES BETTER SHOES						
17-01255	12/19/17	WORKBOOTS	Open	330.00	0.00	
MILLE005 MILLER FORD SALES INC.						
18-00060	01/18/18	RT REAR TAIL LIGHT ASSY- TK#16	Open	41.07	0.00	
MISSION005 MISSION COMMUNICATIONS, LLC						
18-00066	01/18/18	SERVICE PACKAGE RENEWAL	Open	563.40	0.00	
MLKAS005 MLK ASSOCIATES						
17-00450	06/21/17	SLIDE GATE VALVES FOR PL#3	Open	12,500.00	0.00	
TOILE005 MR. BOB PORTABLE TOILETS						
17-01331	12/31/16	TOILET RENTAL	Open	1,736.50	0.00	
NATIO020 NATIONAL SAFETY COUNCIL						
18-00057	01/17/18	EMERG PREPAREDNESS TRAINING KI	Open	435.37	0.00	
18-00058	01/17/18	MEMBERSHIP RENEWAL	Open	395.00	0.00	
				830.37		
NEWJE005 NEW JERSEY AMERICAN WATER						
18-00194	02/08/18	NJ AMERICAN WATER BILLING	Open	1,414.14	0.00	
NEWJE040 NEW JERSEY STATE POLICE						
17-01193	12/06/17	POLICE SERVICES	Open	1,076.02	0.00	
NORRI005 NORRIS SALES COMPANY, INC.						
18-00025	01/08/18	FUEL NOZZLE HEATER	Open	237.68	0.00	
PEACH005 PEACHTREE CONSULTING, LLC						
18-00089	01/23/18	WEBSITE MAINTENANCE,ADD PAGES	Open	800.00	0.00	
18-00175	02/07/18	2/18 WEBSITE MAINTENANCE BILL	Open	200.00	0.00	
				1,000.00		
PENNO005 PENNONI ASSOCIATES, INC.						
17-01304	12/31/17	NJDES PERMIT RENEWAL STUDIES	Open	45.00	0.00	
17-01307	12/31/17	PAA PILOT STUDY	Open	2,793.75	0.00	
17-01318	12/31/17	PAA PILOT STUDY	Open	6,035.00	0.00	
17-01319	12/31/17	NJDES PERMIT RENEWAL	Open	1,056.25	0.00	
17-01324	12/31/17	PAA CHEMICAL FEED	Open	4,986.50	0.00	
				14,916.50		
PETRO005 PETROCHOICE						
17-01099	11/15/17	MOTOR OILS FOR GEN SERVICES	Open	745.00	0.00	
PRIME005 PRIMEPOINT LLC						
17-01316	12/31/17	P/R PROCESS 12/14,12/28,12/31	Open	936.60	0.00	
PSEGC005 PSE&G COMPANY						
18-00198	02/09/18	GAS & ELECTRIC BILLING	Open	63,919.05	0.00	
RAIN0005 RAINONE,COUGHLIN MINCHELLO LLC						
17-01317	12/31/17	RETAINER, NOVEMBER, 2017	Open	1,000.00	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
RAYMO005 RAYMOND, COLEMAN, HEINOLD & NO						
18-00177	02/07/18	PROFESSIONAL SERVICES	Open	3,500.00	0.00	
RIGGI005 RIGGINS INC.						
17-01303	12/31/17	ULS DIESEL FUEL	Open	402.22	0.00	
18-00033	01/09/18	ULS DIESEL	Open	823.50	0.00	
18-00080	01/22/18	ULS DIESEL	Open	330.54	0.00	
18-00103	01/25/18	ULS DIESEL	Open	703.80	0.00	
18-00117	01/31/18	ULS DIESEL	Open	387.72	0.00	
				2,647.78		
ROBER035 ROBERT LOVENDUSKI						
18-00088	01/23/18	WORK BOOTS	Open	124.99	0.00	
RUMSE005 RUMSEY ELECTRIC						
18-00065	01/18/18	PUMP STATION 228 PLC	Open	6,923.74	0.00	
LINGL005 RUSSELL LINGLE IV						
18-00021	01/05/18	SEMINAR REGISTRATION	Open	17.00	0.00	
RUSSE015 RUSSELL REID INC.						
17-01326	12/31/17	DECEMBER GRIT & TRASH HAULING	Open	372.00	0.00	
RUTGE015 RUTGERS, THE STATE UNIVERSITY						
18-00067	01/18/18	RUTGERS CMFO COURSE	Open	1,192.00	0.00	
SELEC005 SELECTIVE INSURANCE						
18-00186	02/07/18	FLOOD INSURANCE/PLT MODULAR	Open	1,380.00	0.00	
SHERW005 SHERWIN-WILLIAMS						
18-00028	01/09/18	ANSI 61 GREY PAINT	Open	51.76	0.00	
18-00070	01/19/18	PAINT, RESPIRATOR CARTRIDGE	Open	160.72	0.00	
18-00107	01/26/18	GRAY PAINT	Open	103.52	0.00	
				316.00		
GIBB0005 SHINGLE & GIBB						
17-01245	12/15/17	DORR OLIVER TRANSDUCER	Open	1,231.90	0.00	
SOUTH030 SOUTHERN REGIONAL EMP BENEFIT						
18-00137	02/05/18	HEALTH INS BILL/FEB. 2018	Open	101,777.00	0.00	
TOMOS005 STEVEN M. TOMOSI						
18-00024	01/08/18	TIRE INFLATOR W/ SIGHT GLASS	Open	91.50	0.00	
STEVE005 STEVENSON SUPPLY CO. INC.						
18-00047	01/16/18	PIPE FITTINGS, PRIMER & CEMENT	Open	378.34	0.00	
18-00102	01/25/18	FLOAT SWITCHES	Open	308.92	0.00	
				687.26		
STEWA005 STEWART C LA VINE INC. T/						
18-00014	01/04/18	FIBER OPTIC CONVERTER	Open	1,106.25	0.00	

Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
SUMMI010 SUMMIT WATER NEXUS, MOUNT HOLL							
17-01323	12/31/17	12/17 BILLING	Open	3,898.24	0.00		
18-00187	02/07/18	1/18 BILLING	Open	4,836.20	0.00		
				8,734.44			
TOWNS010 TOWNSHIP OF MOORESTOWN							
17-01330	12/31/17	PS @ LAUREL CREEK WATER BILL	Open	31.50	0.00		
TRAPR005 TRAP ROCK INDUSTRIES LLC							
17-01017	10/30/17	EXCAVATED ASPHALT	Open	3.30	0.00		
17-01018	10/30/17	FABC / I5 (TOP ASPHALT)	Open	57.23	0.00		
				60.53			
TREAS015 TREASURER OF BURLINGTON							
18-00124	02/01/18	JANUARY SLUDGE DISPOSAL	Open	51,892.35	0.00		
18-00125	02/01/18	JANUARY GRIT/TRASH DISPOSAL	Open	2,493.71	0.00		
				54,386.06			
TRIJA005 TRIJAY SYSTEMS, INC.							
18-00110	01/30/18	YEARLY SCADA MAINT SERVICE	Open	3,000.00	0.00		
USABL005 U.S.A. BLUE BOOK							
17-01244	12/14/17	SUPPLIES	Open	993.45	0.00		
VISIO005 VISION SERVICE PLAN							
18-00191	02/08/18	2/18 VISION BILLING	Open	1,329.35	0.00		
WBMAS005 W.B. MASON COMPANY, INC.							
17-01167	12/01/17	LOTUS SIT STAND WORKSTATION	Open	361.61	0.00		
WATER010 WATER ENVIRONMENT							
18-00034	01/09/18	MEMBERSHIP RENEWAL	Open	214.00	0.00		
18-00118	01/31/18	MEMBERSHIP RENEWAL	Open	107.00	0.00		
				321.00			
LUBE0005 WESTAMPTON CAR WASH & QUICK LU							
18-00188	02/07/18	OIL & FILTER CHANGE/ADM JEEP	Open	27.18	0.00		
WOOLS005 WOOLSTON COMPANY, INC.							
17-01328	12/31/17	DECEMBER SLUDGE HAULING	Open	4,494.00	0.00		
Total Purchase Orders: 129 Total P.O. Line Items: 0 Total List Amount: 357,687.67 Total Void Amount: 0.00							

P.O. Type: All	Include Project Line Items: No	Open: N	Paid: Y	Void: N
Range: First	to Last	Rcvd: N	Held: N	Aprv: N
Format: Condensed	Paid Date Range: 01/12/18 to 02/15/18	Bid: Y	State: Y	Other: Y
Include Non-Budgeted: Y	Prior Year Only: N			Exempt: Y

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
HOMED005 HOME DEPOT CREDIT SERVICE								
	17-01179	12/04/17	SHOP VAC HEPA FILTERS	cld	59.94	0.00		
LINES005 LINE SYSTEMS, INC.								
	17-01313	01/18/18	TELEPHONE BILLING	Open	729.98	0.00		
LOWES005 LOWE'S								
	17-01206	12/08/17	SHOP VAC,TAPE,HEATER,SHOVELS	cld	199.38	0.00		
	17-01221	12/11/17	DEHUMIDIFIER	cld	157.17	0.00		
	17-01265	12/21/17	KEYS AND MOP HEADS	cld	18.14	0.00		
	17-01277	12/27/17	FLEX TAPE	cld	12.08	0.00		
	17-01279	12/28/17	Propane Tank Exchange	cld	18.57	0.00		
					405.34			
METLI005 METLIFE								
	18-00041	01/11/18	1/18 DISABILITY INS BILLING	cld	7,567.90	0.00		
NEWJE005 NEW JERSEY AMERICAN WATER								
	17-01312	12/31/17	NJ AMERICAN WATER BILLING	Open	1,795.18	0.00		
POSTM005 POSTMASTER								
	18-00051	01/17/18	MAILING CYCLE "C" BILLING	cld	1,783.92	0.00		
PSEGC005 PSE&G COMPANY								
	17-01314	12/31/17	PSE&G BILLING	Open	28,651.46	0.00		
PURCH005 PURCHASE POWER								
	17-01315	12/31/17	POSTAGE METER REFILL	Open	1,020.99	0.00		
SOUTH030 SOUTHERN REGIONAL EMP BENEFIT								
	18-00074	01/19/18	JANUARY 2018 HEALTH INSURANCE	Open	101,777.00	0.00		
SPRIN005 SPRINT								
	18-00082	01/22/18	PCS CONNECTION CARD/PLANT	Open	62.38	0.00		
ADVAN020 STAPLES ADVANTAGE								
	17-01257	12/19/17	OFFICE SUPPLIES	cld	100.86	0.00		
	17-01262	12/20/17	TAX FORMS	cld	41.85	0.00		
					142.71			
TRACT005 TRACTOR SUPPLY COMPANY								
	17-01261	12/20/17	PARKA	cld	84.99	0.00		
TREAS025 TREASURER STATE OF N.J.								
	18-00048	01/16/18	PHYSICAL CONNECTION PERMIT REN	Open	200.00	0.00		
UNITE020 UNITED PARCEL SERVICE								
	17-01163	11/30/17	SHIPPING CHARGE	cld	4.50	0.00		

Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
VERIZ015 VERIZON							
17-01310	12/31/17	FIOS INTERNET & TV BILLING	Clsd	287.76	0.00		
18-00083	01/22/18	FIOS INTERNET/1 PARK DRIVE	Open	324.23	0.00		
18-00108	01/29/18	FIOS INTERNET/300 RANCOCAS RD	Open	159.99	0.00		
				771.98			
VERIZ035 VERIZON WIRELESS							
17-01308	12/31/17	CELL PHONE BILLING	Clsd	380.47	0.00		
17-01309	12/31/17	CELL PHONE BILLING	Clsd	218.24	0.00		
17-01327	12/31/17	CELL PHONE BILING	Open	218.60	0.00		
				817.31			
VISIO005 VISION SERVICE PLAN							
18-00042	01/11/18	1/18 VISION BILLING	Clsd	1,329.35	0.00		
WEGMA005 WEGMANS FOODS MARKETS INC							
17-01311	12/20/17	EMPLOYEE APPRECIATION LUNCHEON	Clsd	219.53	0.00		
Total Purchase Orders: 27 Total P.O. Line Items: 0 Total List Amount: 147,424.46 Total Void Amount: 0.00							

A

Total "A" :	\$505,112.13
Less Imp/Rep:	(\$12,500.00) - Resolution 2018-08
Total Operating Exp:	\$492,612.13
Add January Payroll:	\$312,316.01
Total:	\$804,928.14 - Resolution 2018-05

RESOLUTION 2018-06

A RESOLUTION APPROVING SEWER REFUNDS

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

TOTAL REFUNDS AS PER THE ATTACHED REPORT: \$2,013.60

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 15th day of February, 2018.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MUA
this February 15, 2018.

Brandy C. Boyington, Secretary

Tracking Id Range: SWR REFUND to SWR REFUND Vendor Range: First to Last Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: Y
Account Type: G/L First Encumber Date Range: 01/12/18 to 02/15/18 Include Items Without Tracking Id: N
Account Range: First to Last

Tracking Id Description

P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	First Encumber Date	Status
SWR REFUND										
18-00148	1	MICHA010	MICHAEL & MICHELA BOVA	SEWER REFUND/506 GARDEN STREET	01-000-2020	1.00	35.05	other	02/06/18	Open
18-00149	1	4MILL005	4 MILL ST LLC	SEWER REFUND/4 MILL STREET	01-000-2020	1.00	34.45	other	02/06/18	Open
18-00150	1	MICHA015	MICHAEL ANDERSON	SEWER REFUND/501 E MILL STREET	01-000-2020	1.00	53.54	other	02/06/18	Open
18-00152	1	PRICE005	PRICELESS HOMES, LLC	SEWER REFUND/615 SMITH LANE	01-000-2020	1.00	13.14	other	02/06/18	Open
18-00153	1	JACK005	JACK & ERIN HUBBARD	SEWER REFUND/17 EASTON WAY	01-000-2020	1.00	194.27	other	02/06/18	Open
18-00154	1	TARAZ005	TARAZ MOTAMEDI	SEWER REFUND/88 BEECHNUT COURT	01-000-2020	1.00	20.96	other	02/06/18	Open
18-00155	1	CELIA005	CELIA TIFFANY	SEWER REFUND/88 BAYBERRY COURT	01-000-2020	1.00	55.99	other	02/06/18	Open
18-00156	1	BILLY005	BILLY & ROSALIA BURGAN	SEWER REFUND/8 DIMSDALE DRIVE	01-000-2020	1.00	224.79	other	02/06/18	Open
18-00157	1	SHIRL005	SHIRLEY MEGARGEE	SEWER REFUND/51 GLENWOOD ROAD	01-000-2020	1.00	40.99	other	02/06/18	Open
18-00158	1	ANDRE005	ANDREW & ALLISON GENTILE	SEWER REFUND/13 COTTONWOOD DR	01-000-2020	1.00	99.87	other	02/06/18	Open
18-00159	1	JOHNA005	JOHN & AMY COSTA	SEWER REFUND/3 STREAMLET COURT	01-000-2020	1.00	1,073.72	other	02/06/18	Open
18-00160	1	CROSS010	CROSS COUNTRY EQUITY LLC	SEWER REFUND/3 KINGSWOOD COURT	01-000-2020	1.00	11.33	other	02/06/18	Open
18-00161	1	ERICP005	ERIC PATTON	SWR REFUND P&H/23 ROCHELLE DR	01-000-2020	1.00	25.00	other	02/06/18	Open
18-00162	1	KEITH005	KEITH & MARY KELLER	SWR REFUND P&H/50 MANCHESTER	01-000-2020	1.00	26.50	other	02/06/18	Open
18-00163	1	THOMA020	THOMAS & YOLANDA GUASTAVINO	SWR REFUND P&H/185 MERION CT	01-000-2020	1.00	18.25	other	02/06/18	Open
18-00164	1	VINCE015	VINCENT CORTESE	SWR REFUND P&H/22 MUNICIPAL DR	01-000-2020	1.00	25.75	other	02/06/18	Open
18-00165	1	KARLR005	KARL R. MOSIER	SWR REFUND APP/516 HAINESPORT	01-000-2020	1.00	60.00	other	02/06/18	Open
Bid:		0.00	State:	0.00	Other:	2,013.60	Exempt:	0.00	Total:	17.00
										2,013.60

Total Tracking Ids: 1 Total Qty: 17.00 Total Amount: 2,013.60

Total Bid: 0.00 Total State: 0.00 Total Other: 2,013.60 Total Exempt: 0.00

RESOLUTION 2018-07
A RESOLUTION APPROVING EXPENDITURES
FROM THE ESCROW FUND

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

For Release of the Escrow Regarding Harrison Avenue:

Property Management Group: \$621.25 (per attached report)

CERTIFICATION

STATE OF NEW JERSEY }

SS:

COUNTY OF BURLINGTON }

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting held on the 15th day of February, 2018.

Brandy C. Boyington, Secretary

Tracking Id	Description
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P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	Encumber Date	Status
ESCROW										
18-00183	1	PROPE005	PROPERTY MANAGEMENT GROUP	RELEASE OF ESCROW	0000000064	1.00	621.25	other	02/07/18	open
Bid:		0.00	State:	0.00	Other:	621.25	Exempt:	0.00	Total:	
						1.00	621.25			

Total Tracking Ids:	1	Total Qty:	1.00	Total Amount:	621.25
Total Bid:	0.00	Total State:	0.00	Total Other:	621.25
				Total Exempt:	0.00

RESOLUTION 2018-08

**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 (per attached listing)	\$ 12,500.00
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<u>TOTAL</u>	<u>\$ 12,500.00</u>
---------------------	----------------------------

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 15th day of February, 2018.

Brandy C. Boyington, Secretary

Tracking Id Range: RENEWREPLA to RENEWREPLA Vendor Range: First to Last Open: N Rcvd: Y Paid: N Held: N Aprv: N Void: N
Account Type: Expenditure Received Date Range: 12/31/17 to 02/15/18 Include Items Without Tracking Id: N
Account Range: First to Last

Tracking Id Description

P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	Received Date	Status
RENEWREPLA 17-00450	CAPITAL ITEMS - R&R RESOLUTION	1	MLKAS005 MLK ASSOCIATES	(3)- 32" SLIDE GATE VALVES	01-010-6303	3.00	12,500.00	other	12/31/17	Rcvd
Bid:		0.00	State:	0.00	other:	12,500.00	Exempt:	0.00	Total:	
Total Tracking Ids:		1	Total Qty:		3.00	Total Amount:		12,500.00		
Total Bid:		0.00	Total State:		0.00	Total Other:		12,500.00	Total Exempt:	
								0.00		

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

REQUISITION NO. 2018-08

DATE: February 15, 2018

To: TD BANK, NATIONAL ASSOCIATION, TRUSTEE

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

PAYEE	AMOUNT TO BE PAID	PURPOSE OF DISBURSEMENT
MLK Associates	\$12,500.00	(3) 32” Slide Gate Valves

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

Dated:

By: _____
Authorized Officer

RESOLUTION 2018-09

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 15th day of February, 2018, 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 15, 2018, 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.

Esquire

RESOLUTION #2018-10

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 15th day of February, 2018, 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 15, 2018, 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.
2. 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.

Esquire

RESOLUTION 2018-11

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 15th day of February, 2018 as follows:

1. _____ is hereby appointed as special counsel for the Mount Holly Municipal Utilities Authority. The term of the appointment is effective February 15, 2017 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.

Esquire

RESOLUTION 2018-12

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 15th day of February, 2018, 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 15, 2018, 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.

Esquire

RESOLUTION #2018-13

WHEREAS, there exists a need for the services of an Environmental Consulting Engineer to perform certain sampling, testing, modeling, analysis, and other environmental consulting services; 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 15th day of February, 2018, as follows:

1. _____ be and the same is hereby appointed as Environmental Consulting Engineer for The Mount Holly Municipal Utilities Authority. The term of appointment is effective February 15, 2018, 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.

Esquire

RESOLUTION 2018-14

**RESOLUTION AUTHORIZING AGREEMENT FOR EXTRAORDINARY,
UNSPECIFIABLE SERVICES COMPUTER SYSTEMS CONSULTANT**

WHEREAS, there exists a need to obtain the services of a Computer Systems Consultant to furnish and install, and provide training and service for, computer and software services to meet the needs of the MHMUA and which is compatible with the existing equipment of the MHMUA; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-5 (1) (a) (ii)) exempts the award of contracts for extraordinary, unspecifiable services from the requirements of public advertisement and bidding; and

WHEREAS, the award of this contract meets the statute and regulations governing the award of said contracts; and

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

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

NOW, THEREFORE, BE IT RESOLVED this 15th day of February, 2018, by The Mount Holly Municipal Utilities Authority as follows:

1. The Chairman and Secretary be and the same are hereby authorized and directed to execute the attached agreement with _____ for the services described herein.
2. This contract is awarded without competitive bidding after a fair and open process as an "Extraordinary Unspecifiable Service" in accordance with N.J.S.A. 40A:11-5(1)(a)(ii) of the Local Public Contracts Law because this service is specialized and qualitative in nature requiring expertise, extensive training and proven reputation.
3. A notice of this action shall be published in the official newspaper of the MHMUA.

THE MOUNT HOLLY MUNICIPAL UTILITIES
AUTHORITY

By: _____
Jules K. Thiessen, Chairman

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.

Esquire

RESOLUTION 2018-15

WHEREAS, there exists a need for the services of an attorney-at-law to serve as labor 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 15th day of February, 2018, as follows:

1. _____, be and the same is hereby appointed as labor counsel for the Mount Holly Municipal Utilities Authority. The term of the appointment is effective February 15, 2018, 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.

Esquire

RESOLUTION 2018-16

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 15th day of February, 2018, 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 15, 2018, 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.

Esquire

RESOLUTION 2018-17

**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 MHMUA commencing February 15, 2018. From time to time, the MHMUA 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 15, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said MHMUA this 15th day of February 2018.

Brandy C. Boyington, Secretary

**A RESOLUTION OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY IN
THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY, DESIGNATING
VARIOUS BANKING INSTITUTIONS
FOR DEPOSITORY PURPOSES**

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

1. The following banking institutions are hereby designated as institutions which will be depositories for various accounts of the MHMUA: _____ as lead bank and all other banks in Burlington County for the period February 1, 2018 until February 1, 2019.

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 February 15, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of
said Authority this 15th day of February, 2018.

Brandy C. Boyington, Secretary

RESOLUTION 2018-19

BE IT RESOLVED by The Mount Holly Municipal Utilities Authority this 15th day of February, 2018 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 MHMUA 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, and P.O. Box 209, Trenton, NJ 08625-0209.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules Thiessen, Chairman

Attest:

Brandy C. Boyington, Secretary

RESOLUTION 2018-20

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
NOTICE OF MEETINGS FOR THE YEAR 2018 THROUGH THE
2019 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 08, 2018
April 12, 2018
May 10, 2018
June 14, 2018
July 12, 2018
August 09, 2018
September 13, 2018
October 11, 2018
November 08, 2018
December 13, 2018
January 10, 2019
February 14, 2019

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 MHMUA may be discussed.

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 the 15th day of February 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said MHMUA this 15th day of February 2018.

Brandy C. Boyington
Board Secretary

RESOLUTION 2018-21
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 MHMUA 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 MHMUA 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 MHMUA 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 15th day of February, 2018, 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

RESOLUTION 2018-22
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 15th day of February, 2018, 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 MHMUA such reports and applications as may be required by the New Jersey Department of Environmental Protection or the United States Environmental Protection Agency.

2. Michael Dehoff, Finance Administrator, or in his absence, Robert G. 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 sewer permits on behalf of the MHMUA, in accordance with the rules and regulations of the MHMUA.

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

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

RESOLUTION 2018-23

**RESOLUTION APPOINTING
INSURANCE FUND COMMISSIONER**

BE IT RESOLVED by The Mount Holly Municipal Utilities Authority this 15th day of February, 2018 that Robert G. 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 this Resolution shall remain in effect until the following reorganization of the MHMUA, 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 2018-24

**RESOLUTION APPROVING THE CASH MANAGEMENT PLAN
OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
FOR FISCAL YEAR 2018**

BE IT RESOLVED by The Mount Holly Municipal Utilities Authority, this 15th day of February, 2018, that the Cash Management Plan for Fiscal Year 2018 be and the same is hereby approved and adopted in the form on file in the office of the MHMUA.

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, 2018 TO DECEMBER 31, 2018

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 ("MHMUA") for the fiscal year indicated above.

I. Designation of Legal Public Depository

A. The designated legal public depository of the MHMUA 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 MHMUA. 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 MHMUA, 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 MHMUA, except for monies received for planning escrow fees, shall, within 48 hours after the receipt thereof, be deposited to the credit of the MHMUA 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 MHMUA.

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 MHMUA 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 MHMUA 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 MHMUA.

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 MHMUA to pay the Operating Expenses of the MHMUA 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 bi-weekly basis to meet the payroll requirements of the MHMUA.

(a) There shall be maintained in the designated legal public depository a Flexible Spending Account "FSA" that shall be a subaccount of the Payroll Account. Monies shall be transferred from the Payroll Account into the FSA Account for employee deductions on a monthly basis to meet the cash requirements of the MHMUA.

D. Unemployment Fund Account. There shall be maintained in the designated legal public depository an Unemployment Fund Account, the purpose of which is to receive employee payroll deductions for future unemployment claims under the reimbursable unemployment program with the State of NJ. Monies shall be transferred from the Payroll account into the Unemployment Fund Account on a monthly basis to meet the requirements of the MHMUA.

E. Petty Cash Fund. The MHMUA shall maintain a Petty Cash Fund in the office of the MHMUA. The purpose of the Petty Cash Fund is to pay small miscellaneous expenses of the MHMUA in cash, as authorized by the Executive Director or the Finance Administrator. 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.

F. 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 MHMUA 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 MHMUA to pay Operating Expenses for the ensuing period for which funds were requisitioned, into the MHMUA'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:	\$2,400,484
Debt Service Fund: (includes Sinking Fund Installment)	\$3,001,144
Debt Service Reserve Fund:	\$3,001,144
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 MHMUA

A. Pursuant to N.J.S.A. 40A:5-15.1, the MHMUA 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 MHMUA, 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 MHMUA shall be covered by a third party custodial agreement which shall provide for the designation of such investments in the name of the MHMUA 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 MHMUA or a third-party custodian prior to or upon the release of the MHMUA’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 Finance Administrator and shall be commensurate with the nature and size of the funds held by the MHMUA. 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 MHMUA.

B. The MHMUA authorizes the Investment Broker to act for and on behalf of the MHMUA and to use monies which the MHMUA 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 MHMUA and which, if suitable for registry, shall be registered in the name of the MHMUA. 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 MHMUA for any securities that are to be sold and which will result in a loss to the MHMUA. Such notice shall be directed to the Executive Director or Finance Administrator 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 Finance Administrator expressly approves or requests the transaction (as confirmed in writing), the mere receipt of such notice will not constitute approval by the

MHMUA of the transaction since the MHMUA 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 MHMUA. The Investment Broker shall also sign an acknowledgment that the government money market mutual fund whose securities are being purchased for the MHMUA 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 MHMUA, or by the Trustee on behalf of the MHMUA, the Finance Administrator 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 MHMUA 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 Finance Administrator shall prepare a monthly report to the MHMUA summarizing all investments made or redeemed since the last meeting of the MHMUA. The report shall set forth each organization holding MHMUA 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 MHMUA.

VIII. Approval, Amendment and Administration of Plan

A. The cash management plan shall be approved annually by majority vote of the MHMUA 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 Finance Administrator shall be charged with administering the plan. The persons so charged with administering the plan shall consult with the MHMUA 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 MHMUA 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 MHMUA 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 MHMUA who has a material business or personal relationship with the organization, shall disclose that relationship to the MHMUA and to the Local Finance Board or the Municipal Ethics Board, as appropriate.

IX. Payment of Bills by the MHMUA

A. The MHMUA 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 MHMUA having knowledge of the facts that the goods have been received by, or the services rendered to, the MHMUA.

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 MHMUA may, by resolution:

1. provide for and authorize payment of advances to officers and employees of the MHMUA 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 MHMUA 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 MHMUA 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 MHMUA shall not engage in the practice of cashing checks with public funds.

RESOLUTION 2018-25

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
RESOLUTION AUTHORIZING CHANGE ORDER No. 1 TO
CONTRACT 2017-14 FOR HIGH STREET**

WHEREAS, the Mount Holly Municipal Utilities Authority (“MHMUA”) is a public body corporate and politic of the State of New Jersey; and

WHEREAS, the MHMUA has entered into Contract 2017-14 with North American Pipeline Services, LLC for High Street reconstruction; and

WHEREAS, changes to the aforesaid contract as detailed in the attached Contract Change Order acceptance letter dated January 03, 2018 has been recommended by the consulting engineer, Richard A. Alaimo Associates, which indicate that there will be an increase to the contract, all of which has been reviewed and approved by MHMUA personnel; and

WHEREAS, Change Order No. 1 represents an increase of \$_____ to the original contract amount of \$_____;

WHEREAS, the net result of Change Order No. 1 brings the new contract amount to \$_____; and

WHEREAS, Change Order No. 1 satisfies each of the requirements of N.J.A.C. 5:30-11.3.

NOW, THEREFORE, BE IT RESOLVED by the MHMUA that Change Order No. 1 to the contract with North American Pipeline Services LLC, a copy of which is attached hereto, be and the same is hereby approved; and

BE IT FURTHER RESOLVED that the appropriate MHMUA officials are hereby authorized to execute Change Order No. 2 on behalf of the MHMUA.

MOTION: _____ SECONDED: _____

AYES

ABSTAIN

NAYES

ABSENT

Chairman Thiessen
Commissioner Silcox
Commissioner Jones
Commissioner Banks
Commissioner LaPlaca

The foregoing is a true copy of a Resolution adopted by the Mount Holly Municipal Utilities Authority at a meeting thereof duly called and held on February 15, 2018.

Brandy C. Boyington, Secretary

RESOLUTION 2018-26

WHEREAS, The Mount Holly Municipal Utilities Authority has duly advertised according to law for bids on Contract 2018-09 Paracetic Acid Disinfection Solution and;

WHEREAS, bids were received, opened and announced by the MHMUA at its office on Wednesday, January 17, 2018 and

WHEREAS, _____ submitted the low bid on the aforesaid contract.

WHEREAS, the Executive Director of the MHMUA has recommended the award of this contract to the low bidder; and

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

NOW, THEREFORE, BE IT RESOLVED this 15th day of February, 2018 the Contract No. 2018-09, Paracetic Acid Disinfection, be and the same is hereby awarded to _____ on the basis of unit prices indicated above.

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

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules Thiessen, Chairman

Attest:

Brandy C. Boyington, Secretary

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

Tom Coleman, Solicitor

**RESOLUTION OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
APPROVING AN AMENDMENT TO THE EXISTING SERVICE AGREEMENT WITH
GROWS NORTH/ TRRF/ FAIRLESS LANDFILL SANITARY SEWERAGE SERVICE**

RESOLUTION 2018-27

WHEREAS, the Mount Holly Municipal Utilities Authority (hereinafter "MHMUA") is a public body created by the governing body of the Township of Mount Holly pursuant to the provisions of the Municipal Utilities Authorities Law of the State of New Jersey, as amended and supplemented; and

WHEREAS, the MHMUA, a State designated pretreatment authority, is charged inter alia, with the responsibility for the maintenance, operation and improvement of works for the collection, treatment, purification and disposal of sewerage within the Township of Mount Holly and surrounding service areas; and

WHEREAS, GROWS North/ TRRF/ Fairless Landfill & Development Co. Inc., has submitted an addendum to the existing S-1NR application for disposal of wastewater. This information is outlined in a memo from David W. Reich of the Industrial Pretreatment Department, a copy is attached and considered a part of this resolution; and

WHEREAS, the MHMUA has reviewed said ~~the~~ amendment and under the terms and provisions of the submittal, as well as the Rules and Regulations of the MHMUA, will accept said wastewater from GROWS North/ TRRF/ Fairless Landfill & Development Co. Inc, pursuant to the terms of the existing Service Agreement between the MHMUA and GROWS North/ TRRF/ Fairless Landfill and

WHEREAS, the MHMUA deems it in its best interests to approval the proposed changes for the aforesaid Agreement.

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

1. The proposed minor modifications to the existing Service Agreement between the Mount Holly Municipal Utilities Authority and GROWS North/ TRRF/ Fairless Landfill & Development Co. Inc Landfill. for Sanitary Sewerage Service, dated as of April 13,2017 are hereby ratified and approved.
2. The Chairman and Secretary of the MHMUA are authorized and directed to execute the necessary documentation for the aforesaid Sewerage Service Agreement on behalf of the MHMUA.

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 15, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Authority this 15th day of February 2018.

BRANDY C. BOYINGTON, SECRETARY

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

DATE: 1/26/18

TO: Robert Maybury

FROM: David W. Reich

RE: GROWS Landfill Service Agreement Minor Modification Basis & Background

BASIS AND BACKGROUND

NAME AND ADDRESS OF APPLICANT

Waste Management Disposal Services of PA
4000 Hadley Road, 2nd Floor
South Plainfield NJ 07080

FACILITY NAME AND ADDRESS

GROWS North Landfill	TRRF Landfill	Fairless Landfill
1000 New Ford Mill Road	200 Bordentown Road	1513 Bordentown Road
Morrisville PA 19067	Tullytown PA 19027	Morrisville PA 19067

FACILITY DESCRIPTION

Waste Management Disposal Services of PA (WMX) owns and operates the three landfills noted above. WMX currently has a Service Agreement with MHMUA for the disposal of non-contact stormwater collected from the inactive slopes of the landfills. In a letter dated 1/20/2018, WMX requested authorization to discharge non-contact stormwater that collects in the leachate storage tank containment areas of each of the landfills. Analytical data for the proposed new source confirms that the storage tank containment stormwater is substantially comparable to the currently approved stormwater.

RECOMMENDED ACTION

The Industrial Pretreatment Department recommends that the Authority make the following minor modifications to the existing WMX/MHMUA Service Agreement (proposed additions are underlined):

In section I recitals:

Process Description: Waste Management Disposal Services of PA owns and operates the three landfills noted in this fact sheet. The side slopes of the inactive areas of the landfills each have a synthetic cap which is covered by two feet of cover soil and planted with vegetation. Precast concrete channels are installed at the base of the inactive slopes and collect and convey stormwater to PADEP permitted stormwater basins. The landfills also have containment areas around the leachate storage tanks that also collect non-contact stormwater. The discharge consists solely of the non-contact stormwater from the inactive slopes of the landfills and from the storage tank containment areas. The discharge is not subject to Federal Categorical Pretreatment Standards. The facility is subject to MHMUA's uniform concentration-based local limits for metals and MHMUA's local limits for pH. Because the facility has the capacity to discharge at least 25,000 gallons per day, the facility is classified as a Significant Industrial User.

In section I recitals:

NOW, THEREFORE, IT IS HEREBY AGREED, CONTRACTED AND STIPULATED between the MHMUA and Applicant that the MHMUA will accept the Applicant's wastewater enumerated on the Applicant's S-1NR dated 1/18/17 and addendum dated 1/20/2018 at the location(s) specified in the "Fact Sheet" contained herein subject to the following conditions:

In section II Stipulations:

5.6. Information submitted in the original S-1NR dated 1/18/17 and addendum dated 1/20/18 shall constitute the Applicant's operation under this Agreement, and Applicant shall notify MHMUA of any proposed changes in operation, character of waste discharges, flows or ownership. Such changes may not be made without MHMUA's approval, and may require submission of a new application to MHMUA.

cc: Joel Hervey

Resolution No. 2018-28
RESOLUTION AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER
NEEDED FOR PUBLIC USE THROUGH AN ONLINE AUCTION

WHEREAS, The Mount Holly Municipal Utilities Authority is the owner of certain personal property (the ("PROPERTY") as hereinafter described; and

WHEREAS, the MHMUA has determined that the Property is no longer needed for public use; and

WHEREAS, the MHMUA has determined to offer the Property for sale through an online auction conducted by GovDeals, Inc., under New Jersey State Contract 70967, in a manner consistent with the aforesaid State Contract and Local Finance Notice ("LFN") 2010-9.

NOW, THEREFORE, BE IT RESOLVED on this 15th day of February, 2018, by the Mount Holly Municipal Utilities Authority as follows:

1. The Property hereinafter described in this Resolution is no longer needed for public use.
2. The Property is hereby authorized to be sold on an "As-Is" basis to the successful bidder through an on-line auction conducted by Gov Deals, Inc. under New Jersey State Contract 70967, in a manner consistent with LFN 2010-9.
3. The address at which the Property Shall be sold is www.GovDeals.com.
4. The terms and conditions of the agreement entered with GovDeals are available on the website of GovDeals and from the MHMUA..
5. A notice announcing the auction of the Property and the manner of sale shall be published once as a legal advertisement in the official newspapers of the MHMUA.
6. The sale of the Property shall be held not less than seven or more than fourteen days after the latest publication notice.
7. A copy of the Resolution shall be sent to the New Jersey Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton New Jersey, 08625-0803
8. A description of the property to be sold is as listed on attached.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules Thiessen, Chairman

ATTEST:

Brandy C Boyington, Board Secretary

GOVDEALS AUCTION – February 1, 2018

1. (1) Gasboy fuel dispensing system-Model # 1000-Units were in working condition when removed from service.
2. (1) Oki Data Printer-Model# Pacemark 4410-Unknown working condition.
3. (Sold as Lot) Office furniture-Used condition.
4. (1) HP Printer-Model #C8174A L- Printer did not work when removed from service.
5. (1) Baldor Electric Motor-Working when removed from service
6. (18) Omega Engineering Pressure Switch Working when removed from service
7. (1) Rosemount Pressure Transmitter. Working when removed from service
8. (1) Yaskawa VFD cabinet– Model# NB80447A–Working when removed from service.
9. (1) Mikasa jumping jack tamper – Model# MTR-60L-Unknown working condition.
10. (1) Thomas Air Compressor-Working when removed from service
11. (1) Speedaire Air Compressor-Model # 5Z598C –Worked when removed from service.
12. (1) Milwaukee 12v Cordless Drill – Model # 0602-02 –Not working when removed from service.
- 13.(5) Thomas Industries Air Compressor–Model # 8-140969 – Working condition unknown.
- 14.(1) Emerson Motor Div. Air Compressor-Model # SA55NXGTE-4870. Working when removed from service.
15. (1 box) Square D 30mm selector, button switches, and Indicator Lights–Working when removed.

16. (6) Holophane Lights– Model # PTA175MH12C-Working when removed.
17. (1) Power Master Disconnect Switch. Model # SH 361 SNK – Working when removed from service.
18. (2) Speedaire Air Compressor – Model # 1Z7B2F – Working when removed.
19. (1) Speedaire Air Tank- Model # 4F692-Working when removed.
20. (1) Siemens Disconnect Switch- Model # F351 – Working when removed.
21. (1) Gai-Tronics Telephone Enclosure- Series 255- Working when removed.
22. (1) Siemens Disconnect Switch- Model # HF361S-Working when removed.
23. (1) Hoffman Enclosure -24x16x8 Type 4X- Working when removed.
24. (1) Unknown Enclosure -24x24x16- Holes drilled in it.
25. (1) Unknown Trough-48x48x8-Some holes drilled in it.
26. (1) Hoffman Trough-Model# 8836RT- Working when removed.
27. (1) Kohler Transfer Switch Mechanism-Working when removed.
28. (1) Hubbell Light-Model# MHS-0250H-168-Working when removed.
29. (1) Milbank Meter Pan-Working when removed.
30. (1) Unknown Breaker Panel-Used condition.
31. (1) Siemens Disconnect Switch- Model # NFR354DTK-Working when removed.
32. (Sold as lot) Marsh McBirney Velocity Modified Flow Meter- Model 265-
Unknown condition.
33. (1) Press Discharge Conveyor Belt-100 plus feet long-Was in new condition
when purchased.

RESOLUTION 2018-29

A RESOLUTION APPROVING A REFUND TO MHMUA EMPLOYEES

BE IT RESOLVED by the Mount Holly Municipal Utilities Authority that a dividend check in the amount of \$76, 807.00 was received from the Southern New Jersey Regional Employee Benefits Fund (SNJREBF). This check was issued due to overpayment surplus from the employee medical insurance plans. A portion of this dividend is due to the employee for their contribution portion. The refund to the employees will be issued as a credit to their future payment in the amount due to each employee based on their individual Chapter 78 contribution. The amount to be refunded to the employees is approximately 19.73 percent of the total amount received, or \$15, 155.49.

TOTAL REFUNDS AS PER THE ATTACHED REPORT: \$15, 155.49

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 15th day of February, 2018.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MHMUA this February 15, 2018.

Brandy C. Boyington, Secretary

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules Thiessen, Chairman

RESOLUTION 2018-30
RESOLUTION OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
APPROVING WAIVER OF PHYSICAL SEWER CONNECTIONS

WHEREAS, four (4) residents of the Township of Hainesport (the “Township”) have requested that the Mount Holly Municipal Utilities Authority (“Authority”) approve a waiver from the Authority’s requirement that they connect their properties to the Authority’s collection system; and

WHEREAS, the Authority recognizes that it has a sewer main located within the “required to connect” distance from the four (4) properties per the Rules and Regulations of the Authority, however, the Authority who recognizes that the four (4) properties can’t physically connect without great expense because of the location and depth of the sewer main combined with the absence of an extended lateral stub; and

WHEREAS, the four (4) Properties are not part of the Township sewer project, where the Township provided sewer service to over 95% of the homes and businesses within the sewer service area of the Township; and

WHEREAS, the Authority believes that this waiver to be in the best interests of the four (4) residents and the property owners of the Township; and

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

1. The foregoing recitals are incorporated herein:
2. The physical sewer connections for the four (4) residential properties as listed on Exhibit “A” attached hereto is hereby waived as the Authority believes there is a significant issue relating to the access to its collection lines and the extraordinary cost that would be incurred in making these connections.
3. All resolutions or parts of resolutions inconsistent with the provisions hereof are repealed to the extent of such inconsistency.

Motion:

Second:

	<u>AYE</u>	<u>NO</u>	<u>Record Vote</u> <u>ABSTAIN</u>	<u>ABSENT</u>
Chairman Thiessen				
Commissioner Silcox				
Commissioner Banks				
Commissioner Jones				
Commissioner LaPlaca				

The foregoing is a true copy of a Resolution adopted by the Mount Holly Municipal Utilities Authority on February 15, 2018.
[SEAL]

THE MOUNT HOLLY MUNICIPAL
UTILITIES AUTHORITY

Brandy C. Boyington, Secretary

BY _____
Jules Thiessen, Chairman

EXHIBIT A

Block and Lot	Address
Block 103.02 Lot 8	# 516 Mt. Laurel
Block 103.02 Lot 7	# 520 Mt. Laurel Road
Block 103.01 Lot 9	# 606 Mt. Laurel Road
Block 103.01 Lot 8	Mt. Laurel Road (Vacant Land)

February 5, 2018
MHMUA STATUS REPORT
Safety Director and Special Projects
MONTHLY UPDATE for January 2018

These fields are to remain blank or the words "no change in status" if progress has not been achieved since the previous report.

AED Units & First Aid Kits:

- FA Kits were restocked as needed
- Additional eyewash bottles and mounts were ordered and will be installed in facilities without running water so that flushing of eyes can take place as an employee moves to a fixed eyewash facility
- Additional safety equipment (gloves, N95 respirator masks, etc.) were ordered for all departments

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

- Worked with the electricians to update the Electrical Safety Labels for the inner doors of the control cabinets at all pump stations
- Emailed the "final" revision of the energy specific lockout procedures (LOTO) for the press room and related operations to the supervisors responsible for the operation and maintenance of the presses so the LOTO can be tested prior to final approval
- Reviewed NFPA and NEC requirements for Arc Flash compliance with Tony and provided outline (from Safety Committee minutes) as to the complexity of the Short Circuit, Overcurrent Device Evaluation, Overcurrent Device Coordination and Arc Flash Analysis.
- Reviewed with Joel the pump station emergency shutdown and energy isolation procedure draft developed with Tony. Joel wants it reviewed with Jason and Bob to make sure it will not result in PLC or other control issues.

Board of Public Utilities:

- Processed the 2017 annual report as required by BPU regulations to include a breakdown of each quarter and the one instance where a contractor damaged the Authority's infrastructure

Confined Space:

- Tony and I met with John McShane from Pendergast Safety to review non-conductive, electrically safe/Arc Flash rated fall protection that can be used by electricians to minimize the need to disconnect from mechanical retrieval equipment. This will help the Authority to remain focused on non-entry rescue procedures. John provided a quote for the equipment.
- Reviewing additional information to include in annual employee training and updates for the Safety Manual to comply with OSHA and NIOSH requirements for in-house CSE rescue teams and protocols, equipment, training, etc. This is to address the issue of naming a CSE Rescue Service
 - Was discussed at the December Safety Committee meeting
 - Had discussions with Adam, Bob Young and Tony regarding the CSE concerns, plans to address additional employee training to stress non-entry rescue techniques, and reassignment of some of the non-emergent "routine" CSE made at the plants during "off-shift" hours to the 7 – 3 shift when more employees are present and available to respond in an emergency

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

- Spoke with and exchanged emails with Angelique Mansell, Senior Account Executive at GRM Document Management regarding the scope of the Authority project and provided her links to the States website for more information on requirements and file/folder coding.
 - Initially was to be part of a conference call with Angelique and her IT and Programming Departments on January 2nd or 3rd but that was postponed and is being rescheduled. Emails continue between the Authority and GRM in response to questions raised by her IT and Programming Departments.
- Worked with Brandy to remove approximately 75 boxes of records (re-inventoried, palletized, shrink wrapped) that will be stored in the maintenance storage building until approved for destruction.
- Spoke with New Jersey Wage and Hour regarding payroll recordkeeping requirements and was advised that as a government agency, the Authority payroll record retention is based on Federal requirements.
 - I contacted Federal Wage and Hour and received an email response from Keron Johnson, Wage & Hours Technician, United States Department of Labor with the attached Fact Sheet:
 - Wage and Hour Division (WHD), **Fact Sheet #21: Recordkeeping Requirements under the Fair Labor Standards Act (FLSA), 29 CFR Part 516**
 - How Long Should Records Be Retained: Each employer shall preserve for at least **three years payroll records, collective bargaining agreements, sales and purchase records**. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work

tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages. These records must be open for inspection by the Division's representatives, who may ask the employer to make extensions, computations, or transcriptions. The records may be kept at the place of employment or in a central records office.

- This information was forwarded to Brandy as the Custodian of Records. This information should allow the Authority to remove even more file boxes from storage to be set aside for destruction while streamlining the recordkeeping and RMS/DIMS process.

Emergency Action and Response and Plan:

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

Interstate Mobile Care:

- Will be scheduling physicals, audiometric testing and pulmonary function tests for employees requiring same for March

Environmental Protection Agency Inspection:

- At Joel's request, reviewed the sewer backup claims for the past five years and provided a report of date of loss, location of loss, damage incurred, if a cleanup was required and a claim number from the Authority liability insurer.

MHMUA Fueling System – AST Removal:

- Met with representatives from HydroScience Group, Independence Constructors and Oxford Engineering and received initial and revised pricing from each.
- Adam and I met with Oxford Engineering as the vendor chosen to perform the AST removal to review:
 - Safety and environmental concerns
 - Requirements for Certificates of Insurance from contractors and sub-contractors
 - Project timelines
 - Provided a copy of the MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY MINIMUM CONTRACTOR SAFETY REQUIREMENTS
 - Presently waiting for an additional COI from the crane company before allowing the project to start.

NJUA JIF:

- Submitted the 2017 semi-annual report highlighting activity during the last six months towards completion of the Safety Incentive Program
- Continuing to work with the Authority Safety Committee and Department Supervisors to make sure the Authority makes every effort to remain in compliance with the JIF Safety Program requirements
- Completed and posted the OSHA Logs 300, 300A, and 301 as required by State and Federal requirements

Peracetic Acid (PAA) Trial:

- Continue to monitor employee interaction with product to make sure the proper PPE is being used and that no problems or failures occur with same

Right-To-Know:

- Reviewed available information on custodial cleaning agents and potential lead hazards to employees associated with grinding, removal, or sanding of lead or oil based paints and developed safety bulletins to be emailed to operational employees
- Continuing to update the Right-To-Know folder created on the W-Drive as well as central and facility files, including department inventory spreadsheets with information as needed as new products are received

Safety Committee Scheduled Meeting Highlights and Upcoming Meeting Dates:

- The next Committee meeting is scheduled for Tuesday February 20th with the agenda forthcoming
- Still researching davit base options that were introduced at the October meeting as a way to improve employee safety when entering the clarifier tanks at Maple Avenue
- Developed several safety bulletins regrading work related topics to be distributed to exposed employees as a means to enhance the Authority Safety Program
- Still reviewing potential enhancements to the Authority program for non-entry confined space rescue and updating training and PPE as needed for added safety

Safety Equipment:

- Will be purchasing new fire extinguishers to replace expired extinguishers that can no longer be used because of age and hydro-test requirements

- Tony and I met with John McShane from Pendergast Safety to review electric shock/arc flash concerns and available entry/rescue equipment for electricians working in confined spaces that would not present an electric shock hazard to electricians
 - Pendergast will provide pricing along with manufacturer cut sheets. A purchase order will be issued for the equipment
- A purchase order was issued for the repair, recalibration and recertification of the Rancocas Road davit winch. The winch will be picked up and returned to the Authority by Pendergast Safety to save the freight costs for shipping the winch to the manufacturer

Safety Manual:

- Continue to make revisions to the safety manual to address operational concerns or exposures including an addition to include an Indoor Air Quality program and related documents

Training:

- In the process of developing an Emergency Preparedness program for employees as recommended by Homeland Security and the Federal Bureau of Investigation for government sector employers/employees to include, but not be limited to the following emergency situations: Evacuations, Lockdown/Lock-in, Lockout and Shelter-In-Place, Active Shooter, Terrorism, Workplace Violence, etc.
- Updated the AED/CPR/First Aid programs with recent information made available through the American Heart Instructor Network
- Received confirmation from NJDEP Licensing Unit that the Authority has received Total Contact Hour (TCH) credit approval for three additional programs. This brings the total of approved programs to 15.
- Reviewed information from the Department Administrator of Emergency Medicine and the Program Director of Emergency Medicine from Drexel University related to AED and CPR instruction, wallet cards vs. ecards and association with Drexel University AHA Instructor Program.

2018 Activity

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

DOL	Lost Time Days	Restricted Duty Days	DESCRIPTION	TYPE
1/3/18	0	3	Turned ankle while walking down steps to access vehicle. Responded to Maple Ave. to ice and wrap the ankle and transport to med-clinic for examination.	Sprain/Strain
1/15/18	0	0	Slip and fall (Multiple Body Contusion) on icy surface in sludge bin caused by pressure washing pump station basket needing repair. No offsite treatment required	Slip & Fall
2/3/18	0	0	Contusions to right elbow and shoulder when employee fell into an uncovered and unprotected sump pit while investigating and cleaning up a sewer backup into the basement of a home. No offsite treatment required	Fall/Struck Against

2018 General Liability – * Indicates submission to Qual Lynx*

DOI	DESCRIPTION	
1/1/18	20 Buttonwood, Mount Holly	Sewer backup into basement from surcharged line in street. Called All Risk for emergency cleanup response. Processed and submitted all claim forms, pictures and related information via email to Qual Lynx, Brian Monaghan, Authority RMC and Authority management. Follow-up with visits to the site to meet with All Risk and photograph previous tenant property being disposed of by written request of the property owner.
1/25/18	9 Cove Court, Lumberton	Accompanied Jason Corn and Bob Young to investigate a possible sewer backup into the basement that was potentially related to a malfunctioning air release valve on Anchor Court. The incident was determined to be unrelated to the air release and was caused by the property owners malfunctioning GFCI on an ejector pump in the basement
2/3/18	201 Canary Lane, Mount Holly	Sewer backup into basement from surcharged line in street. Called All Risk for emergency cleanup response. Processed and submitted all claim forms, pictures and related information via email to Qual Lynx, Brian Monaghan, Authority RMC and Authority management. Completed a follow-up visit to the site to meet with All Risk to review progress of cleanup.

2018 Property/Automobile Damage – * Indicates submission to Qual Lynx*

DOI	DESCRIPTION	
1/5/18	Pump Station 221	While plowing snow at the pump station, the taillight of truck was cracked when the backing vehicle made contact the gate locking mechanism of pump station
1/13/18	Pump Station 228	Investigated an electric heater related fire occurred in the control cabinet of pump station 228. Processed and submitted all claim forms, pictures and related information via email to Qual Lynx, Brian Monaghan, Authority RMC and Authority management. Have been compiling a materials list of all components that were damaged and replaced in the control cabinet. A final spreadsheet with all related costs and supporting documents will be submitted to Qual Lynx.

2018 Training Programs

Program	# of Seminars
Employment Practice Liability (Harassment) to be presented by Authority Solicitor – Feb. 23, 2018	2
TOTAL	

2017 Overview
Permit Required Confined Space Entries – January 1, 2017 thru December 31, 2017

2017 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	0	2	0	0	0	1	0	0	0	0	3
Trickling Filters	2	1	0	2	1	1	2	0	0	2	0	1	12
Other	0	1	1	0	3	2	1	3	3	2	1	1	18
TOTAL	2	2	1	4	4	3	3	4	3	4	1	2	33
Maple Avenue Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
TOTAL	0	0	1	6	0	0	0	3	1	0	1	0	12
Collection System – (To be reported quarterly) ** Air Relief Valves/Contract Stations													
	Jan – Mar			April – June			July – Sept			Oct – Dec			
Pump Stations	78	61	75	72	84	51	57	66	58	81	64	67	814
Combined	80	63	77	82	88	54	60	73	62	85	66	69	859

Hot Work Permits – (for welding/cutting/brazing/grinding) - January 1, 2017 thru December 31, 2017

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Plant R & M	2	1	0	2	0	0	0	0	0	0	1	0	6