

TO: MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
FROM: ROBERT G. MAYBURY, INTERIM EXECUTIVE DIRECTOR  
DATE: MAY 19, 2015  
SUBJECT: REGULAR MEETING

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There will be a REGULAR MEETING of the Mount Holly Municipal Utilities Authority held on Thursday, May 19, 2015 at 6:00 PM in the Administrative Office of the Mount Holly Municipal Utilities Authority, 37 Washington Street, Mount Holly, New Jersey. The agenda for this meeting is as follows:

- A. ROLL CALL  
Mr. Thiessen\_\_\_\_, Mr. Silcox\_\_\_\_, Mr. Jones\_\_\_\_, Mr. Brown\_\_\_\_, Ms. Perinchief\_\_\_\_
- B. VERIFICATION OF NOTICE
- C. PLEDGE OF ALLEGIANCE
- D. SWEAR IN NEW BOARD MEMBER
- E. PUBLIC COMMENTS ON AGENDA ACTION ITEMS ONLY
- F. APPROVAL OF MINUTES

Regular Meeting April 9, 2015  
Executive Meeting April 9, 2015

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

- G. OLD BUSINESS: NONE
- H. NEW BUSINESS:

- 1. Rate Hearing scheduled for June 11, 2015. (Preliminary packet inserted)
- 2. Auditor R.F.P. opening scheduled for May 20, 2015; approval for appointment scheduled for June 11, 2015.
- 3. Deerwood Country Club LP is requesting MHMUA to approve and adopt a Cost Reimbursement Sewer Extension policy to be a part of the Authority’s rules and regulations.
- 4. The resignation of Tracey Giordano, Deputy of Finance and Administration/ Treasurer.

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

**\*RESOLUTION 2015-40** – A RESOLUTION APPROVING THE OPERATING EXPENSES FOR THE MONTH OF APRIL 2015

**\*RESOLUTION 2015-40A-** A RESOLUTION APPROVING THE SEWER REFUNDS FOR THE MONTH OF APRIL 2015 ~includes the two accounts that were tabled last board meeting.

**\*RESOLUTION 2015-41-** A RESOLUTION APPROVING THE ESCROW EXPENSES FOR THE MONTH OF APRIL 2015

**\*RESOLUTION 2015-42** A RESOLUTION APPROVING THE EXPENDITURES FOR THE MONTH OF APRIL 2015 FROM THE IMPROVEMENT AND REPLACEMENT FUND

**\*RESOLUTION 2015-43** A RESOLUTION APPROVING THE AGREEMENT FOR CONTINUING DISCLOSURE AGENT SERVICES AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR OF RECORD (PHOENIX ADVISORS)

**\*RESOLUTION 2015-44-** A RESOLUTION REJECTING CONTRACT #2014-17 FOR ELECTRONIC PAYMENT PROCESSING.

**\*RESOLUTION 2015-45-** A RESOLUTION APPROVING SHARED SERVICES AGREEMENT TO SHARE MATERIALS AND SERVICES BETWEEN THE TOWNSHIP OF MT. HOLLY AND THE MHMUA.

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

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

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

## **OPEN PUBLIC MEETINGS ACT STATEMENT**

### **REGULAR MEETING**

“In compliance with the Open Public Meetings Act, adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 19, 2015, and the Courier-Post on February 19, 2015. On Tuesday May 12, 2015 advanced written notice of this meeting was (1) posted on the Administrative Bulletin Board at the Township Building and (2) advanced written notice of this meeting was mailed to all persons who, according to the records of the MUA, requested such notice.”

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

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

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
APRIL 09, 2015**

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday, April 09, 2015; at 6:00 P.M. Chairman Thiessen called the meeting to order with the following roll call:

PRESENT: Mr. Jules Thiessen, Chairman  
Mr. Robert Silcox, Vice Chairman  
Mr. Jason Jones, Commissioner  
Mr. Joshua Brown, Commissioner arrived at 6:07pm

ALSO Robert Maybury, Interim Executive Director  
PRESENT: Stephen J. Mushinski, Esq., Solicitor  
Albert Marmero, Esq., Long Marmero & Associates, LLP, Special Counsel  
David Skibicki, R. A. Alaimo Associates, Engineer  
Anthony Stagliano, Deputy Director of Regulatory Affairs & Qualified Purchasing Agent  
Joel Hervey, Deputy Director for Plant Operations  
Brandy C. Boyington, Secretary

ABSENT: Ms. Jacquelyn Perinchief, Commissioner  
Tracey Giordano, Deputy Director of Finance and Administration/Treasurer

**VERIFICATION OF NOTICE**

Interim Executive Director Maybury verified that "In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 19, 2015 and the Courier Post on February 19, 2015. On Monday, April 06, 2015, advanced written notice of this meeting was posted on the Administrative Bulletin Board at the Township Building and advanced written notice of this meeting was mailed to all persons who, according to the records of the Authority, requested such notice."

**MANDATORY AFFIRMATIVE ACTION COMPLIANCE NOTICE**

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

**PLEDGE OF ALLEGIANCE**



**PUBLIC COMMENTS ON ACTION ITEMS**

NONE

**APPROVAL OF MINUTES**

Commissioner Jones moved for the approval of Regular Meeting Minutes of March 12, 2015. Commissioner Silcox seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Silcox, Commissioner Jones  
NAYES: None  
ABSTAIN: None  
ABSENT: Commissioner Perinchief, Commissioner Brown (had not arrived yet)

Commissioner Silcox moved for the approval of Executive Session Minutes of March 12, 2015. Commissioner Brown seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Silcox, Commissioner Jones,  
NAYES: None  
ABSTAIN: None  
ABSENT: Commissioner Perinchief, Commissioner Brown (had not arrived yet)

## **OLD BUSINESS**

NONE

## **NEW BUSINESS**

### **RESOLUTION 2015-38**

Interim Executive Director Maybury stated this project was previously discussed and it's located in Lumberton Township. Two separate sewer force mains with considerable flow join as one at the proposed valve insertion location. A force main break occurred on one of these two mains in the early 90's. Former Superintendent Ronald D. Nicholson recommended these valves be installed at that time. The Hollybrook Pump Station, which is more than 40 years old, is in need of extensive upgrades. Replacement of the entire pump station will likely be needed within five years. On tonight's agenda please see resolution 2015-37 approving the contract of the Franklin Miller Grinder, which is one of the many items the Hollybrook Pump Station needs at this time. The isolation valves will allow the MUA to continue to operate the pump stations and force mains independently while these future upgrades take place.

Commissioner Silcox moved for the approval of Resolution 2015-38. Commissioner Jones seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Silcox, Commissioner Jones,

NAYES:

ABSTAIN:

ABSENT: Commissioner Perinchief, Commissioner Brown (had not arrive yet)

### **CONSENT AGENDA:**

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

#### **\*RESOLUTION 2015-33**

#### **A RESOLUTION APPROVING THE OPERATING EXPENSES FOR THE MONTH OF MARCH 2015**

#### **\*RESOLUTION 2015-33A**

#### **A RESOLUTION APPROVING THE SEWER REFUNDS FOR THE MONTH OF MARCH 2015**

- [Account numbers 110873 & 207344 were removed and tabled until May's Board Meeting](#)

#### **\*RESOLUTION 2015-34**

#### **A RESOLUTION APPROVING THE ESCROW EXPENSES FOR THE MONTH OF MARCH 2015**

#### **\*RESOLUTION 2015-35**

#### **A RESOLUTION APPROVING THE EXPENDITURES FOR THE MONTH OF MARCH 2015 FROM THE IMPROVEMENT AND REPLACEMENT FUND**

#### **\*RESOLUTION 2015-36**

#### **A RESOLUTION OF MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY AUTHORIZING THE APPROVAL OF THE 2014 AUDIT & CORRECTIVE ACTION PLAN**

#### **\*RESOLUTION 2015-37-**

#### **A RESOLUTION OF MOUNT HOLLY MUNICIPAL UTILITES AUTHORITY AUTHORIZING THE APPROVAL OF CONTRACT 2015-7 FRANKLIN MILLER GRINDER**

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

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

### **COMMUNICATIONS**

Interim Executive Director, Maybury stated that the final audit report was delivered at 4:30 this afternoon; the board members should have received electronic copies earlier this week, and the final is in your packet this evening. Chairman Thiessen questioned if there were any comments on the report and Interim Executive Director Maybury stated that the only comment was the same as it has been in the past years.

### **MATTERS TO BE PRESENTED BY THE PUBLIC**

None

### **REPORT OF THE INTERIM EXECUTIVE DIRECTOR**

The Report of the Interim Executive Director was received. No additional comments

### **REPORT OF THE ENGINEER**

The Report of the Engineer was received. Mr. Skibicki stated that he thought this week he would be able to finish the draft proposal for the belt press project, but we have some issues that need to be ironed out. It looks like we are going to need a few more weeks to get it prepared for the Authorities review. Mr. Skibicki also stated he just received the Phase II plans for Laurel Creek to review.

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

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

### **REPORT OF THE DEPUTY DIRECTOR FOR REGULATORY AFFAIRS AND QUALIFIED PURCHASING AGENT**

The Report of the Deputy Director for Regulatory Affairs and Qualified Purchasing Agent was received.

### **REPORT OF THE SOLICITOR**

The Report of the Solicitor was received.

### **REPORT OF THE DEPUTY DIRECTOR OF FINANCE AND ADMINISTRATION/BOARD TREASURER**

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

### **OTHER NEW BUSINESS**

No new business.

### **MATTERS TO BE PRESENTED BY COMMISONERS**

## Executive Session

Commissioner Silcox moved for approval of Resolution 2015-39. Commissioner Jones seconded the Motion. At the call of roll, the vote was:

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

NAYS:

ABSTAIN:

ABSENT: Commissioner Perinchief

At 6:13 P.M. the Authority Commissioners retired to Executive Session for a discussion of the matter listed in the below resolution.

### **RESOLUTION 2015-39 AUTHORIZING EXECUTIVE SESSION**

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

**WHEREAS**, the Mount Holly Municipal Utilities Authority ("MHMUA") has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

**WHEREAS**, the regular meeting of the MHMUA will reconvene following the end of the closed session.

**NOW, THEREFORE, BE IT RESOLVED** that the MHMUA will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

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

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

\_\_\_\_\_ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

\_\_\_\_\_ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: \_\_\_\_\_);

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

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

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

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

(If contract negotiation, the nature of the contract and interested party is \_\_\_\_\_)

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

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

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

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

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

I, Brandy Boyington, do hereby certify the above to be a true and correct copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at its meeting held on April 9, 2015.

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

**ADJOURNMENT**

Commissioner Jones moved for adjournment. Commissioner Silcox seconded the motion. Chairman Thiessen adjourned the meeting at 6:24 P.M.

Respectfully submitted,

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Brandy C. Boyington, Secretary

## **NOTICE**

PLEASE TAKE NOTICE that The Mount Holly Municipal Utilities Authority shall hold a public hearing on proposed adjustments to its Schedule of Rates on Thursday, June 11, 2015, at 6:00 p.m., at the Authority office, 37 Washington Street, Mount Holly, New Jersey 08060. The Authority shall provide evidence at the hearing showing that the proposed adjustments are necessary and reasonable and shall provide the opportunity for cross-examination on such evidence. A transcript of the hearing shall be made and a copy thereof shall be available upon request to any interested party upon payment of a reasonable fee. The proposed adjustments to the Schedule of Rates are attached:

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

/s/ Robert Maybury  
Interim Executive Director



**SCHEDULE 1  
CONNECTION FEES**

**A. WITHIN MOUNT HOLLY TOWNSHIP**

CLASS 1: RESIDENTIAL \$4,748.00  
Single-family, condominiums, townhouses,  
apartments, multifamily, duplex, age restricted, trailers,  
mobile homes (Per unit)

CLASS 2: NON-RESIDENTIAL: HOTEL OR MOTEL

(Per guest room) \$2,374.00

This portion of the connection fee applies only to the number of units available for transient occupancy. The connection fee for the non-occupancy portion of the building shall be based upon estimated usage from the remainder of the building, including kitchens, restaurants, taverns, laundries, offices, convention or meeting rooms, sport or athletic facilities, common areas and restrooms, at the Class 3 per gallon per day rate.

CLASS 3: NON-RESIDENTIAL: GENERAL

Per gallon per day \$26.67  
Minimum connection fee (per unit) \$4,748.00

A minimum sewer connection charge for non-residential users shall be imposed, in an amount equal to the residential connection fee regardless of whether the estimated usage per unit is less than the residential rate of usage.

**B. OUTSIDE MOUNT HOLLY TOWNSHIP**

CLASS 1: RESIDENTIAL \$7,123.00

Single-family, condominiums, townhouses,  
apartments, multifamily, duplex, age restricted, trailers,  
mobile homes (Per unit)

CLASS 2: NON-RESIDENTIAL: HOTEL OR MOTEL

(Per guest room) \$3,561.50

This portion of the connection fee applies only to the number of units available for transient occupancy. The connection fee for the non-occupancy portion of the building shall be based upon estimated usage from the remainder of the building, including kitchens, restaurants, taverns, laundries, offices, convention or meeting rooms, sport or athletic

facilities, common areas and restrooms, at the Class 3 per gallon per day rate.

### CLASS 3: NON-RESIDENTIAL: GENERAL

Per gallon per day	\$40.01
Minimum connection fee (per unit )	\$7,123.00

A minimum sewer connection charge for non-residential users shall be imposed, in an amount equal to the residential connection fee regardless of whether the estimated usage per unit is less than the residential rate of usage.

## SCHEDULE 3

### UNMETERED SERVICES

The sanitary sewerage charge for structures having an unmetered water supply shall be the total of the SERVICE BILLING CHARGE and the FLAT-RATE SEWAGE FLOW CHARGES.

#### I. SERVICE BILLING CHARGES

The service billing charges of Schedule 2 shall also apply to unmetered residential and non-residential units. Residential units shall be billed on the basis of a 5/8" meter. Non-residential units shall be billed on a presumed water meter size, proportionate to the estimated usage, as determined by the Authority in its discretion.

#### II. FLAT-RATE SEWAGE FLOW CHARGES

##### A. RESIDENTIAL UNITS

Each residential unit having an unmetered water supply shall be billed on a presumed usage of 17,700 gallons per quarter.

**RESOLUTION 2015-??**  
**RESOLUTION APPROVING ADJUSTMENTS TO SCHEDULE OF RATES**

WHEREAS, The Mount Holly Municipal Utilities Authority published Notice of proposed adjustments to its Schedule of Rates and of the time and place of the public hearing thereon in two newspapers of general circulation in the area serviced by the Authority and mailed said Notice to the clerk of each municipality serviced by the Authority, all at least twenty days preceding the aforesaid public hearing; and

WHEREAS, the Authority conducted a public hearing on the proposed adjustments on Thursday, June 11, 2015, at 6:00 p.m., at the Authority office, 37 Washington Street, Mount Holly, New Jersey 08060 as indicated in the publication of Notice; and

WHEREAS, the Authority provided evidence at the hearing showing that the proposed adjustments are necessary and reasonable; and

WHEREAS, the Authority provided the opportunity for cross-examination of persons offering such evidence at the public hearing; and

WHEREAS, the Authority ordered that a transcript of the hearing be made and a copy thereof be available upon request to any interested party at a reasonable fee; and

WHEREAS, the Authority has considered the proposed adjustments to its Schedule of Rates, as well as all evidence presented through direct and cross-examination, as well as all comments made by those members of the public in attendance at the aforesaid public hearing, as well as any written comments that may have been received; and

WHEREAS, the Authority having been satisfied from all of the evidence and comments presented that the proposed adjustments to its Schedule of Rates are in accordance with the Statute and

are reasonable and necessary.

NOW, THEREFORE, BE IT RESOLVED, this 11<sup>th</sup> day of June, 2015, that the proposed adjustments to the Schedule of Rates, as attached to this Resolution, be and the same are hereby approved and adopted by the Authority.

BE IT FURTHER RESOLVED that the revised Schedule of Rates shall become effective on July 1, 2015.

BE IT FURTHER RESOLVED that the provisions of The Mount Holly Municipal Utilities Authority Rules and Regulations pertaining to the time or times when and the place or places where such charges shall be due and payable be and the same are hereby incorporated herein by reference.

BE IT FURTHER RESOLVED that a copy of the Schedule of Rates in effect shall at all times be kept on file at the office of the Authority and shall at all reasonable times be open to public inspection.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

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

ATTEST:

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

**REQUEST, SOLICITATION AND INVITATION  
FOR PROPOSAL FOR THE POSITION OF  
MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
AUDITOR  
CONTRACT#2015-8**

The proposer is requested to provide a proposal to the Mount Holly Municipal Utilities Authority ("AUTHORITY"), County of Burlington and State of New Jersey for the position of Auditor. The proposer must comply strictly with the submission requirements set forth herein.

Please click on the "For the Public" tab on our website ([www.mhmua.com](http://www.mhmua.com)) under "Public Notices" to download the proposal or contact the offices of the Authority at 609-267-0015, ext 107. The proposal must be received at the Authority's administration building, P. O. Box 486, 29-37 Washington Street, Mount Holly, New Jersey 08060 on or before Wednesday, May 20, 2015 at 11:00 am, Attention: Tracey Giordano, Deputy Director of Finance & Administration. The proposal must be submitted in the format required by the Authority: one (1) original hard copy, one (1) copy of the original proposal, plus one (1) in PDF format on CD. The CD shall be clearly marked with the name of the proposer and the contract number for which the proposer seeks consideration. No late submissions will be accepted. All properly submitted sealed proposals will be publicly opened, announced and recorded on Wednesday, May 20, 2015 at 11:00 am in the Authority's administration building for the position of Auditor. No action will be taken at the time of opening except to announce the identity of the person or firm making the proposal and to record the response.

**Robert Maybury**  
Interim Executive Director

## RESOLUTION 2015-??

WHEREAS, there exists a need for the services of a registered municipal accountant to serve as auditor 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 11<sup>th</sup> day of June, 2015, as follows:

1. (FIRM TO BE DETERMINED) be and the same is hereby appointed as auditor for The Mount Holly Municipal Utilities Authority. The term of appointment is for one year, effective July 1, 2015.
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 (FIRM TO BE DETERMINED)

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.

\_\_\_\_\_  
Stephen J. Mushinski, Esquire



*Deerwood*  
COUNTRY CLUB

PO BOX 409 MT. HOLLY NEW JERSEY 08060  
TEL: (609) 267-9051 FAX: (609) 265-1722  
E-MAIL: GOLF@DEERWOODCC.COM



May 4, 2015

Mr. Robert Maybury, Interim Executive Director  
Mount Holly Municipal Utilities Authority  
37 Washington Street  
Mount Holly, NJ 08060

Re: Sanitary Sewer Service  
Kings Road Properties  
Westampton Township  
Deerwood County Club L.P.

Dear Bob:

Deerwood County Club L.P. is the owner of seven (7) individual residential lots on Kings Road in Westampton Township. I am the General Partner for the partnership. We are contemplating extending sanitary sewer service to our lots via a small diameter force main to be constructed in Kings Road a distance of approximately 4400 L.F. Our seven lots, as well as other properties along the sewer route, will be able to connect to the force main via individual grinder pumps.

We received a DEP Treatment Works Approval (TWA) for the sewer extension in 2007. TWAs have been extended by NJDEP and the Governors ever since that time due to depressed building economy. Prior to starting the sewer installation we are requesting the Authority approve and formally adopt a Cost Reimbursement Sewer Extension policy that would be part of the Authority's rules and regulations. We are sure if you check with your attorney, you will find this policy has been implemented in a number of towns and authorities. The first case related to this policy was decided in a Burlington County case in Mount Laurel Township.



We would appreciate your placing this matter on the Authority's May 14<sup>th</sup> meeting agenda. If you have any questions, we are available. Enclosed is a location map of the properties and a copy of the TWA permit.

Very truly yours,

DEERWOOD COUNTRY CLUB



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Richard A. Alaimo  
General Partner

RAA/glm  
Enclosures

c & enclosures: Mr. Jules K. Thiessen, Chairman  
Mr. Robert C. Silcox, Vice Chairman  
Commissioner Jacquelyn Dunphy, Perin chief  
Commissioner Joshua Brown  
Commissioner Jason Jones  
Stephen J. Mushinski, Esq, Solicitor  
Mr. David J. Skibicki, P.E., Senior Project Engineer, Alaimo Group  
Mr. Terrance S. Mungia, General Manager, Deerwood Country Club

TO BE ACTED UPON



OWNER & APPLICANT:  
DEERWOOD COUNTRY CLUB, LP  
218 HIGH STREET  
MOUNT HOLLY, NJ 08060  
PHONE: (609) 267-8310 FAX: (609) 267-7452

GENERAL NOTE:

1. OFFSITE PROPERTY LINES ARE APPROXIMATE.
2. LIMITS OF FRESHWATER WETLANDS BASED ON DELINEATION BY RICHARD A. ALAIMO ENGINEERING COMPANY AND APPROVED BY NJDEP (FILE NO. C337-90-003).
3. LIMIT OF 100-YEAR FLOODPLAIN BASED ON ANALYSIS BY RICHARD A. ALAIMO ENGINEERING COMPANY.
4. PREMISES PRESENTLY KNOWN AS TAX MAP LOT 31, BLOCK 1001 OF THE WESTAMPTON TOWNSHIP TAX MAP SHEET NO. 10.
5. TRACT LOCATED ENTIRELY IN THE ZONE OF PUD (PLANNED UNIT DEVELOPMENT OVERLAY DISTRICT).
6. SITE COORDINATES ARE BASED ON NEW JERSEY STATE PLANE COORDINATES. VERTICAL DATUM DOES NOT APPLY.

BURNS  
ROAD

BURLINGTON - MOUNT HOLLY ROAD  
(COUNTY ROUTE 541)

THE UNDERSIGNED STATES THAT THEY ARE THE OWNERS OF THE LAND SHOWN HEREON AND HEREBY APPROVE THIS PLAN FOR FILING.

DEERWOOD COUNTRY CLUB, LP  
218 HIGH STREET, MT. HOLLY, NJ 08060  
RAA BUILDING GROUP, INC., GENERAL PARTNER  
RICHARD A. ALAIMO (609) 267-8310

THE MONUMENTS SHOWN ON THIS MAP SHALL BE SET WITHIN AN APPROPRIATE TIME LIMIT AS PROVIDED FOR IN THE "MUNICIPAL LAND USE LAW", P.L. 1975, C.281 (C.40:55-1 et seq.) OR LOCAL ORDINANCE.

I CERTIFY THAT A BOND HAS BEEN GIVEN TO THE MUNICIPALITY, GUARANTEEING THE FUTURE SETTING OF THE MONUMENTS SHOWN ON THIS MAP AND SO DESIGNATED.

I CERTIFY THAT THE MUNICIPAL BODY HAS APPROVED THE STREETS, AVENUES, ROADS, LANES, OR ALLEYS, AS SHOWN ON THIS MAP.

DATE \_\_\_\_\_ WESTAMPTON TOWNSHIP MUNICIPAL CLERK

I HAVE CAREFULLY EXAMINED THIS MAP AND TO THE BEST OF MY KNOWLEDGE AND BELIEF FIND IT CONFORMS WITH THE PROVISIONS OF THE "MAP FILING LAW" RESOLUTION OF APPROVAL AND THE MUNICIPAL ORDINANCES AND REQUIREMENTS APPLICABLE THERETO.

DATE \_\_\_\_\_ MUNICIPAL ENGINEER

THIS PLAN IS HEREBY APPROVED BY THE BURLINGTON COUNTY PLANNING BOARD SUBJECT TO THE RESTRICTIONS, AGREEMENTS, AND CONDITIONS SET FORTH BY THE BURLINGTON COUNTY PLANNING BOARD.

DATE \_\_\_\_\_ BURLINGTON COUNTY PLANNING BOARD CHAIRMAN

THIS PLAN IS HEREBY APPROVED BY THE PLANNING BOARD OF WESTAMPTON TOWNSHIP, BURLINGTON COUNTY, NEW JERSEY.

DATE \_\_\_\_\_ WESTAMPTON TOWNSHIP BOARD CHAIRMAN

DATE \_\_\_\_\_ WESTAMPTON TOWNSHIP BOARD SECRETARY

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS MAP AND LAND SURVEY DATED MARCH 10, 1999 MEETS THE MINIMUM SURVEY DETAIL REQUIREMENTS, WITH OUTBOUND CORNERS MARKED, AS PROMULGATED BY THE STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND HAS BEEN MADE UNDER MY SUPERVISION, AND COMPLES WITH THE PROVISIONS OF THE MAP FILING LAW AND THAT THE OUTBOUND CORNER MARKERS AS SHOWN HAVE BEEN FOUND, OR SET.

DATE \_\_\_\_\_ JAMES R. DATZ  
NEW JERSEY LICENSED  
LAND SURVEYOR NO. 2465036719010

TO BE REJECTED UPON

LOTS TO BE SUBDIVIDED  
FROM BLOCK 1001 LOT 31  
9.848 ACRES  
SEE ENLARGED SHEET 3

70-YEAR FLOODPLAIN

LIMIT OF FRESHWATER WETLANDS TRANSITION AREA (TYP.)

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LIMIT OF FRESHWATER WETLANDS (TYP.)

BLOCK 1001  
LOT 31  
16,704,432 SQ. FT.  
383,481 ACRES

LOTS TO BE SUBDIVIDED  
FROM BLOCK 1001 LOT 31  
3.444 ACRES  
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KEY MAP  
1" = 2000'  
SOURCE: USGS QUADRANGLE, BRISTOL, PA

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N/F CHARLES J. & DAVID J. SOULT & SC

LOT 21.01  
N/F MICHELLE E. & KEITH H. GOLDIN

LOT 28  
N/F HANS W. & ELLY HAGGE

LOT 20  
N/F OTTO BRDLIK

LOT 19  
N/F INGER BULLOCK

LOT 18  
N/F JOSEPH & GEORGIA MONASTERO

LOT 17  
N/F LAURA E. PORTER

LOT 16  
N/F GAY SHORE ROGERS / J. KLOSS

LOT 15  
N/F MARIE A. PLUHAR

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MARIE A. PLUHAR

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**State of New Jersey**

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Municipal Finance and Construction Element  
Division of Water Quality  
P.O. Box 425  
Trenton, New Jersey 08625  
Fax: (609) 633-8165  
www.state.nj.us/dep/dwq

JON S. CORZINE  
Governor

LISA P. JACKSON  
Commissioner

Mount Holly Municipal Utilities Authority  
P.O. Box 486  
Mount Holly, New Jersey 08060

Re: Treatment Works Approval No. 07-0439  
Kings Road Subdivision  
Westampton Township, Burlington County

Gentlemen:

There is enclosed a Treatment Works Approval issued to you pursuant to Title 58 of the Revised Statutes of New Jersey and in consideration of your application received on 07/26/2007 signed by William Dunn, Executive Director, and Richard Alaimo, P.E.

This approval is valid for a period of two (2) years from the issuance date, unless otherwise stated in the attached approval document. This approval shall expire unless building, installing or modifying of the treatment works has begun within the initial approval period. Treatment works approvals may be extended beyond the original two year approval date, to a maximum period of five years from the original issuance date, in accordance with the terms and conditions contained in N.J.A.C. 7:27-44-22.12. A time extension request must be received by the Department prior to the permit's expiration date. Time extension requests shall be submitted to the Bureau of Financing and Construction Permits at the address noted in the heading of this letter.

If you have any questions regarding the permit, please contact Jack Walter of this office by calling (609) 633-1169.

Sincerely,

Tracy L. Shevlin, P.E., Supervisor  
Design Section  
Bureau of Financing and Construction Permits

07-0439  
Enclosure  
cc: Alaimo Engineers

SEP 27 2007

RECEIVED

OCT 10 2007

ALAIMO GROUP  
MT. HOLLY, N.J.



STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
P.O. Box 402, TRENTON, NJ 08625-0402

**PERMIT TO CONSTRUCT AND OPERATE\* TREATMENT WORKS**

*\*Local Agency approval required prior to operation*

The New Jersey Department of Environmental Protection grants this approval in accordance with your application, attachments accompanying same application, and applicable laws and regulation.

PERMIT NO.	ISSUANCE DATE	EXPIRATION DATE	DESIGN FLOW
07-0439	09/26/2007	09/25/2009	.0021 M.G.D.

**NAME AND ADDRESS OF APPLICANT**  
Mt. Holly Municipal Utilities Authority  
P.O. Box 486  
Mount Holly, New Jersey 08060

**LOCATION OF ACTIVITY**  
Westampton Township  
Burlington County

**This permit grants permission to:**

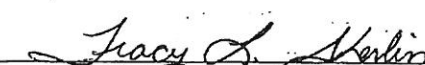
Construct and operate approximately 4,366 LF of sanitary force main (1 1/2" - 3,580 LF, 2" - 786 LF) and 7 grinder pumps (1 per dwelling) to serve 7 proposed single family homes located off Kings Road in Westampton, Burlington County.

**According to the plans entitled:**

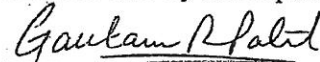
"Kings Road Subdivision Plan, Block 1001 Lot 31", 3 sheets, prepared by Alaimo Engineers, dated April, 2007, last revised August 20, 2007

**and according to the specifications entitled:**

"Specifications, Proposal and Contract Documents For Deerwood Country Club, L.P., Kings Road Subdivision Plan, Burlington County, New Jersey, Contract No. 2007-1", dated July, 2007, unrevised

  
Tracy L. Shevin, P.E.

**APPROVED** by the Department of Environmental Protection



Gautam R. Patel, Chief  
Bureau of Financing and Construction Permits

*This permit is also subject to special provisos and general conditions stipulated on the attached page(s) which are agreed to by the permittee upon acceptance of the permit.*

## PART I

### PROVISOS

#### A. Project Specific Provisos

1. That pursuant to N.J.A.C. 7:10A-1 et. seq., an appropriate public wastewater collection system licensed operator will be required for your system.
2. That except as provided in N.J.A.C. 7:14A-22.4, any future sewer connections into the sanitary sewer system approved herein will require a treatment works approval from the N.J.D.E.P.
3. That the proper operation and maintenance of the individual pumps approved herein is the sole responsibility of the individual homeowner. The Department assumes no liability for any problems that may be incurred due to the individual pumps and recommends that appropriate arrangements be made. This proviso must be entered in the Deed of Record for each individual property.
4. That the project site to be served by the sanitary sewer system approved herein encompasses wetlands as delineated on the U.S. Fish and Wildlife Service National Wetlands Inventory mapping and may require an approval from the Department's Land Use Regulation Program. The issuance of this permit does not exempt the applicant of the responsibility to comply with all applicable requirements of the Freshwater Wetlands Protection Act.

TO BE ACTED UPON

**GENERAL CONDITIONS FOR TREATMENT WORKS APPROVALS****Section A. GENERAL CONDITIONS**

1. This permit is revocable, or subject to modification or change, at any time, when in the judgement of the Department of Environmental Protection of the State of New Jersey such revocation, modification or change shall be necessary.
2. The issuance of this permit shall not be deemed to affect in any way action by the Department of Environmental Protection of the State of New Jersey on any future application.
3. The works, facilities, and/or activities shown by plans and/or other engineering data, which are this day approved, subject to the conditions herewith established, shall be constructed and/or executed in conformity with such plans and/or engineering data and the said conditions.
4. No change in plans or specifications shall be made except with the prior written permission of the Department of Environmental Protection of the State of New Jersey.
5. The granting of this permit shall not be construed to in any way affect the title or ownership of property, and shall not make the Department of Environmental Protection or the State a party in any suit or question of property.
6. This permit does not waive the obtaining of Federal or other State or local government consent when necessary. This permit is not valid and no work shall be undertaken until such time as all other required approvals and permits have been obtained.
7. A copy of this permit shall be kept at the work site, and shall be exhibited upon request of any person.
8. No treatment unit or conveyance system may be by-passed which would result in the discharge of untreated sewage into any of the waters of the state.
9. The full responsibility for adequate design, construction and operation of the treatment works, and the full responsibility for successful collection, treatment, and discharge of pollutants shall be on the applicant.
10. The issuance of approval by the Department shall not relieve the applicant of the continuing responsibility for the successful collection, treatment, or discharge of pollutants for the continuing compliance with any applicable effluent limitations, permits, regulations, statute, or other law.
11. Review and approval is based solely upon the information contained in the application and the contents of the engineer's report as certified by the licensed professional engineer as being in compliance with the Department's Rules and Regulations.

**Section B. CONSTRUCTION COMPLETION CERTIFICATION**

1. Within 30 days of completion of the treatment works approved herein, the permittee shall submit two executed forms, WQM005 Certification of Approval, to the appropriate sewage treatment plant (STP) for their approval prior to operation. One executed copy approved by the receiving STP shall be forwarded to the appropriate Bureau and address noted on the cover page of this approval. Failure to submit the certification within 30 days of completion of the project may be grounds for revocation of the permit. Should partial operation be required prior to completion, approval will be under local jurisdiction.
2. In cases where the project and the receiving treatment facility are one in the same, the WQM005 Certification of Approval form must be submitted to the Bureau and address noted on the cover page of this approval within 30 days of completion of the treatment works. Failure to submit the certification within this time period may be grounds for revocation of the permit.

**Section C. PERMIT EXPIRATION AND EXTENSIONS OF TIME**

1. This permit shall remain in force for a period of only two years from the date of approval unless stated otherwise within the special provisos, or construction of said works has begun within the approved time frame. Interruption of construction of said works for a period of more than two years may serve as a basis for permit revocation.
2. Treatment works approvals may be extended beyond the original two year approval date, to a maximum of five years from the original issuance date, in accordance with the terms and conditions in N.J.A.C. 7:14A-22.12, unless stated otherwise within the special provisos. A time extension request must be received by the Department prior to the permit's expiration date. Requests must be submitted to the Bureau and address noted on the cover page.

**Section D. ADJUDICATORY HEARING REQUESTS**

1. Pursuant to N.J.A.C. 7:1C-1.9 et seq., any interested person who considers himself or herself aggrieved by this action, may, within 10 days of publication of notice of the decision in the DEP Bulletin, request a hearing by addressing a written request for such hearing to the:

Office of Legal Affairs  
Attention: Adjudicatory Hearing Requests  
Department of Environmental Protection  
P.O. Box 402  
Trenton, NJ 08625-0402

Such a request should include a completed Administrative Hearing Request Checklist and Tracking form for Approvals or Denials (enclosed herein for Denials). This form is required, as DEP is the transmitting agency to the Office of Administrative Law, pursuant to N.J.A.C. 1:1-8.2.

***TRACEY N. GIORDANO***  
*646 W. Broad Street*  
*Gibbstown, New Jersey 08027*  
*traceygio@comcast.net*

May 7, 2015

Mt. Holly Municipal Utilities Authority  
P.O. Box 486  
Mt. Holly, New Jersey 08027

Re: Resignation

Attention: Board of Commissioners

I am writing to announce my resignation as the Deputy Director of Finance & Administration/Treasurer with the Authority. My last day with the Authority will be Wednesday, May 27, 2015.

I have accepted a position with The County of Gloucester as the County Treasurer and am looking forward to this new direction of my career.

Thank you for the opportunities for professional and personal development that you have provided me during the last eighteen years. I have enjoyed working for the Authority and appreciate the support provided me during my tenure.

If I can be of any assistance during this transition, please let me know.

Sincerely,

Tracey N. Giordano



## RESOLUTION 2015-40

**A RESOLUTION APPROVING THE ANTICIPATED PAYROLL  
FOR MAY AND THE ACTUAL PAYROLL FOR THE MONTH  
OF APRIL 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 \$360,000.00

BE IT FURTHER RESOLVED by the Mount Holly Municipal Utilities Authority that the payroll and Operating Expenditures in the amount of **\$952,479.53** per attached listings are hereby approved.

## CERTIFICATION

STATE OF NEW JERSEY }  
COUNTY OF BURLINGTON } :SS

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby Certify the foregoing to be a true copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting, held on the 19<sup>th</sup> day of May, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the seal of said MUA this 19<sup>th</sup> day of May, 2015.

Brandy C. Boyington, Secretary

RESOLUTION 2015-40A

**A RESOLUTION APPROVING SEWER REFUNDS**

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

<u>ACCOUNT NUMBER</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>AMOUNT</u>
102384	149 Washington Street	Pro Capital	\$ 941.83
105057	99 Madison Avenue	John Naughton, III	\$ 18.92
110873	9 Mitchell Terrace	Crestar Capital, LLC	\$ 330.24
207344	1 Woodcrest Drive	Pro Capital	\$ 984.01
303172.20	4 Middlesex Avenue	F. Pallante, LLC	\$ 24.51
407771	20 Saffron Drive	Murat & Behzat Palabiyik	\$ 20.86
509738	22 Brighton Road	Manoel & Heather Nazareth	\$ 16.21
<b>TOTAL REFUNDS</b>			<b><u>\$2,336.58</u></b>

**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, held on the 19<sup>th</sup> day of May, 2015.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MUA this May 19, 2015.

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

ND TOTAL                      \$ 4,112.97

**CERTIFICATION**

STATE OF NEW JERSEY                      }

COUNTY OF BURLINGTON                      }

SS:

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting held on the 19<sup>th</sup> day of May, 2015.

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

<u>ACCOUNT #</u>	<u>INV #</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
<b>Richard A. Alaimo Associates Engineering Services 02-28-15:</b>			
M-031-190-000	082882	\$ 660.00	Laurel Creek Mews
M-031-209-000	082884	<u>\$ 3,452.97</u>	Washington Street Development

M-031-190-000	082882	\$ 660.00	Laurel Creek Mews
M-031-209-000	082884	<u>\$ 3,452.97</u>	Washington Street Development

**GRAND TOTAL** \$ 4,112.97

## STATE OF NEW JERSEY }

COUNTY OF BURLINGTON }

Brandy C. Boyington, Secretary

**RESOLUTION 2015-42**

**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 -	\$
Replacement -	\$ <u>175,608.33</u>
<b>TOTAL</b>	<b>\$ 175,608.33</b>

**CERTIFICATION**

STATE OF NEW JERSEY      }

:SS

COUNTY OF BURLINGTON }

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby certify the foregoing to be a true copy of the Resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting thereof, held on the 19<sup>th</sup> day of May, 2015.

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

**RESOLUTION #2015-43**

**WHEREAS**, there exists a need for services of a financial advisor to provide continuing disclosure services required to file an Annual Report and Material Event Notice (if necessary) relative to the public finance borrowings of the Mount Holly Municipal Utilities Authority; and

**WHEREAS**, funds are available for this purpose; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mount Holly Municipal Utilities Authority this 19th day of May, 2015 as follows:

1. Phoenix Advisors has provided a proposal for said services and is hereby appointed to file the Annual Report and Material Event Notice (if necessary) and related services for the year 2015, for compensation of Six Hundred Fifty (\$650) Dollars.
2. Notice of this action shall be published in the official newspaper of the Authority.

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.

\_\_\_\_\_  
Stephen J. Mushinski, Esquire

## **RESOLUTION 2015-44**

WHEREAS, The Mount Holly Municipal Utilities Authority advertised for bids on Contract No. 2014-17, to supply electronic processing services to the Mount Holly Municipal Utilities customers;

WHEREAS, bids were received, opened and announced by the Authority at its offices on December 17, 2014; and

WHEREAS, FIS, was the lowest responsible bidder for the aforesaid contract and the Authority awarded the bid to FIS; and

WHEREAS, it has now been determined that FIS refuses to execute an appropriate contract with the Authority thereby necessitating a rejection of FIS' bid; and

NOW, THEREFORE, BE IT RESOLVED by THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY this 19th day of May, 2015, that Resolution 2015-06 adopted on January 8, 2015 is hereby rescinded and the previously awarded bid to FIS is rejected.

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

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

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

Attest:

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

Mount Holly Municipal Utilities Authority  
Regular Meeting of the Board of Commissioners  
May 14, 2015

Interim Executive Director's Report

- Hainesport Sewer Project: Leo Selb, Administrator for Hainesport Township said they received approval to connect three homes through financing they have obtained. On April 27, Mr. Robert Shinn of Hainesport visited the MUA Business Office to discuss the project and to go over the work he is doing to help make connecting more affordable for the residents. Mr. Shinn is working with ABCO Credit Union and a contractor to establish an affordable physical connection and payment plan.
- Shared Service with Mt. Holly Township: After initial discussion with Chairman Thiessen, the MUA met with and has been working with Mt. Holly Township to cap residential sewer laterals in the Gardens Development. There are approximately 25 laterals requiring permanent caps for homes that are scheduled for demolition. Some of the laterals can be capped in bulk by abandoning entire sewer mains that are no longer needed because of the Gardens redevelopment. Mt. Holly Township should realize a significant saving with this shared service.
- Rancocas Road Air Permit status update: ERM Environmental Consulting has been working on the necessary modifications to the MUA's air permit for the Rancocas Road Odor Control System. They were consulted earlier this year after the MUA received warning letters from New Jersey DEP Air Enforcement for noncompliance. A permit modification is being addressed that will allow the MUA to perform required maintenance to eliminate future warning letters for such non-compliance.
- Rancocas Road Plant #3 Roof - Contract No. 2014-13: The Plant #3 roof replacement is underway and substantial progress has been made towards completion.
- Rancocas Road Belt Filter Press Purchase - Contract No. 2014-14: Resolution 2015-04, Alaimo Associates is preparing a bid specification for installation.
- Meeting with Dave Skibicki of Alaimo Associates: A brief meeting was held with Mr. Dave Skibicki of Alaimo Associated on Monday May 04. The status of several projects and escrow accounts were discussed.
- Force Main Valve Insertion Project - Resolution 2015-38: Bid specifications should soon be ready for MUA review.
- 37 Washington Street Status: The building is empty of all files and metal filing cabinets. Some furniture, tables, chairs, a refrigerator and video surveillance system will remain until the future of the building is determined.
- Fuel Agreement with Burlington County: There is ongoing investigation into the best alternative. The County is planning a meeting in the future for fueling options that may help define the needs of the MUA. No change in status for May 14, 2015.

- MHMUA Draft Revised Rules & Regulations: The Authority's revised Rules & Regulations are in draft status. Upon final review by MHMUA staff and MHMUA professionals, the Rules & Regulations will be presented to the Board of Commissioners for approval. The anticipated submission date to the Board for review is early fall 2015.
- Pump Station 203/213 (Garden Street): Decommissioning and removal of Pump Station 203 located in Mt. Holly at the intersection of Clover and Garden Street. Alaimo Associates sent a letter to NJDEP requesting a determination as to whether or not a TWA permit is necessary for the Authority to decommission pump station 203. The Authority has yet to receive a response from NJDEP. No change in status for May 14, 2015.



**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
ENGINEER'S STATUS REPORT  
May 11, 2015**

M-0030-0007

Miscellaneous Services

- A. As requested by the Authority, A letter will be sent to NJDEP, on behalf of the Authority, requesting a TWA determination to abandon one (1) of the two (2) dry wells at the Garden Street Pumping Station.
- B. Met with MHMUA on April 2, 2015 to go over Scope-of-Work on Belt Filter Press installation project. **Alaimo to issue a draft proposal the week of May 11, 2015.**

M-0030-0312

Lumberton Force Main Insertion Valves

**Alaimo received authorization from MHMUA to start design on April 9, 2015.**

M-0031-0207

Navy Building P237

The performance bond can be released upon receipt of a 10% maintenance bond. Letter was issued on March 10, 2015 to release the Performance Bond and establish a Maintenance Bond.

M-0031-0204

Eastampton Towne Center

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

M-0031-0190

Laurel Creek Mews

Sanitary sewer construction for the initial housing development was completed and successfully tested. Sanitary sewer for Phase 2 has been installed and tested but has not been placed into service. Letter was issued on October 8, 2014 to release Performance Bond and establish Cash Bond. A review of the draft Maintenance Bond was completed on December 3, 2014. Meeting was held to go over proposed sanitary changes with Toll Brothers on February 9, 2015; still awaiting revised design drawings for review. **Received revised drawings from Toll Brothers on April 9, 2015. Review and comment letter to be issued the week of May 11, 2015.**

M-0031-0208

West Rancocas Redevelopment **Phase 3A**

Alaimo received Shop Drawings on February 5, 2015 and review was complete on Feb. 20, 2015. Construction started at the site on March 9, 2015. As of March 17, 2015 Contractor has completed the 10-inch sanitary sewer main, laterals, air testing and stub for future development and manhole work.

M-0031-0209

Washington Street Subdivision (Hainesport)

Contractor has completed main and lateral installation as of March 3, 2015, but lines have not been tested.

M-0031-0210

**Eastampton Village II Subdivision**

**Issued review and comment letter on April 27, 2015. Documents to be revised and resubmitted for review and approval.**

DJS/dal



**DEPUTY DIRECTOR FOR PLANT OPERATIONS REPORT  
FOR  
May 14, 2015**

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**PLANT OPERATIONS**

1. The **MONTHLY DISCHARGE MONITORING REPORT** summary for April, 2015 is included and indicates no violations for the period.
2. The **YEAR TO DATE CONSUMABLES USAGE REPORT** for April, 2015 is attached
3. The **SLUDGE QUALITY** data summaries through April, 2015 are attached.
  - a. The sludge data shows no significant changes in sludge characteristics.
4. The **COLLECTION SYSTEM OPERATIONS** report for April, 2015 is attached.
5. There were **NO ODOR COMPLAINTS** received during the period covered by this report.
6. The **YEAR TO DATE INDUSTRIAL PRETREATMENT ACTIVITIES REPORT** summary report for April, 2015 is attached.

Respectfully submitted by

Patricia B. McTague  
For  
Joel Hervey  
Deputy Director for Plant Operations

Source Name	Waste Type	Flow, gpd	Total Gallons	Total Tons	No. of Trucks	Average % Solids	Amount Charged
A & L SEPTIC SERVICES	Septage	13805	427,950		85	0.5	\$17,528.00
BEMS / BIG HILL LANDFILL	Leachate	2580	79,984		16	0.8	\$3,119.38
Burlington County RRF PO# 13-09265	Leachate	24387	756,000		108	0.4	\$13,608.00
Cella's Septic Company	Septage	6781	210,200		46	0.9	\$8,628.90
DREDGE HARBOR BOAT CENTER LLC	Septage	452	14,000		2	0.1	\$560.00
Deckers Septic	Septage	1703	52,800		16	0.6	\$2,112.00
Dey Farms	Miscellaneous	903	28,000		4	0.1	\$1,400.00
Dolan Septic LLC	Septage	2168	67,200		14	0.7	\$2,798.40
Drayton	Septage	13819	428,400		105	0.6	\$17,868.00
Drayton Transfer Station	Septage	4877	151,200		34	1.0	\$6,562.00
Fieldsboro	Sludge	323	10,000		2	1.9	\$800.00
Homestead Treatment Utilities, Inc.	Sludge	2290	71,000		11	0.5	\$2,911.00
JL Septic of SJ, Inc.	Septage	232	7,200		2	0.3	\$288.00
Laird & Company	Miscellaneous	864	26,792		5	0.3	\$1,232.43
Mansfield Farms	Sludge	2032	63,000		9	1.1	\$2,583.00
Mercer Group /Horizon Xfer station	Septage	1032	32,000		8	1.1	\$1,432.00
Mercer Group Int. DBA Horizon	Septage	1300	40,300		12	0.6	\$1,612.00
Monmouth County Rec. LF	Leachate	13910	431,200		77	0.8	\$8,192.80
Palmyra	Sludge	5242	162,500		25	1.1	\$8,125.00
Puglisi Egg Farms. Inc.	Septage	774	24,000		4	0.7	\$960.00
Russell Reid	Septage	323	10,000		2	0.2	\$400.00
SANITARY LANDFILL (CINNAMINSON)	Leachate	684	21,200		5	0.1	\$467.75
Seneca High School	Sludge	116	3,600		1	0.8	\$306.00
State Environmental Services	Septage	694	21,500		5	0.7	\$860.00
Waste Management/Parklands Landfill	Leachate	1745	54,100		13	0.3	\$1,352.50

Total Gallons	Total Tons	No. of Trucks	Amount Charged
3,194,126	0	611	\$105,707.16

## MONTHLY AVERAGE VALUES

PARAMETER	10/14	11/14	12/14	01/15	02/15	03/15	04/15	05/15	06/15	07/15	08/15	09/15	YEARLY AVERAGE		Limits
													This Reporting Period	Last Reporting Period	
POTW Flow	3.01	3	3.2	3.14	2.96	3.655	2.991							3.148	5
CBOD5(influent)	240	240	224	250	208	217	287							287.0	n/a
CBOD5(effluent)	< 2	< 2	< 2	3.8	4.03	3	< 2							2.9	15
COD(influent)	770	781	781	753	745	649	835							897.5	n/a
COD(effluent)	33	34	36	39	48	35	48							40.2	n/a
TKN(influent)	61.6	66	75.2	59.3	61.6	60.9	not yet							70.3	n/a
TKN(effluent)	1.61	1.82	3.4	3.1	2.94	2.18	available							2.4	15
TSS(influent)	388	418	382	402	382	378	670							504.0	n/a
TSS(effluent)	1.5	1.5	1.5	2	3	2	1							2.2	30
pH(influent-Max)	6.98	7.1	7.07	7	6.99	6.9	6.9							8.5	n/a
pH(influent-Min)	6.47	6.33	6.58	6.7	6.72	6.4	6.5							6.3	n/a
pH(effluent-Max)	7.05	7.17	7.12	7	7.1	6.9	7							7.5	9
pH(effluent-Min)	6.68	6.71	6.36	6.6	6.4	6.4	6.6							6.4	6
Oil & Grease (effluent)	< 2.2	< 2.3	< 2.3	< 2.2	2.9	< 2.2	< 2.2							<2.4	10
SQAR															
Arsenic	< 10.4	< 10.1	< 10.9	< 9.7	< 11	< 11.8	< 9.8							<11	41
Beryllium	< 5.2	< 5	< 5.5	< 4.9	< 5.5	< 5.9	< 4.9							<5.5	n/a
Cadmium	< 2.6	< 2.5	< 2.7	< 2.4	< 2.8	< 2.9	< 2.5							<2.8	39
Chromium	22	26.2	22.5	20.8	20.6	16.6	19.9							22.93	n/a
Copper	816	820	696	668	640	523	689							748.0	1500
Lead	35.5	32.4	22.9	19.7	20.9	14.1	19.9							26.19	300
Mercury	0.5	0.61	0.42	0.77	0.72	0.39	0.65							0.90	17
Molybdenum	< 10.4	< 10.1	< 10.9	< 9.7	< 11	< 11.8	< 9.8							<11	75
Nickel	22.5	20.6	18.4	18.5	19.1	16.8	20.9							19.41	420
Selenium	< 26.1	< 25.2	< 27.3	< 24.3	< 27.6	< 29.4	< 24.6							<27.6	100
Zinc	1650	1660	1350	1210	1110	879	1070							1434.2	2800
Cyanide	N/A	N/A	N/A	N/A	N/A	N/A	N/A							<1.6	n/a

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

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

**Annual Consumables Summary- 2015**

Fund Number	Consumable Name	Unit Price	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual YTDTOT	Actual YTD AVE	Actual YTD COST	Projected 2015		2015 Budget
																		Quantity	Costs	
020-6042	City H2O (100 gal)	0.5968	870.40	793.47	940.16	849.64									3453.67	863.42	\$2,061.15	10361.01	\$6,183.45	\$15,000.00
040-6045	Diesel Fuel (gal) Vehicles	2.3427	534.10	916.10	532.60	173.00									2,155.80	538.95	\$5,050.39	6,467.40	\$15,151.18	\$36,000.00
020-6044	Diesel Fuel (gal) Gen	2.3427	59.00	82.00	83.00	88.00									312.00	78.00	\$730.92	936.00	\$2,192.77	\$20,000.00
022-6044	Diesel Fuel (gal) Maple Ave	2.3427	44.00	37.00	20.00	36.00									137.00	34.25	\$320.95	411.00	\$962.85	\$5,000.00
020-6107	Ecogrow Nutrients	5.7500	15.00	15.00	15.00	15.00									60.00	15.00	\$345.00	180.00	\$1,035.00	\$2,000.00
020-6041	Electric (100 kwhr)	11.6830	2,772.00	2,716.00	2,576.00	2,128.00									10,192.00	2,548.00	\$119,073.14	30,576.00	\$357,219.41	\$380,000.00
022-6041	Electric (100 kwhr)Maple Ave	4.8110	703.34	981.28	776.53	900.72									3,361.87	840.47	\$16,173.96	10,085.61	\$48,521.87	\$200,000.00
020-6102	Hypochlorite (gal)	1.0580	2,854.00	2,643.00	3,080.00	3,403.00									11,980.00	2,995.00	\$12,674.84	35,940.00	\$38,024.52	\$80,000.00
022-6102	Hypochlorite - Maple Ave	1.0580	68.00	78.00	78.00	205.00									429.00	107.25	\$453.88	1,287.00	\$1,361.65	\$10,000.00
020-6105	Lime (lbs)	0.0800	900.00	1,350.00	800.00	950.00									4,000.00	1,000.00	\$320.00	12,000.00	\$960.00	\$1,000.00
020-6104	MgOH (gal)	2.1010	1,636.00	1,540.00	1,912.00	1,595.00									6,683.00	1,670.75	\$14,040.98	20,049.00	\$42,122.95	\$55,000.00
020-6046	Natural Gas (ccf)	1.1160	769.00	1,020.00	409.00	49.00									2,247.00	561.75	\$2,507.65	6,741.00	\$7,522.96	\$7,500.00
022-6045	Natural Gas (ccf) Maple Ave	1.1160	238.209	269.186	688.989	235.004									1,431.388	357.847	\$1,597.43	4,294.16	\$4,792.29	\$5,000.00
020-6101	Polymer (lbs)	1.7500	1,670.00	1,710.00	2,020.00	1,906.00									7,306.00	1,826.50	\$12,785.50	21,918.00	\$38,356.50	\$55,000.00
020-6103	Sodium Bisulfite (gal)	2.2580	646.00	715.00	708.00	691.00									2,760.00	690.00	\$6,232.08	8,280.00	\$18,696.24	\$25,000.00
040-6045	Unleaded-MUA (gal)**	2.9433	689.70	877.00	722.80	721.60									3,011.10	752.78	\$8,862.57	9,033.30	\$26,587.71	\$114,000.00
<b>Subtotal</b>																	<b>\$203,230.44</b>	<b>\$609,691.33</b>	<b>\$1,010,500.00</b>	
<b>Collection System Consumables</b>																				
040-6104	Bioxide (gals)	2.6300	2,073.00	2,163.70	2,060.00	2,193.20									8,489.90	2,122.48	\$22,328.44	25,469.70	\$66,985.31	\$60,000.00
040-6044	Diesel Fuel (gal) P/S Gen	3.1590	41.3	34.0	16.9	21.4									113.6	28.4	\$358.86	340.8	\$1,076.59	\$500.00
040-6046	Natural Gas (ccf)	1.1160	92.64	124.24	95.30	58.07									370.25	92.56	\$413.20	1,110.75	\$1,239.60	\$3,500.00
<b>Subtotal</b>																	<b>23,100.50</b>	<b>69,301.50</b>	<b>64,000.00</b>	
<b>Total</b>																	<b>\$226,330.94</b>	<b>\$678,992.83</b>	<b>\$1,074,500.00</b>	

**YEARLY TOTALS OF COLLECTION SYSTEM WORK**

**R-23A**

**YEAR 2015**

<b>MONTH</b>		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
1)	MISCELLANEOUS BEEPER CALL	8	9	11	4									32
2)	MISCELLANEOUS CALLS NOT OURS	0	1	2	1									4
3)	NUMBER OF OVERTIME CALLS	8	7	6	2									23
4)	ACTUAL OTHER BILLABLE MANHOURS													0
5)	NUMBER OF FEET OF PIPE CLEANED	28,455	6,578	40,280	37,720									113,033
6)	MANHOLE OVERFLOW INCIDENTS	2	0	0	0									2
7)	LATERAL INSPECTIONS	1	5	2	3									11
8)	MANHOLE INSPECTIONS	22	10	12	4									48
9)	TOTAL NUMBER OF SERVICE CALLS (STOPPAGE)	11	5	6	2									24
10)	NUMBER OF SERVICE CALLS NOT OUR PROBLEM	9	5	6	2									22
11)	NUMBER OF OVERTIME SERVICE	6	0	2	1									9
12)	NUMBER OF REPEAT SERVICE CALLS **													0
13)	NUMBER OF SECOND WATER METER READINGS	7	3	10	9									29
14)	NUMBER OF FEET OF PIPE SMOKE TESTED	0	0	0	0									0
15)	NUMBER OF FEET OF PIPE TELEVISED	0	0	0	0									0
16)	MARK OUT REQUESTS	182	175	302	397									1,056

\*\* SAME MAIN IN A 3 MONTH PERIOD

# COLLECTION SYSTEM COMMENTS

APRIL 2015

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
208	4-7-15	Yes, Top bearing in P-2 was replaced.					
215	4-25-15			Yes, P-2 and also the checkvalve on P-2			
220	4-29-15	Yes, new Mission unit was installed to take the place of the dialer for sending alarms.					
222	4-23-15	Yes	Yes				P-2 was removed from the wet well because of a noise that was heard. The pump brought back to the shop and taken apart for rebuild.
228	4-16-15	Yes, found Mission battery low. Installed new battery.					
239	4-17-15	Yes, we received a low dialer battery. The techs found blown fuse on charger.					



COLLECTION SYSTEM COMMENTS  
APRIL 2015

**THERE WAS ONE BIOXIDE DELIVERY MADE ON APRIL 9, 2015.**

<u>PUMP STATIONS</u>	<u>GALLONS</u>
P/S # 15	
P/S # 19	924
P/S # 21	702
P/S # 22	
P/S # 24	
P/S # 25	
P/S # 26	640
C.O.B	76

**THERE WAS 1,637 TOTAL GALLONS OF BIOXIDE DELIVERED IN THE MONTH OF APRIL.**

**THERE WERE NO FUEL ADDITION FUEL ADDITIONS MADE IN APRIL.**

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

TABLE AR-4  
SUMMARY OF IWPT MONITORING PROGRAM

October 2014 through September 2015

POTW: Mount Holly Municipal Utilities Authority

	CATEGORICAL IUs		NON-SIGNIFICANT CATEGORICAL IUs		SIGNIFICANT/ MAJOR IUs		OTHER REGULATED	
	This Period	Last Period	This Period	Last Period	This Period	Last Period	This Period	Last Period
Number of Industrial Users (IUs) included in POTW Monitoring Program	2	2	0	0	2	2	2	2
Number of IUs added to POTW Monitoring Program	0	0	0	0	0	1	0	0
Number of IUs eliminated from POTW Monitoring Program	0	0	0	0	0	0	0	0
Total number of POTW inspections of IUs.		2		0		2		2
Total number of POTW sampling visits to IUs.	1	3	0	0	8 <sup>1</sup>	13 <sup>1</sup>	2	3
Total number of IUs in IPP not sampled.	0	0	0	0	0	0	0	0
Total number of IUs in IPP not inspected.	0	0	0	0	0	0	0	0

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

Bulk Waste Monitoring April, 2015

	April	March	October 2014- September 2015	October 2013- September 2014
1. Number of bulk delivery pH, T.S. and sensory checks:	611	501	3,479	6,138
2. Number of bulk delivery SQAR sampling checks:	0	0	0	0
3. Number of bulk delivery conventional pollutant checks:	12	12	68	130
4. Number of bulk septage sources:	13	11	15	20
5. Number of bulk sludge sources:	5	9	13	14

Sampling (April): MONCOU, L&D, Parklands  
Inspections (April): None

# MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

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

**May 4, 2015**

**For the Period April 1, 2015 – April 30, 2015**

**Regulatory Affairs, Policy and Procedure** - The Authority is currently compliant with Air Permitting and Stormwater requirements. The SPCC compliance issue still remains open as it relates to fuel delivery to Generator “C” at Rancocas Road and the spill containment for the 55-gallon drums of petroleum products in the maintenance shop. We have discussed both topics and the options available to comply with the EPA requirements. The primary concern remains the refueling of Generator “C” and the cost associated to meet the “requirements” of SPCC. As the new generator has been installed with the on-board bladder tank, we can now address the SPCC concerns related to size of refueling vehicle (internal bladder size) and placement of same during the refueling process. As the old break trailer has been removed, there is a potential to create a “containment” area where the refueling vehicle could park during the offloading process. There are factors that have to be considered when looking at that scenario as opposed to providing portable booms that could be laid in place during refueling and removed when completed. We will continue to review the available options and work with the EJIF to find an economical solution to meet TIER 1 planning requirements.

**New Jersey Utilities Authority JIF** – I will be conducting the second in a series of four quarterly Supervisory programs I was requested to provide for the JIF as part of the 2015 Safety Incentive Program on Thursday, May 21 at the Middlesex County Academy. There has also been a request to provide both seminars at another location so that the southern JIF members can readily participate. Deptford MUA has secured the use of the Deptford municipal building for the programs. I will be working with Marlene DiMarco to confirm dates and times. Thus far, 37 of the 72 JIF members have participated in the program. The Supervisory programs were developed as a way to assist members in addressing the vacancies left by senior employees as a result of the statewide “Retirement Tsunami.” The retirements have created a “knowledge void” as a result of the JIF members not having Succession Plans in place. The next series of programs will be Thursday May 21<sup>st</sup> at the Middlesex County Fire Academy.

The last Executive Safety Committee meeting was Thursday, April 16 at the Toms River MUA. NJPEOSH provided a regulatory update related more frequently cited violations and other regulatory compliance issues. A meeting of the Safety Expo Planning committee followed at which time seminars and instructors were finalized along with the “Save the date” letter to be issued by PERMA. The first Safety Expo is scheduled for Friday, June 5 at the Middlesex County Fire Academy. Registration packets will be forthcoming.

Although I initially planned to attend the annual MEL/JIF Educational Seminar on Friday, April 17 at the National Conference Center, I was unable too because of scheduling conflicts. Topics discussed include: Healthcare Reform, Employment Practices Liability Update, Community Safety Issues, Local Government Officials Ethics Act, Cyber Liability Coverage, Cyber Liability Risk Control

**Essential Employee Identification Program** – I sent an updated employee list to the New Jersey State Police Resource Directory Division to initiate the acquisition of new Essential Employee Identification cards updated. I am awaiting an email from the Division to provide confidential employee information to finalize the card distribution.

**Employee Practices Manual** – The draft of the EPL documents for the Supervisors Union, 172 and Non-Represented employees were completed and provided to the Interim Executive Director and Solicitor for review. After further review and discussion, it was agreed that having three separate documents could be problematic so the Authority will stay with the one EPL document with reference to the Bargaining Agreements as needed. The Solicitor will complete the review of the draft and revisions will be made as needed prior to presentation to the Board.

**Human Resources Manual** – Pursuant to a recent discussion with the Interim Executive Director, I will proceed with developing a Human Resource manual. Approximately 15 – 20 sections are complete. This will be an intensive process that will take some time to complete.

**Purchase and Finance** – Pat McTague and I have been working to finish the manual. We needed to change some of the pictorials and reformat the directions/explanation based on changes to the Great Plains program. Joel has assisted with creating “fillable forms” as part of the manual update. There will be several more he needs to create based on some recent additions to the manual.

**Bid Specifications/Requests for Proposal (RFP) Update:**

- Belt Press – Awarded in January - Tentative delivery should be June 2015. In preparation, the operators have pressured washed the area where both presses will be located and will be working with the painter to make sure the room is completed before the press arrives.
- Trickling Filter Distribution Arm Replacement – The trickling filter was placed back in operation the week of April 27.
- Plant #3 Roof – Roof work commenced the week of April 6. As of this report, the control room roof is completed with the exception of the metal capping, the polymer room, Zimpro, pipe gallery, blower room and lab roof are water tight and will be ready for metal capping. The Disc Filter stair tower roof will be the final roof to be completed. We are waiting for Jottan to provide a date when they expect the metal capping installation will start as well as the installation of the stairs behind the control room. Jottan is also providing a price to fabricate and replace some of the old decorative metal that surrounds the roof that was previously damaged or had penetrations from previous process piping that has been removed. The Authority will need to approve a change order for the installation of walking mats that are needed from the new stair assembly to the roof top mechanical ventilators for the blowers. Todd Geter is working on the final plans and cost for the pads. Maintenance personnel need to access the area monthly so it was decided the walking pads should be installed as a means to preserve the new roof.
- The Franklin Miller Taskmaster Model TW8516 twin shaft grinder with one Franklin Miller model S25060 grinder controller with a submersible explosion-proof motor and gear drive has been ordered for pump station 208.

**Maple Avenue Headworks** – I have been in contact with Atlas Ladder regarding the status of the installation of a walkway with railing between the two sections of scaffolding and upgraded the toe boards around the platforms. Mike apologized for the delay and will complete the work as soon as he can schedule it. Once this is complete and we determine there are no additional safeguards needed, we will complete the purchase, photograph and disassemble the platforms for storage until next year.

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

2015 Confined Space Entry Activity by Department/Location													
Rancocas Road Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Grit/Screen	1	1	1	0									3
Trickling Filters	16	6	4	3									29
Other	0	0	0	0									0
<b>TOTAL</b>	<b>17</b>	<b>7</b>	<b>5</b>	<b>3</b>									<b>32</b>
Maple Avenue Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>									<b>0</b>
Collection System – (To be reported quarterly) ** Air Relief Valves/Contract Stations													
	Jan – Mar			April – June			July – Sept			Oct – Dec			
Pump Stations	79	80	77	55									291
<b>Combined Totals</b>	<b>96</b>	<b>87</b>	<b>82</b>	<b>58</b>									<b>323</b>

**NOTE – Because of work load, the supervisor review of the collection system quarterly reports had not been completed at the time this report was written and will be included in the report for next meeting.**

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

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Plant R &amp; M</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>									<b>4</b>

**Claims/Insurance Activity**

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

Coverage	Frequency	Type/Status
Automobile Liability	0 - YTD. = 0	Nothing reported for period
General Liability	0 - YTD. = 0	Nothing reported for period
Property/Equipment Loss/Damage	0 - YTD. = 0	Nothing reported for period
Worker Compensation	4 - YTD. = 8	<p>Plant Operator felt a pain in his left ankle as he stepped on the landing to the plant effluent chamber. The ankle was iced for 20-minutes and wrapped. No offsite treatment was required and there was no lost work time.</p> <p>Electrician bruised his left middle finger when it got pinched between a steel beam as he was cutting old conduit with a reciprocating saw. The finger was iced and covered. No offsite treatment was required and there was no lost work time.</p> <p>Plant Operator received ant bites on his right forearm and elbow as he was carrying a six inch hose back to the trailer. The hose had been lying in the grass a Maple Avenue. No offsite treatment was required and there was no lost work time.</p> <p>Plant Operator bumped his head on a steel beam in the lab while hanging plastic from the ceiling to prevent dust and debris from damaging lab equipment during the roof replacement. No offsite treatment was required and there was no lost work time.</p>

**Personal Injury Incident Activity - January 1, 2015 through December 31, 2015**

Type of Injury	Frequency		Department	Frequency
Cut/Puncture/Scrape	1		Plant	5
Slip/Trip/Fall	1		Mechanical Maintenance	
Exposure			Electrical Maintenance	1
Not Work Related			Plant Administration	
Sprain/Strain	1		Collection Operators	2
Animal/Insect/Foliage			Office Administration	
Struck by or against	3		Support Services	
Foreign Body in Eye			Laboratory	
Horse Play			Painter	
Burn (Thermal/Chemical)				
Unknown				
Totals	8			8