
Roll Call

Verification of Notice

Public Comments on Action Items

Approval of Minutes

Regular Meeting Minutes September 13, 2018

Old Business

Resolution 2018-89	A resolution of the Mt. Holly Municipal Utilities Authority adopting the revisions to the personnel policies and procedures.
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New Business

Resolution 2018-95	A resolution approving S-2 agreement between the Mt. Holly Municipal Utilities Authority and CVS Pharmacy Block 6.04, Lots 3.05,3.06, 6-11 NJSH Route 38 & Main Street Lumberton Township.
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Resolution 2018-96	A resolution of the Mt. Holly Municipal Utilities Authority approving the introduction of the 2019 budget.
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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 2018-91	A resolution approving the operating expenses for the month of September 2018.
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*Resolution 2018-92	A resolution approving the sewer refunds for the month of September 2018.
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*Resolution 2018-93	A resolution approving the expenditures for the month of September 2018 from the escrow fund.
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*Resolution 2018-94	A resolution approving the expenditures for the month of September 2018 from the improvement replacement fund.
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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 21, 2018, and the Courier-Post on February 21, 2018. On Tuesday, October 09, 2018 advanced written notice of meeting was (1) posted on the Administrative Bulletin Board at the Township Building and (2) advanced written notice of this meeting was mailed to all persons who, according to the records of the MUA, requested such notice.”

MANDATORY AFFIRMATIVE ACTION COMPLIANCE NOTICE

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

Mount Holly Municipal Utilities Authority Regular Meeting Minutes for September 13, 2018

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday September 13, 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. Jason Jones, Commissioner
Mr. Robert G. Maybury, Executive Director
Mr. Tom Coleman, Raymond Coleman Heinold, LLP
Mr. David Skibicki, R. A. Alaimo Associates, Engineer
Mr. Armando Riccio, Labor/Employment Counsel
Ms. M. Lou Garty, Esq The Garty Law Firm
Mr. Joel Hervey, Operations Superintendent
Mr. Michael B. Dehoff, Finance Administrator/Treasurer
Mrs. Brandy C. Boyington, Board Secretary

ABSENT: Ms. Gina LaPlaca, Commissioner
Mr. Christopher Banks, Commissioner
Mr. Anthony Stagliano, Safety Director & Special Projects

Verification of Notice

Executive Director Maybury verified that "In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 21, 2018 and the Courier Post on February 21, 2018. On Monday September 10, 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 of August 16, 2018. Commissioner Jones seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen

Nays:

Abstain: Commissioner Jones, Commissioner Silcox

Absent: Commissioner Banks, Commissioner LaPlaca

New Business

Resolution 2018-87 A resolution of the Mt. Holly Municipal Utilities Authority authorizing the award of a towable compressor non-fair and open contract.

Executive Director Maybury explained this purchase is for a portable air compressor that will replace the existing 30-year-old compressor. Several quotes were received and the purchase recommended is just over the \$17,500.00 window contract limit. The treatment plant and collection system repair crews use the compressor. Commissioner Silcox moved for the approval of resolution 2018-87. Commissioner Jones seconded the motion. At the call of the roll, the vote was:

Ayes: Chairman Thiessen, Commissioner Silcox, Commissioner Jones

Nays:

Abstain:

Absent: Commissioner Banks, Commissioner LaPlaca

Resolution 2018-88 A resolution of the Mt. Holly Municipal Utilities Authority authorizing release of maintenance bond for Eastampton Town Center.

Executive Director Maybury explained resolution 2018-88 is for an Eastampton Township Project that started in 2008 near Old World Bakery for approximately sixty-one homes. In 2014 the performance bond was released and \$17,600 was held as a maintenance bond. This resolution releases the maintenance bond now that the project is complete. Commissioner Silcox moved for the approval of resolution 2018-88. Commissioner Jones seconded the motion. At the call of the roll, the vote was:

Ayes: Chairman Thiessen, Commissioner Silcox, Commissioner Jones

Nays:

Abstain:

Absent: Commissioner Banks, Commissioner LaPlaca

Resolution 2018-89 A resolution of the Mt. Holly Municipal Utilities Authority adopting the revisions to the personnel policies and procedures.

Executive Director Maybury suggested resolution 2018-89 be tabled to allow time for the Commissioners and management to review the recent changes and additions. This will be added to the October meeting agenda for approval consideration. Commissioner Silcox moved to table resolution 2018-89. Commissioner Jones seconded the motion. At the call of the roll, the vote was:

- Ayes: Chairman Thiessen, Commissioner Silcox, Commissioner Jones
- Nays:
- Abstain:
- Absent: Commissioner Banks, Commissioner LaPlaca

**Resolution 2018-90 A resolution of the Mt. Holly Municipal Utilities Authority appointing Anthony Stagliano as Qualified Purchasing Agent (QPA).

Executive Director Maybury explained that the Authority recently received a retirement resignation from the Accounts Payable/ Qualified Purchasing Agent (“QPA”). Resolution 2018-90 appoints Anthony Stagliano as the Authority’s QPA and the transition is expected to be seamless, since Mr. Stagliano previously served as the QPA. Commissioner Silcox moved for the approval of resolution 2018-90. Commissioner Jones seconded the motion. At the call of the roll, the vote was:

- Ayes: Chairman Thiessen, Commissioner Silcox, Commissioner Jones
- Nays:
- Abstain:
- Absent: Commissioner Banks, Commissioner LaPlaca

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

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

- Ayes: Chairman Thiessen, Commissioner Silcox, Commissioner Jones
- Nays:
- Abstain:
- Absent: Commissioner Banks, Commissioner LaPlaca

Communications None

Matters to be presented by the Public None

Report of the Executive Director The Report of the Executive Director was received. Executive Director Maybury explained Mr. Huber, from Lumberton Township, who attended the August 2017 meeting and expressed concerns about charges on his bill. Earlier this month, the Authority received a certified letter from Mr. and Mrs. Huber requesting more information about previous charges relating to a meter discrepancy that occurred because of inaccurate information supplied by the developer in his community. A response was sent to the Huber’s explaining the charges, the developer’s responsibility and denying a request for reimbursement. Executive Director Maybury informed the board that Bradford Estates in Hainesport signed and returned a hold harmless agreement for use of the Authority’s parking area adjacent to their property. Executive Director Maybury informed the board that the Authority’s annual Capital Budget is ready to be sent to the surrounding townships serviced by the Authority and that paperless billing is now available for all customers at no charge.

Report of the Engineer The Report of the Engineer was received. Mr. Skibicki informed the board that RNR, contractor for Lennar would like to get started but a pre-construction meeting has to happen first and will be scheduled within the next two weeks,

Report of the Operations Superintendent The Report of the Operations Superintendent was received.

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

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

Report of the Finance Administrator/Board Treasurer The Report of the Finance Administrator/Board Treasurer was received. Mr. Dehoff explained the Capital budget is ready and requested a sub-committee from the Commissioners for the Operations budget. Chairman Thiessen and Commissioner Silcox volunteered for the committee. Mr. Dehoff explained to the board that the E-bill provided after signing up for paperless billing will have a link in the body of the email that when clicked takes the customer directly to their account, the system is user friendly.

Other New Business

Matters to be presented by Commissioners None

Executive Session None

Adjournment
Commissioner Jones moved for adjournment. Commissioner Silcox seconded the motion. Chairman Thiessen adjourned the meeting at 6:23 P.M.

Respectfully submitted,

Brandy C. Boyington, Secretary

Resolution # 2018-89
Adopting Personnel Policies and Procedures Manual

WHEREAS, it is the policy of the Mount Holly Municipal Utilities Authority (MHMUA) to treat employees and prospective employees in a manner consistent with all applicable employment and civil rights laws and regulations, including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Genetic Information Nondiscrimination Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the Fair Credit Reporting Act, the Americans with Disabilities Act, the Vocational Rehabilitation Act, the Family and Medical Leave Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the New Jersey Law Against Discrimination, the New Jersey Family Leave Act, the New Jersey SAFE Act, the New Jersey Public Employer-Employee Relations Act (as applicable), the New Jersey Public Employee Occupational Safety and Health Act, the New Jersey Equal Pay Act, the Conscientious Employee Protection Act, New Jersey Wage and Hour laws, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, and the Open Public Meeting Act, as well as all other applicable federal or state laws and constitutional rights; and

WHEREAS, the MHMUA has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with all present and future laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the MHMUA that the Personnel Policies and Procedures Manual for MHMUA (Revised September 2018) ("Personnel Manual") is hereby adopted.

BE IT FURTHER RESOLVED that the personnel policies contained within the Personnel Manual shall apply to all MHMUA officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these policies and an applicable collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail except for items recognized by law as non-negotiable or managerial prerogative. The policies contained within the Personnel Manual adopted today supersede all prior Personnel Policies and Procedures Manuals.

BE IT FURTHER RESOLVED that the Personnel Manual is intended to provide guidelines and is not a contract, agreement or promise of any kind regarding terms and conditions of employment. The provisions of the Personnel Manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment with the MHMUA shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the MHMUA's Executive Director, Finance Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Labor/Employment Attorney shall assist the Executive Director and Finance Administrator in the implementation of the policies and procedures within the Personnel Manual. The Executive Director or his designee shall arrange for distribution of the Personnel Manual.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

ATTEST:

By: _____

Jules Thiessen, Chairman

By: _____

Brandy C. Boyington, Secretary

RESOLUTION 2018-95

A Resolution approving S-2 Service Agreement between The Mount Holly Municipal Utilities Authority and CVS Pharmacy (Feinberg & McBurney Realty) for Sanitary Sewerage Service in Lumberton Township Block 6.04, Lots 3.05, 3.06, 6-11 NJSH Route 38 & Main Street

WHEREAS, The Mount Holly Municipal Utilities Authority, (hereinafter "Authority"), 1 Park Drive, Mount Holly, New Jersey is a public body created by the governing body of the Township of Mount Holly pursuant to the provisions of the Sewerage Authorities Law (P.L. 1946, c. 138) of the State of New Jersey, as amended and supplemented; and

WHEREAS, the Authority is charged, inter alia, with the responsibility for the maintenance, operation and improvement of works for the collection, treatment, purification and disposal of sewage within the Authority Service Area; and

WHEREAS, Feinberg & McBurney Realty (hereinafter “Applicant”) has its address or principal place of business at 1874 E. Marlton Pike, Suite 10 Cherry Hill, NJ 08003; and

WHEREAS, the Applicant has submitted an S-2 Sanitary Sewerage Service Agreement to the Authority for consideration; and

WHEREAS, the covenants and conditions contained in the S-2 Service Agreement embody the entire agreement between the Authority and the Applicant and no other agreements exist, except as to any other written agreements between the parties.

NOW, THEREFORE, BE IT RESOLVED by the Mount Holly Municipal Utilities Authority, the S-2 Service Agreement between the Authority and Applicant for Sanitary Sewerage Service for CVS Pharmacy, is hereby approved.

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

The foregoing is a true copy of a Resolution adopted by the Authority on October 11, 2018

Brandy C. Boyington, Secretary

[SEAL]

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

BY_____
Jules Thiessen, Chairman

2019 AUTHORITY BUDGET RESOLUTION 2018-96 MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: **FROM:** January 1, 2019 **TO:** December 31, 2019

WHEREAS, the Annual Budget and Capital Budget for the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 has been presented before the governing body of the Mount Holly Municipal Utilities Authority at its open public meeting of October 11, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$13,929,000, Total Appropriations, including any Accumulated Deficit if any, of \$ 14,267,000 and Total Unrestricted Net Position utilized of \$338,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$3,850,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$2,550,000; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Mount Holly Municipal Utilities Authority, at an open public meeting held on October 11, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Mount Holly Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 8, 2018

(Secretary's Signature)

(Date)

Governing Body
Member:
Commissioner Thiessen
Commissioner Silcox
Commissioner Banks
Commisioner Jones
Commisioner LaPlaca

Recorded Vote			
Aye	Nay	Abstain	Absent

Authority Budget of:

Mount Holly Municipal Utilities Authority

State Filing Year

2019

For the Period:

January 1, 2019

to

December 31, 2019

www.mhmua.com

Authority Web Address

Department Of



**Community
Affairs**

Division of Local Government Services

2019 AUTHORITY BUDGET

Certification Section

2019

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM JANUARY 1, 2019 TO DECEMBER 31, 2019

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

2019 PREPARER'S CERTIFICATION

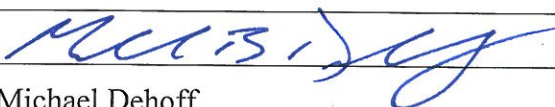
MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2019 TO: DECEMBER 31, 2019

It is hereby certified that the Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Michael Dehoff		
Title:	Finance Administrator		
Address:	1 Park Drive PO Box 486 Mount Holly, NJ 08060		
Phone Number:	609-267-0015	Fax Number:	609-267-5420
E-mail address	mdehoff@mhmu.com		

2019 APPROVAL CERTIFICATION

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: **FROM: JANUARY 1, 2019** **TO: DECEMBER 31, 2019**

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Mount Holly Municipal Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 11th day of October, 2018.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Robert Maybury		
Title:	Executive Director		
Address:	1 Park Drive PO Box 486 Mount Holly, NJ 08060		
Phone Number:	609-267-0015	Fax Number:	609-267-5420
E-mail address	MayburyB@mhmu.com		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: WWW.MHMUA.COM

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- ☒ A description of the Authority's mission and responsibilities
- ☒ Budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar Information is such as PIE Charts, Bar Graphs etc. for such items as Revenues, Expenditures, and other information the Authority deems relevant to inform the public**)
- ☒ The annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ The approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

Robert Maybury

Title of Officer Certifying compliance

Executive Director

Signature

2019 AUTHORITY BUDGET RESOLUTION MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: **FROM:** January 1, 2018 **TO:** December 31, 2018

WHEREAS, the Annual Budget and Capital Budget for the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 has been presented before the governing body of the Mount Holly Municipal Utilities Authority at its open public meeting of October 11, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$13,929,000, Total Appropriations, including any Accumulated Deficit if any, of \$ 14,267,000 and Total Unrestricted Net Position utilized of \$338,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$3,850,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$2,550,000; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Mount Holly Municipal Utilities Authority, at an open public meeting held on October 11, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Mount Holly Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 8, 2018

(Secretary's Signature)

(Date)

Governing Body	Recorded Vote			
Member:	Aye	Nay	Abstain	Absent
Commissioner Thiessen				
Commissioner Silcox				
Commissioner Banks				
Commissioner Jones				
Commissioner LaPlaca				

2019 ADOPTION CERTIFICATION

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: **FROM:** JANUARY 1, 2019 **TO:** DECEMBER 31, 2019

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Mount Holly Municipal Utilities Authority, pursuant to N.J.A.C. 5:31-2.3, on the 8th day of, November, 2018.

Officer's Signature:			
Name:	Robert Maybury		
Title:	Executive Director		
Address:	1 Park Drive PO Box 486 Mount Holly, NJ 08060		
Phone Number:	609-267-0015	Fax Number:	609-267-5420
E-mail address	MayburyB@mhmu.com		

2019 ADOPTED BUDGET RESOLUTION

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: **FROM:** January 1, 2019 **TO:** December 31, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Mount Holly Municipal Utilities Authority for the fiscal year beginning January 1, 2019 and ending, December 31, 2019 has been presented for adoption before the governing body of the Mount Holly Municipal Utilities Authority at its open public meeting of November 8, 2018; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 13,929,000, Total Appropriations, including any Accumulated Deficit, if any, of \$14,267,000 and Total Unrestricted Net Position utilized of \$338,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$3,850,000 and Total Unrestricted Net Position planned to be utilized of \$2,550,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Mount Holly Municipal Utilities Authority, at an open public meeting held on November 8, 2018 that the Annual Budget and Capital Budget/Program of the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1, 2019 and, ending, December 31, 2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

(Date)

Governing Body

Member:

Commissioner Thiessen

Commissioner Silcox

Commissioner Banks

Commissioner Jones

Commissioner LaPlaca

Recorded Vote

Aye

Nay

Abstain

Absent

2019 AUTHORITY BUDGET

Narrative and Information Section

2019 AUTHORITY BUDGET MESSAGE & ANALYSIS

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: JANUARY 1, 2019 TO: DECEMBER 31, 2019

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.

Overall there were no significant changes to the needs of the Authority and the budget reflects an overall increase of \$17,000. Interest expense on Debt Service decreased by 11.7% due to the Authority issuing the 2018 Sewer Revenue Refunding Bond Series on July 10, 2018.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

There is no impact on the service charges currently assessed for 2019 due to the proposed budget. Miscellaneous Revenue is budgeted at a 17.3% increase due to an increase in application fees received and anticipated in 2019.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

The state of the local/regional economy has no impact on the proposed budget

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

The utilization in the proposed Annual Budget is for the Municipal Appropriation to Mount Holly Township.

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

As with prior years, the County/Municipal Appropriation is to offset the Municipal Budget.

6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

Not Applicable

7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) **if it has been changed since the prior year budget submission** and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

See Attached

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
“MHMUA”

1 Park Drive
P.O. Box 486
Mount Holly, New Jersey 08060-0486
Office (609) 267-0015
Fax (609) 267-5420

SCHEDULE OF RATES

Effective: July 1, 2018

SCHEDULE 1 CONNECTION FEES

A. WITHIN MOUNT HOLLY TOWNSHIP

CLASS 1: RESIDENTIAL \$4,949.00
Single-family, condominiums, townhouses,
apartments, multifamily, duplex, age restricted, trailers,
mobile homes (Per unit)

CLASS 2: NON-RESIDENTIAL: HOTEL OR MOTEL

(Per guest room) \$2,474.50

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 \$26.44
Minimum connection fee (per unit) \$4,949.00

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.

CLASS 4: CERTAIN AFFORDABLE HOUSING PROJECTS

Connection fees to public housing authorities and non-profit organizations building affordable housing projects that consist of new connections to the system are to be computed by providing a 50% reduction in the connection fee established in this *Schedule of Rates*.

Connection fees to public housing authorities and non-profit organizations building affordable housing projects that consist of replacement units for demolished or refurbished units, and for which a connection fee was previously paid, are to be computed by charging the lesser of a.) the reduced rate of 50% of the connection fee established in this *Schedule of Rates*, or b.) the connection fee established in this *Schedule of Rates*, minus a credit in the amount of a connection fee previously paid for the housing units being replaced, provided the public housing authority and non-profit organization can establish the connection fee previously paid. If the amount of the previous connection fee cannot be established, the reduced rate of 50% of the connection fee established in this *Schedule of*

Rates shall apply.

B. OUTSIDE MOUNT HOLLY TOWNSHIP

CLASS 1: RESIDENTIAL \$7,424.00

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

CLASS 2: NON-RESIDENTIAL: HOTEL OR MOTEL

(Per guest room) \$3,712.00

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	\$39.67
Minimum connection fee (per unit)	\$7,424.00

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.

CLASS 4: CERTAIN AFFORDABLE HOUSING PROJECTS

Connection fees to public housing authorities and non-profit organizations building affordable housing projects that consist of new connections to the system are to be computed by providing a 50% reduction in the connection fee established in this *Schedule of Rates*.

Connection fees to public housing authorities and non-profit organizations building affordable housing projects that consist of replacement units for demolished or refurbished units, and for which a connection fee was previously paid, are to be computed by charging the lesser of a.) the reduced rate of 50% of the connection fee established in this *Schedule of Rates*, or b.) the connection fee established in this *Schedule of Rates*, minus a credit in the amount of a connection fee previously paid for the housing units being replaced, provided the public housing authority and non-profit organization can establish the connection fee previously paid. If the amount of the previous connection fee cannot be established, the reduced rate of 50% of the connection fee established in this *Schedule of Rates* shall apply.

GENERAL REQUIREMENTS APPLICABLE TO ALL SEWER CONNECTION FEES

A. An applicant shall pay a sewer connection fee prior to the time that a certificate of occupancy is issued for the building, in an amount as established by the MHMUA 's *Schedule of Rates* in effect at the time that a complete application for the certificate of occupancy is made.

B. Connection fees for non-residential users shall be based upon the MHMUA 's calculation of projected flow multiplied by the rate per gallon per day contained in the *Schedule of Rates*. 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 projected flow is less than the residential projected flow.

C. The projected flow criteria contained in N.J.A.C. 7:14A-23.3 shall be used to determine the projected flow for non-residential uses, whenever practicable. In the event that a type of use is not listed in N.J.A.C. 7:14A-23.3, the MHMUA shall use its best judgment in determining projected flow. The MHMUA may adopt additions or exceptions to the projected flow contained in N.J.A.C. 7:14A-23.3 by Resolution. For the purpose of this *Schedule of Rates*, any reference to "seat" or "person" in N.J.A.C. 7:14A-23.3 or in any projected flow criteria adopted by the MHMUA shall be deemed to mean the maximum permitted occupancy established pursuant to the Uniform Construction Code and/or the Uniform Fire Code.

D. In the event that an application is made for sewer service to a non-residential building or unit for which the types or sizes of the uses therein have not been determined by the Applicant, or are subject to change in the future, a connection fee shall be assessed based upon the maximum potential projected flow in the building or unit. The MHMUA, in its discretion, may enter into a deferred connection fee agreement under which an initial connection fee would be imposed only for those uses that are initially contemplated, and which would defer the payment of the balance of the connection fee until such time as a use for which the initial connection fee was paid is changed to a use that will generate additional projected flow. Any connection fee paid under a deferred connection fee agreement shall be paid at the connection fee rate then prevailing at the time that payment is made.

E. A non-residential user shall be entitled to use the amount of sewer capacity, in gallons per day, obtained through the payment of connection fees, as well as such additional capacity actually used by its building or unit.

F. In the event that an application is made to reinstate sewer service to a building or unit that was previously abandoned or terminated when the prior building or unit was demolished or substantially totally destroyed because of a Catastrophic Event, no additional connection fee shall be due if sewer service is reinstated within two (2) years after the date of the demolition or Catastrophic Event, provided that the Applicant has continued to pay the Service Billing Charge for the building or unit on a quarterly basis as

those charges became due. For the purpose of this section, "Catastrophic Event" means a fire or any declared national, State or municipal emergency or a flood or other natural disaster or event that substantially affects or damages a building or unit.

G. In the event that an application is made to reinstate sewer service to a non-residential building or unit that was previously abandoned or terminated when the prior building or unit was demolished or substantially totally destroyed because of a Catastrophic Event, no additional connection fee shall be due if sewer service is reinstated within two (2) years after the date of the demolition or Catastrophic Event, provided that: (1) the Applicant has continued to pay the Service Billing Charge for the building or unit on a quarterly basis as those charges became due, and (2) there is no change in the projected flow of the damaged building or unit. In the event that condition (1) herein has been satisfied, but there will be an increase in the projected flow of the damaged building or unit, then the Applicant shall pay a connection fee only on the amount of the increase in the projected flow. For the purpose of this section, "Catastrophic Event" means a fire or any declared national, State or municipal emergency or a flood or other natural disaster or event that substantially affects or damages a building or structure.

SCHEDULE 2 METERED SERVICES

The sanitary sewerage charge for structures having a metered water supply shall be the sum of the SERVICE BILLING CHARGE and the SEWAGE FLOW CHARGE.

I. SERVICE BILLING CHARGES

A. Single-Family Residential Units and Single Non-Residential Units

A quarterly service billing charge for all single-family residential units, including single-family homes, condominiums, townhouses, trailers and mobile homes and single non-residential units shall be imposed as follows:

1. WITHIN MOUNT HOLLY TOWNSHIP (Per Quarter)

Meter Size	Square Inch Area	Residential	Non-Residential
5/8"	0.30700	\$33.00	\$37.95
3/4"	0.44200	47.51	54.64
1"	0.78500	84.38	97.04
1 1/4"	1.22700	131.89	151.67
1 1/2"	1.76700	189.93	218.43
2"	3.14200	337.73	388.39
3"	7.06900	759.85	873.82
4"	12.5660	1,350.72	1,553.33
6"	28.2740	3,039.17	3,495.05
8"	50.2650	5,402.98	6,213.43
10"	78.5400	8,442.26	9,708.60
12"	113.097	12,156.80	13,980.32

2. OUTSIDE MOUNT HOLLY TOWNSHIP (Per Quarter)

Meter Size	Square Inch Area	Residential	Non-Residential
5/8"	0.30700	\$49.50	\$56.93
3/4"	0.44200	71.27	81.96
1"	0.78500	126.57	145.55
1 1/4"	1.22700	197.84	227.51
1 1/2"	1.76700	284.90	327.64
2"	3.14200	506.60	582.59
3"	7.06900	1,139.77	1,310.74
4"	12.5660	2,026.08	2,329.99
6"	28.2740	4,558.76	5,242.57
8"	50.2650	8,104.48	9,320.15
10"	78.5400	12,663.40	14,562.91
12"	113.097	18,235.19	20,970.47

B. Multiple Residential Units and Multiple Non-Residential Units

In calculating the service billing charge for all multi-unit residential users or multi-unit non-residential users, serviced through a single water meter, the first unit shall be charged at the appropriate meter rate in paragraph I.A. and each additional equivalent dwelling unit shall be charged at the rate established for a 5/8" water meter.

C. Minimum Service Billing Charge to Be Billed

The service billing charges referred to in paragraph I.A. and I.B. shall be imposed regardless of water usage.

D. Processing and Collecting Charges

Where the MHMUA has been contracted to issue sewer usage bills directly to the user, a processing and collecting charge of \$1.50 per billing period shall be assessed.

II. SEWAGE FLOW CHARGES

Sewage flow charges for all Residential and Non-Residential Users shall be based on water consumption and shall be calculated as follows:

A. WITHIN MOUNT HOLLY TOWNSHIP

	Residential (Per Thousand Gallons)	Non-Residential (Per Thousand Gallons)
O/M/R*	\$2.13	\$2.45
Other	\$3.94	\$4.55
TOTAL:	\$6.07	\$7.00

B. OUTSIDE MOUNT HOLLY TOWNSHIP

	Residential (Per Thousand Gallons)	Non-Residential (Per Thousand Gallons)
O/M/R*	\$2.13	\$2.45
Other	\$5.91	\$6.81
TOTAL:	\$8.04	\$9.26

*Operation, Maintenance and Repairs

III. DISCOUNTS FOR CERTAIN SENIOR CITIZENS AND PERMANENTLY AND TOTALLY DISABLED PERSONS

N.J.S.A. 40:14B-22.2 permits the MHMUA to provide a discount for certain senior citizens and permanently and totally disabled persons. The MHMUA is permitted to give a discount only to those persons who qualify under the statute.

Any person who is billed for sewer services to a property which he or she owns and occupies and who has been approved by the governing body of the municipality in which the property is located to receive a deduction against the tax assessed against the property under the provisions of N.J.S.A. 54:4-8.40 shall be entitled to a discount of Thirteen Dollars (\$13.00) per quarter for sanitary sewer services rendered to the property. This discount shall not apply to connection fees, non-residential uses, interest, late charges, application review and inspection fees, or miscellaneous charges imposed by the MHMUA.

Only one discount shall be permitted per property, regardless of the number of approved owners. Proportionate discounts, when appropriate, shall be made in accordance with the provisions of N.J.S.A. 54:4-8.46.

The governing body of the municipality in which the property is located will provide annual notification to the MHMUA of the customers eligible to receive the discount. The discount shall become effective with the first bill issued for sewer services after receipt by the MHMUA of notification. The discount shall remain in effect until December 31 of the calendar year, or until any change of ownership occurs or the person no longer qualifies under the Statute for the deduction against the tax assessed, whichever occurs earlier.

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 MHMUA at 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.

B. NON-RESIDENTIAL UNITS

Each non-residential unit having an unmetered water supply shall be billed on a presumed usage equivalent to the estimated water usage calculated for connection fee purposes.

SCHEDULE 4

GARBAGE DISPOSAL UNITS

A. RESIDENTIAL – SINGLE AND MULTI-RESIDENTIAL UNITS

All residential units containing domestic type garbage disposal units shall be charged an additional \$6.00 per quarter in Mount Holly Township and \$9.00 per quarter outside of Mount Holly Township.

B. NON RESIDENTIAL UNITS

No commercial, industrial or other non-residential garbage disposal units or grinders will be permitted without written permission by the MHMUA. The charge for such units will be determined as a surcharge to the normal metered service charge upon recommendation by the MHMUA Engineer. The Engineer shall compute the surcharge on the basis of the sewage load imposed on the system in comparison to a residential garbage disposal unit operating in a single-family residential unit. The MHMUA specifically reserves the right to refuse service to any non-residential unit if it is in the best interest of the sewerage system.

SCHEDULE 5

SURCHARGE FOR TREATMENT OF INDUSTRIAL WASTES

The quarterly service charge for sewerage service for the collection and treatment of industrial or other non-residential wastes discharged into the MHMUA's system shall be based upon the water usage as computed under SCHEDULE 2 or SCHEDULE 3 and product of the surcharge or premium charge as determined as a strength factor in accordance with the following formula, unless other waste water concentrations are determined by the MHMUA to be more critical:

44

+ 23* $\frac{(\text{CBOD5})}{(250)}$ or $\frac{(\text{COD})}{(500)}$ ppm, whichever is greater

+31* $\frac{(\text{Suspended Solids, ppm})}{(250 \text{ ppm})}$ **

+2* $\frac{(\text{Chlorine Demand, ppm})}{(15 \text{ ppm})}$

* In cases where the quotient is less than 1, 1 shall be used as the value in parentheses.

** In cases where suspended solids, in the opinion of the MHMUA do not represent the true characteristics of the solids loading, the MHMUA reserves the right to use total solids instead of suspended solids.

SCHEDULE 6

SPECIAL, PARTIAL AND TEMPORARY SERVICES

Schedule of Rates for Residential or Non-Residential User Utilizing Special, Partial or Temporary Services from the MHMUA:

I. METER READING FEES

Any user having an additional water meter shall be charged a fee of \$36.00 per read per each additional water meter to cover the additional expenses incurred by the MHMUA to read the additional meter and make the necessary billing adjustments.

II. TEMPORARY CONNECTIONS

Upon application, the MHMUA shall allow the temporary connection of construction trailers and sanitary facilities upon payment of a one-time fee of five hundred dollars (\$500.00) per site. Said connection shall (1) meet the construction standards of the MHMUA; (2) only be made under inspection by the MHMUA; and (3) upon completion of construction, be abandoned and disconnected under inspection by the MHMUA.

SCHEDULE 7

SUMP PUMP CONNECTIONS

A. All structures connecting a sump pump to the sanitary sewer system must secure an approval from the MHMUA. This approval will be granted only after determination by the MHMUA that an alternate method of disposing of ground water is not available, or is not economically feasible, or will not result in a health or safety hazard. An initial one-time fee of \$60 is required upon approval from the MHMUA

B. The annual charge for each sump pump is \$5.00 per quarter in Mount Holly Township and \$7.50 per quarter outside of Mount Holly Township. In addition, the MHMUA shall estimate the gallonage discharge of the sump pump and shall charge the customer in accordance with the established flow charges. The minimum quarterly flow shall be one thousand (1,000) gallons.

SCHEDULE 8

SEPTAGE AND/OR SLUDGE TREATMENT CHARGES¹

I. SLUDGE

A. PER GALLON CHARGE

<u>Percent Solids In Sample</u>	<u>Per Gallon Charge</u>
0 – 4.0%	\$0.03/Gal. to \$0.12/Gal.
greater than 4.0%	$(\$0.12/\text{Gal}) \frac{(\text{T.S.}\%)}{4\%}$

Where T.S. = Total solids determined by the MHMUA

The per gallon charge shall be based upon any factors determining the type, class and amount of use or service of the system, or any combination of any such factors, and may give weight to characteristics of the waste and any other special matter affecting the cost of treatment and disposal thereof.

B. INTERMITTENT DELIVERY AFTER TESTING AND PRIOR AGREEMENT

The charge for intermittent sludge treatment shall be the greater of the following:

1. The number of gallons delivered times the per gallon charge in I.A. above

OR,

2. The volume of the delivery vehicle, as posted thereon, times the per gallon charge in I.A. above.

C. CONTRACTUAL DELIVERY

Subject to the availability of capacity and by prior agreement, sludge will be accepted at the plant for the above listed per gallon charge.

¹ For the purposes of this schedule, septage and sludge shall be defined as follows:

SEPTAGE – The combination of Liquid and Solid Residues resulting from the treatment of domestic sewage in individual sub-surface sewage disposal system.

SLUDGE – The solid residue and associated liquid resulting from physical, chemical or biological treatment by (1) publicly owned treatment works; or (2) privately owned treatment works which provide in-ground collection facilities and treatment of domestic sewage, only.

D. PAYMENT

Unless otherwise approved by prior agreement, payment shall be made on the day of the delivery and prior to actual delivery.

II. SEPTAGE

A. PER GALLON CHARGE

<u>Percent Solids In Sample</u>	<u>Per Gallon Charge</u>
2.0% or less	\$0.04/Gal.
greater than 2.0%	$(\$0.06/\text{Gal}) \left(\frac{\text{T.S.}\%}{2\%} \right)$

Where T.S. = Total solids determined by the MHMUA

The per gallon charge shall be based upon any factors determining the type, class and amount of use or service of the system, or any combination of any such factors, and may give weight to characteristics of the waste and any other special matter affecting the cost of treatment and disposal thereof.

B. INTERMITTENT DELIVERY AFTER TESTING AND PRIOR AGREEMENT

The charge for intermittent septage treatment shall be the greater of the following:

1. The number of gallons delivered times the per gallon charge in II.A. above
OR,
2. The volume of the delivery vehicle, as posted thereon, times the per gallon charge in II.A. above.

C. CONTRACTUAL DELIVERY

Subject to the availability of capacity and by prior agreement, septage will be accepted at the plant for the above listed per gallon charge.

D. PAYMENT

Unless otherwise approved by prior agreement, payment shall be made on the day of the delivery and prior to actual delivery

SCHEDULE 9

LEACHATE TREATMENT CHARGES

I. GALLONAGE CHARGE

Subject to the availability of capacity and by prior agreement, a per gallon charge of between \$0.016 and \$0.09 will be imposed, based upon the assessment of strength of the delivered waste, as determined by the MHMUA, and based upon gallons delivered, as calculated by truck size or other approved method.

II. TREATMENT CHARGES

The per gallon charge shall be based upon any factors determining the type, class and amount of use or service of the system, or any combination of any such factors, and may give weight to characteristics of the waste and any other special matter affecting the cost of treatment and disposal thereof.

SCHEDULE 10

BULK DELIVERED NON-HAZARDOUS INDUSTRIAL WASTES

I. AGREEMENT REQUIRED

Subject to availability of capacity, bulk deliveries of Non-Hazardous Industrial Wastes will be accepted by agreement only.

II. PAYMENT IN ADVANCE OF OFF-LOADING

Unless otherwise approved by prior agreement, payment shall be made on the day of the delivery prior to off-loading.

III. GALLONAGE CHARGE

Subject to the availability of capacity and by prior agreement, a per gallon charge of between \$0.025 and \$5.00 will be imposed, based upon the assessment of strength of the delivered waste, as determined by the MHMUA, and based upon gallons delivered, as calculated by truck size or other approved method.

IV. TREATMENT CHARGES

The per gallon charge shall be based upon any factors determining the type, class and amount of use or service of the system, or any combination of any such factors, and may give weight to characteristics of the waste and any other special matter affecting the cost of treatment and disposal thereof.

SCHEDULE 11

NON-HAZARDOUS CONTAMINATED GROUND WATER

I. AGREEMENT REQUIRED

Subject to availability of capacity, discharges of non-hazardous contaminated ground water will be accepted by agreement only.

II. MAXIMUM CONTAMINANT LEVELS

The maximum contaminant levels for TSS, CBOD5 and COD shall be 250 mg/L, 250 mg/L and 375 mg/L, respectively. Wastes containing greater than the aforesaid values will be evaluated for acceptance on a case-by-case basis and may require pre-treatment.

III. PAYMENT

Unless otherwise approved, payment for bulk deliveries shall be made on the day of delivery prior to off-loading. Payment shall be based upon the size of the delivery vehicle, regardless of the actual contents delivered.

Unless otherwise approved, payment for direct connected discharges shall be required on a monthly basis, upon receipt of a bill from the MHMUA. The discharger shall install and maintain a flow meter on the discharge for these purposes.

IV. GALLONAGE CHARGE

Subject to the availability of capacity and by prior agreement, a per gallon charge of between \$0.0135 and \$5.00 will be imposed, based upon the assessment of strength of the delivered waste, as determined by the MHMUA, and based upon gallons delivered, as calculated by truck size or other approved method.

V. TREATMENT CHARGES

The per gallon charge shall be based upon any factors determining the type, class and amount of use or service of the system, or any combination of any such factors, and may give weight to characteristics of the waste and any other special matter affecting the cost of treatment and disposal thereof.

SCHEDULE 12

APPLICATION, PLAN REVIEW AND INSPECTION FEES

S-1 Application Fees	\$60.00 (non-refundable)
S-1NR Application Fees	\$60.00 (non-refundable)
S-1 Conceptual Review Fees (Escrowed)	\$30.00 per equivalent dwelling unit
S-1NR Conceptual Review Fees (Escrowed)	\$30.00 per equivalent dwelling unit
S-3 Plan Review Fees (Escrowed)	
Up to 8" Sewer Mains	\$0.08 per lineal foot
Greater than 8" Mains	\$0.12 per lineal foot
Sewerage Appurtenances	2% of MHMUA Engineer's Improvement Bond Estimate.
Construction Inspection	6% of MHMUA Engineer's Improvement Bond Estimate including mains, laterals, manholes, pumping stations and/or treatment works, and miscellaneous sewerage appurtenances.
S-5 Application Fee	
New Single Family Dwelling Unit only	\$60.00 per unit (non-refundable)
Existing Sewer Lateral Replacement	\$60.00 per unit (non-refundable)

Actual legal and engineering charges will be deducted from the posted funds in the escrow account. In the event that the level of posted funds falls below \$1,000.00, the applicant shall, upon notice from the MHMUA, post additional funds in its escrow account in an amount to be determined by the MHMUA, not to exceed a total balance of \$5,000.00. No reviews, inspections or other professional services shall be performed for the applicant until such time as the required escrow funds are posted.

SCHEDULE 13

EQUIPMENT RENTAL AND LABOR CHARGES

I. FEES

<u>Equipment Or Personnel</u>	<u>Regular Hourly Charge</u>	<u>Comments</u>
Concrete Mixer	\$15.00 per hour (2-hour minimum)	Operator not included
Compressor	\$20.00 per hour (2-hour minimum)	Operator, hoses and tools not included
Compressor with hoses and tools	\$25.00 per hour (2-hour minimum)	Operator not included
Personnel:		
Operator	\$50.00 per hour	One (1) hour minimum for all classes of personnel utilized
Mechanic	\$50.00 per hour	
Technician	\$50.00 per hour	
Pump, Hydraulic	\$40.00 per hour (2-hour minimum)	Operator not included
Discharge Hose for 6" Hydraulic Pump	\$7.50 per hour (2-hour minimum)	
Pump, 3" Mud	\$25.00 per hour (2-hour minimum)	Operator not included
Pump, Portable	\$20.00 per hour (2-hour minimum)	Operator not included
Truck, Dump	\$45.00 per hour (1-hour minimum)	Operator not included
Truck, Pick-Up	\$30.00 per hour (1-hour minimum)	Operator not included
Vactor	\$190.00 per hour (1-hour minimum)	Includes two operators

II. SERVICES

A. Smoke Testing

1. Four (4) operators are required for setup and spotting smoke at standard Operator Rate. (2-hour minimum).
2. Smoke testing equipment, including blower, manhole insert, hoses, plugs and miscellaneous equipment is \$25.00 per hour. (2-hour minimum).
3. Smoke bombs are \$10.00 each.

III. TERMS AND CONDITIONS

- A. All equipment shall be operated by MHMUA personnel only.
- B. Hourly usage is determined on a portal-to-portal basis.
- C. Employee overtime rates of one and a half times salary are in effect Monday through Friday before 7:00 a.m., 12:00 noon through 1:00 p.m. and after 4:00 p.m. Employee overtime rates of two and a half times salary are in effect all day on Saturday, Sunday and Holidays.
- D. All bills/invoices will include a 25% add-on charge.

SCHEDULE 14

MISCELLANEOUS CHARGES

<u>Termination Fee</u> For inspection and documentation of termination of service prior to demolition of a structure	\$60.00
<u>Reconnection Fee</u> For inspection and documentation of reconnection of service after termination	\$60.00
<u>Final Bill Charge</u> For processing a final bill on account in connection with, but not limited to: sale of property, change in owner, tenant change	\$25.00
<u>Deposit Item Return Charge:</u> For processing returned deposit items (ACH/Checks) not honored for payment	\$25.00
<u>Fine for Violation of Rules and Regulations</u> To a maximum of	\$100.00 Per day/violation/unit
<u>T&L Authorization Agreement Application Fee</u> For authorization from Owner/Landlord to bill tenant directly	\$25.00
<u>Analytical Testing Service Fee</u> For collecting and handling customer's outside laboratory testing	\$15.00

AUTHORITY CONTACT INFORMATION

2019

Please complete the following information regarding this Authority. All information requested below must be completed.

Name of Authority:	Mount Holly Municipal Utilities Authority		
Federal ID Number:	21-6001513		
Address:	1 Park Drive PO Box 486		
City, State, Zip:	Mount Holly	NJ	08060
Phone: (ext.)	609-267-0015	Fax:	609-267-5420

Preparer's Name:	Michael Dehoff		
Preparer's Address:	1 Park Drive PO Box 486		
City, State, Zip:	Mount Holly	NJ	08060
Phone: (ext.)	609-267-0015	Fax:	609-267-5420
E-mail:	mdehoff@mhmu.com		

Chief Executive Officer:	Robert Maybury		
Phone: (ext.)	609-267-0015	Fax:	609-267-5420
E-mail:	MayburyB@mhmu.com		

Chief Financial Officer:	Michael Dehoff		
Phone: (ext.)	609-267-0015	Fax:	609-267-5420
E-mail:	mdehoff@mhmu.com		

Name of Auditor:	Brent Lee		
Name of Firm:	Brent W. Lee & Co., LLC		
Address:	3008 New Albany Road		
City, State, Zip:	Cinnaminson	NJ	08077
Phone: (ext.)	609-456-8804	Fax:	n/a
E-mail:	Brentlee1962@yahoo.com		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: FROM: JANUARY 1, 2019 TO: DECEMBER 31, 2019

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2017 or 2018) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 61
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2017 or 2018) Transmittal of Wage and Tax Statements: \$3,492,058.35
- 3) Provide the number of regular voting members of the governing body: Five
- 4) Provide the number of alternate voting members of the governing body: Zero _____
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? **No** If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) **Yes** If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? **No** If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? **No**
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? **No**
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? **No**If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. **No** _____ If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **The Township of Mount Holly sets the compensation for the commissioners. The Executive Director has an employment contract approved and authorized by the commissioners. Performance evaluations are performed for all employees and annual pay increases are approved by the commissioners. Employees under collective bargaining agreements are paid in accordance with those agreements.**

- 11) Did the Authority pay for meals or catering during the current fiscal year? **Yes, see attached** *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? **Yes, see attached** *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel **No**
 - b. Travel for companions **No**
 - c. Tax indemnification and gross-up payments **No**
 - d. Discretionary spending account **No**
 - e. Housing allowance or residence for personal use **No**
 - f. Payments for business use of personal residence **No**
 - g. Vehicle/auto allowance or vehicle for personal use **No**
 - h. Health or social club dues or initiation fees **No**
 - i. Personal services (i.e.: maid, chauffeur, chef) **No**
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? **Yes** *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **No** *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **Yes** *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable)*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? **No** *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*

Mount Holly Municipal Utilities Authority
2018 Budget Informational Questionnaire
Page N-3 (Supplemental)

Question 11: The following is a list of meals and catering

<u>Vendor</u>		
Bamboo Gardens	Employee Appreciation Luncheon	\$ 1,138.70
Shoprite/Eickhoff Supermarkets	Employee Appreciation Luncheon	\$ 35.33
Wegmans Food Markets	Holiday Luncheon	\$ 219.53
		<hr/>
		\$ 1,393.56

Question 12: The following is a list of travel expenses

<u>Employee</u>		
Joel Hervey	NJWEA Travel Expense Reimbursements (tolls/parking/milage)	\$ 76.05
		<hr/>
		\$ 76.05

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: **FROM:** JANUARY 1, 2019 **TO:** DECEMBER 31, 2019

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: (Use the Most Recent W-2 available 2017 or 2018. The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2019, the most recent W-2 and 1099 should be used 2018 or 2017 (60 days prior to start of budget year is November 1, 2018, with 2017 being the most recent calendar year ended), and for fiscal years ending June 30, 2019, the calendar year 2018 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2018 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

Mount Holly Municipal Utilities Authority

For the Period January 1, 2019 to December 31, 2019

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority (W-2/ 1099)	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
1	Jules Thiessen	Chairman	x	x					\$ 1,500				\$ 1,500						\$ 1,500
2	Robert Silcox	Vice Chairman	x	x					\$ 1,500				\$ 1,500						\$ 1,500
3	Christopher Banks	Commissioner	x	x					\$ 1,500				\$ 1,500						\$ 1,500
4	Jason Jones	Commissioner	x	x					\$ 1,500				\$ 1,500						\$ 1,500
5	Gina LaPlaca	Commissioner	x	x					\$ 1,500				\$ 1,500						\$ 1,500
6	Robert Maybury	Executive Director	40	x					129,505			15,510	145,015						145,015
7	Michael Dehoff	Treasurer/CFO	40	x					81,336			8,528	89,864						89,864
8	Brandy Boyington	Secretary	40	x					44,063			35,394	79,457						79,457
9	Joel Hervey	Operations Superintendent	40	x					117,709			18,045	135,754						135,754
10	Anthony Stagliano	Safety Director & Special Projects	40	x					116,606			2,400	119,006						119,006
11	David Reich	Lab Administrator/IPP Coordinator	40	x					95,433			29,475	124,908						124,908
12	Adam Holba	Lead Operations Supervisor	40	x					92,612			27,402	120,014						120,014
13	Scott Hitchner	Mechanical Maintenance Supervisor	40	x					104,186			8,528	112,715						112,715
14													0						0
15													0						0
Total:									\$ 789,950	\$ -	\$ -	\$ 145,283	\$ 934,233				\$ -	\$ -	\$ 934,233

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Mount Holly Municipal Utilities Authority
For the Period January 1, 2019 to December 31, 2019

Annual Cost									
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior year Cost	\$ Increase (Decrease)	% Increase (Decrease)	
Active Employees - Health Benefits - Annual Cost									
Single Coverage	11	\$ 13,103	\$ 144,132	12	\$ 12,479	\$ 149,748	\$ (5,616)	-3.7%	
Parent & Child	5	22,475	112,376	5	21,405	107,025	5,351	5.0%	
Employee & Spouse (or Partner)	7	26,792	187,543	6	25,516	153,096	34,447	22.5%	
Family	21	38,523	808,992	21	36,689	770,469	38,523	5.0%	
Employee Cost Sharing Contribution (enter as negative -)			(256,395)			(264,274)	7,879	-3.0%	
Subtotal	44		996,649	44		916,064	80,585	8.8%	
Commissioners - Health Benefits - Annual Cost									
Single Coverage			-			-	-	#DIV/0!	
Parent & Child			-			-	-	#DIV/0!	
Employee & Spouse (or Partner)			-			-	-	#DIV/0!	
Family			-			-	-	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	#DIV/0!	
Subtotal	0		-	0		-	-	#DIV/0!	
Retirees - Health Benefits - Annual Cost									
Single Coverage			-			-	-	#DIV/0!	
Parent & Child			-			-	-	#DIV/0!	
Employee & Spouse (or Partner)			-			-	-	#DIV/0!	
Family			-			-	-	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	#DIV/0!	
Subtotal	0		-	0		-	-	#DIV/0!	
GRAND TOTAL									
	44		\$ 996,649	44		\$ 916,064	\$ 80,585	8.8%	

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)
Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

No	Yes or No
No	Yes or No

Note: Remember to Enter an amount in rows for Employee Cost Sharing

Schedule of Accumulated Liability for Compensated Absences

Mount Holly Municipal Utilities Authority
For the Period

January 1, 2019 to

December 31, 2019

Complete the below table for the Authority's accrued liability for compensated absences.

X Box if Authority has no Compensated Absences

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)			
			Approved Labor Agreement	Resolution	Individual Employment Agreement	
Union Contract	185.85	\$ 127,676	X			
Non Union	50.13	43,230		X		
Employment Contract	50.58	25,215			X	
Total liability for accumulated compensated absences at beginning of current year		\$ 196,121				

The total Amount Should agree to most recently issued audit report for the Authority

Schedule of Shared Service Agreements

For the Period
January 1, 2019
to
December 31, 2019

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

[illegible]

If No Shared Services X this Box

2019 AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period **Mount Holly Municipal Utilities Authority**
January 1, 2019 to December 31, 2019

	FY 2019 Proposed Budget						FY 2018 Adopted Budget	% Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Sewer	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations		
REVENUES									
Total Operating Revenues	\$ 13,917,000	\$ -	\$ -	\$ -	\$ -	\$ 13,917,000	\$ 13,902,000	\$ 15,000	0.1%
Total Non-Operating Revenues	12,000	-	-	-	-	12,000	10,000	2,000	20.0%
Total Anticipated Revenues	13,929,000	-	-	-	-	13,929,000	13,912,000	17,000	0.1%
APPROPRIATIONS									
Total Administration	1,768,250	-	-	-	-	1,768,250	1,723,500	44,750	2.6%
Total Cost of Providing Services	8,016,038	-	-	-	-	8,016,038	7,878,434	137,604	1.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	1,779,741	-	-	-	-	1,779,741	1,804,367	(24,626)	-1.4%
Total Operating Appropriations	11,564,029	-	-	-	-	11,564,029	11,406,301	157,728	1.4%
Total Interest Payments on Debt	1,064,971	-	-	-	-	1,064,971	1,205,699	(140,728)	-11.7%
Total Other Non-Operating Appropriations	1,638,000	-	-	-	-	1,638,000	1,638,000	-	0.0%
Total Non-Operating Appropriations	2,702,971	-	-	-	-	2,702,971	2,843,699	(140,728)	-4.9%
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	14,267,000	-	-	-	-	14,267,000	14,250,000	17,000	0.1%
Less: Total Unrestricted Net Position Utilized	338,000	-	-	-	-	338,000	338,000	-	0.0%
Net Total Appropriations	13,929,000	-	-	-	-	13,929,000	13,912,000	17,000	0.1%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Revenue Schedule

Mount Holly Municipal Utilities Authority
For the Period January 1, 2019 to December 31, 2019

	FY 2019 Proposed Budget						FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations	All Operations	All Operations
OPERATING REVENUES									
<i>Service Charges</i>									
Residential	9,240,000						\$ 9,240,000	\$ 9,236,000	\$ 4,000 0.0%
Business/Commercial	1,800,000						1,800,000	1,800,000	- 0.0%
Industrial	350,000						350,000	350,000	- 0.0%
Intergovernmental	585,000						585,000	585,000	- 0.0%
Other	450,000						450,000	450,000	- 0.0%
Total Service Charges	12,425,000	-	-	-	-	-	12,425,000	12,421,000	4,000 0.0%
<i>Connection Fees</i>									
Residential	350,000						350,000	350,000	- 0.0%
Business/Commercial	50,000						50,000	50,000	- 0.0%
Industrial							-	-	#DIV/0!
Intergovernmental							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Connection Fees	400,000	-	-	-	-	-	400,000	400,000	- 0.0%
<i>Parking Fees</i>									
Meters							-	-	#DIV/0!
Permits							-	-	#DIV/0!
Fines/Penalties							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Parking Fees	-	-	-	-	-	-	-	-	#DIV/0!
<i>Other Operating Revenues (List)</i>									
Bulk Waste	974,000						974,000	974,000	- 0.0%
Rental Income	43,500						43,500	43,500	- 0.0%
Miscellaneous	74,500						74,500	63,500	11,000 17.3%
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Type in (Grant, Other Rev)							-	-	#DIV/0!
Total Other Revenue	1,092,000	-	-	-	-	-	1,092,000	1,081,000	11,000 1.0%
Total Operating Revenues	13,917,000	-	-	-	-	-	13,917,000	13,902,000	15,000 0.1%
NON-OPERATING REVENUES									
<i>Other Non-Operating Revenues (List)</i>									
Type in							-	-	#DIV/0!
Type in							-	-	#DIV/0!
Type in							-	-	#DIV/0!
Type in							-	-	#DIV/0!
Type in							-	-	#DIV/0!
Type in							-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>									
Interest Earned	12,000						12,000	10,000	2,000 20.0%
Penalties							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Interest	12,000	-	-	-	-	-	12,000	10,000	2,000 20.0%
Total Non-Operating Revenues	12,000	-	-	-	-	-	12,000	10,000	2,000 20.0%
TOTAL ANTICIPATED REVENUES	\$ 13,929,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,929,000	\$ 13,912,000	\$ 17,000 0.1%

Prior Year Adopted Revenue Schedule

Mount Holly Municipal Utilities Authority

FY 2018 Adopted Budget

	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations
OPERATING REVENUES							
<i>Service Charges</i>							
Residential	9,236,000						\$9,236,000
Business/Commercial	1,800,000						1,800,000
Industrial	350,000						350,000
Intergovernmental	585,000						585,000
Other	450,000						450,000
Total Service Charges	12,421,000	-	-	-	-	-	12,421,000
<i>Connection Fees</i>							
Residential	350,000						350,000
Business/Commercial	50,000						50,000
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	400,000	-	-	-	-	-	400,000
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Bulk Waste	974,000						974,000
Rental Income	43,500						43,500
Miscellaneous	63,500						63,500
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Total Other Revenue	1,081,000	-	-	-	-	-	1,081,000
Total Operating Revenues	13,902,000	-	-	-	-	-	13,902,000
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Other Non-Operating Revenues	-	-	-	-	-	-	-
<i>Interest on Investments & Deposits</i>							
Interest Earned	10,000						10,000
Penalties							-
Other							-
Total Interest	10,000	-	-	-	-	-	10,000
Total Non-Operating Revenues	10,000	-	-	-	-	-	10,000
TOTAL ANTICIPATED REVENUES	\$ 13,912,000	\$ -	\$ -	\$ -	\$ -	\$ -	#####

Appropriations Schedule

Mount Holly Municipal Utilities Authority
For the Period January 1, 2019 to December 31, 2019

	FY 2019 Proposed Budget						FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations
OPERATING APPROPRIATIONS									
<i>Administration - Personnel</i>									
Salary & Wages	\$ 637,500						\$ 637,500	\$ 627,500	1.6%
Fringe Benefits	435,500						435,500	421,500	3.3%
Total Administration - Personnel	1,073,000	-	-	-	-	-	1,073,000	1,049,000	2.3%
<i>Administration - Other (List)</i>									
Other Expense - See Attached	695,250						695,250	674,500	3.1%
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Miscellaneous Administration*							-	-	#DIV/0!
Total Administration - Other	695,250	-	-	-	-	-	695,250	674,500	3.1%
Total Administration	1,768,250	-	-	-	-	-	1,768,250	1,723,500	2.6%
<i>Cost of Providing Services - Personnel</i>									
Salary & Wages	3,452,000						3,452,000	3,420,000	0.9%
Fringe Benefits	1,817,650						1,817,650	1,736,034	4.7%
Total COPS - Personnel	5,269,650	-	-	-	-	-	5,269,650	5,156,034	2.2%
<i>Cost of Providing Services - Other (List)</i>									
Other Expense - See Attached	2,746,388						2,746,388	2,722,400	0.9%
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Miscellaneous COPS*							-	-	#DIV/0!
Total COPS - Other	2,746,388	-	-	-	-	-	2,746,388	2,722,400	0.9%
Total Cost of Providing Services	8,016,038	-	-	-	-	-	8,016,038	7,878,434	1.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	1,779,741	-	-	-	-	-	1,779,741	1,804,367	-1.4%
Total Operating Appropriations	11,564,029	-	-	-	-	-	11,564,029	11,406,301	1.4%
NON-OPERATING APPROPRIATIONS									
Total Interest Payments on Debt	1,064,971	-	-	-	-	-	1,064,971	1,205,699	-11.7%
Operations & Maintenance Reserve							-	-	#DIV/0!
Renewal & Replacement Reserve	1,300,000						1,300,000	1,300,000	0.0%
Municipality/County Appropriation	338,000						338,000	338,000	0.0%
Other Reserves							-	-	#DIV/0!
Total Non-Operating Appropriations	2,702,971	-	-	-	-	-	2,702,971	2,843,699	-4.9%
TOTAL APPROPRIATIONS	14,267,000	-	-	-	-	-	14,267,000	14,250,000	0.1%
ACCUMULATED DEFICIT									
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	14,267,000	-	-	-	-	-	14,267,000	14,250,000	0.1%
UNRESTRICTED NET POSITION UTILIZED									
Municipality/County Appropriation	338,000	-	-	-	-	-	338,000	338,000	0.0%
Other							-	-	#DIV/0!
Total Unrestricted Net Position Utilized	338,000	-	-	-	-	-	338,000	338,000	0.0%
TOTAL NET APPROPRIATIONS	\$ 13,929,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,929,000	\$ 13,912,000	0.1%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 578,201.45 \$ - \$ - \$ - \$ - \$ - \$ - \$ 578,201.45

Mount Holly Municipal Utilities Authority
For the Period January 1, 2019 to December 31, 2019

Account Description			\$ Increase (Decrease) Proposed vs. Adopted	
	2018 Adopted Budget	2019 Proposed Budget	Dollar	Percentage
Total Admin Salaries & Wages	627,500	637,500	10,000	1.59%
Total Payroll Taxes & PERS	\$ 200,000	\$ 210,000	\$ 10,000	5.00%
Total Admin Health Insurance	221,500	225,500	4,000	1.81%
Total Admin Employee Benefits	421,500	435,500	14,000	3.32%
Total Business Insurance	325,000	325,000	-	0.00%
Total Admin Professional Service	158,000	171,750	13,750	8.70%
Total Admin Utilities Exp / Bank Fees	50,000	50,000	-	0.00%
Total Admin Repair & Maintenance	5,000	5,000	-	0.00%
Total Admin Office Supplies Expense	15,000	16,000	1,000	6.67%
Total Admin Equip Expense	25,000	25,000	-	0.00%
Total Admin Other Expenses	64,500	70,500	6,000	9.30%
Total Postage Expense	32,000	32,000	-	0.00%
Total Admin Other Expense	674,500	695,250	20,750	3.08%
Total Admin Expense	1,723,500	1,768,250	44,750	2.60%
Total Plant Salary and Wage Expense	2,450,000	2,450,000	-	0.00%
Total Payroll Taxes & PERS	605,000	645,000	40,000	6.61%
Total Plant Health Insurance Expense	806,000	816,500	10,500	1.30%
Total Plant Professional Service	107,500	107,500	-	0.00%
Total Plant Utilities Expense	652,500	597,500	(55,000)	-8.43%
Total Repairs and Maintenance	135,000	145,000	10,000	7.41%
Total Plant Misc Office / Janitorial Expense	133,500	138,500	5,000	3.75%
Total Plant Supplies	53,750	54,688	938	1.75%
Total Plant Other Expense	56,500	57,700	1,200	2.12%
Total Plant Advertising	1,500	1,500	-	0.00%
Total Plant Treatment Materials	228,500	233,500	5,000	2.19%
Total Sludge / Grit Disposal	650,000	700,000	50,000	7.69%
Total Penalties & Fines	0	0	-	0.00%
Total Plant Expenditures	5,879,750	5,947,388	67,638	1.15%
Total Lab Salaries and Wages Expense	320,000	320,000	-	0.00%
Total Lab Health Insurance Expense	106,400	116,400	10,000	9.40%
Total Lab Professional Service Expense	28,000	30,000	2,000	7.14%
Total Lab Utility Expense	0	0	-	0.00%
Total Repair and Maintenance Expense	13,500	13,500	-	0.00%
Total Lab Supplies Expense	33,600	33,000	(600)	-1.79%
Total Lab Equipment	2,250	2,250	-	0.00%
Total Lab Other Expenses	2,550	2,550	-	0.00%
Total Lab Advertising	0	0	-	0.00%
Total Lab Expenditures	506,300	517,700	11,400	2.25%
Total Collection Sys Salary and Wages Expense	\$ 550,000	\$ 575,000	25,000	4.55%
Total Collection Health Insurance Expense	182,800	200,700	17,900	9.79%
Total Collection Sys Contracted Service Expense	50,000	50,000	-	0.00%
Total Collection Sys Utility Expense	342,000	339,000	(3,000)	-0.88%
Total Collection Sys R&M	94,500	102,000	7,500	7.94%
Total Collection Sys Supplies Expense	22,000	22,700	700	3.18%

Mount Holly Municipal Utilities Authority
For the Period January 1, 2019 to December 31, 2019

Account Description	2018 Adopted Budget	2019 Proposed Budget	\$ Increase (Decrease) Proposed vs. Adopted	
			Dollar	Percentage
Total Collection Sys Equipment Expense	15,500	15,750	250	1.61%
Total Collection Sys Other Expenses	7,000	7,000	(0)	0.00%
Total Collection Sys Advertising	0	0	-	0.00%
Total Collection Sys Treatment Materials	90,000	90,000	-	0.00%
Total Coll Sys Expenditures	1,353,800	1,402,150	48,350	3.57%
Total Ind Salaries & Wages Expense	100,000	107,000	7,000	7.00%
Total Ind Health Insurance Expense	35,834	39,050	3,216	8.97%
Total Ind Professional Service	0	0	-	0.00%
Total Ind Utility Expense	500	500	-	0.00%
Total Ind Repair & Maintenance Expense	0	0	-	0.00%
Total Ind Supplies Expense	0	0	-	0.00%
Total Ind Equipment	0	0	-	0.00%
Total Ind Other Expenses	2,000	2,000	-	0.00%
Total Ind Advertising	250	250	-	0.00%
Total Ind Expenditures	138,584	148,800	10,216	7.37%
Total Cost of Providing Services - Salaries and Wages	3,420,000	3,452,000	32,000	0.94%
Total Cost of Providing Services - Employee Benefits	1,736,034	1,817,650	81,616	4.70%
Total Cost of Providing Services - Other Expenses	2,722,400	2,746,388	23,988	0.88%
Total Cost of Providing Services	7,878,434	8,016,038	137,604	1.75%
Debt Service Interest - Bonds	1,205,699	1,064,971	(140,728)	-11.67%
Debt Service Principal	1,804,367	1,779,741	(24,626)	-1.36%
R&R Reserves	1,300,000	1,300,000	-	0.00%
Other Reserves	-	-	-	#DIV/0!
Total Municipality/County Appropriation	338,000	338,000	-	0.00%
Total Expenditures	\$ 14,250,000	\$ 14,267,000	17,000	0.12%

Prior Year Adopted Appropriations Schedule

Mount Holly Municipal Utilities Authority

FY 2018 Adopted Budget

	Sewer	N/A	N/A	N/A	N/A	N/A	Total All Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 627,500						\$ 627,500
Fringe Benefits	421,500						421,500
Total Administration - Personnel	1,049,000	-	-	-	-	-	1,049,000
<i>Administration - Other (List)</i>							
Other Expense - See Attached	674,500						674,500
Type In Description							-
Type In Description							-
Type In Description							-
Miscellaneous Administration*							-
Total Administration - Other	674,500	-	-	-	-	-	674,500
Total Administration	1,723,500	-	-	-	-	-	1,723,500
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	3,420,000						3,420,000
Fringe Benefits	1,736,034						1,736,034
Total COPS - Personnel	5,156,034	-	-	-	-	-	5,156,034
<i>Cost of Providing Services - Other (List)</i>							
Other Expense - See Attached	2,722,400						2,722,400
Type In Description							-
Type In Description							-
Type In Description							-
Miscellaneous COPS*							-
Total COPS - Other	2,722,400	-	-	-	-	-	2,722,400
Total Cost of Providing Services	7,878,434	-	-	-	-	-	7,878,434
Total Principal Payments on Debt Service in Lieu of Depreciation	1,804,367	-	-	-	-	-	1,804,367
Total Operating Appropriations	11,406,301	-	-	-	-	-	11,406,301
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	1,205,699	-	-	-	-	-	1,205,699
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve	1,300,000						1,300,000
Municipality/County Appropriation	338,000						338,000
Other Reserves							-
Total Non-Operating Appropriations	2,843,699	-	-	-	-	-	2,843,699
TOTAL APPROPRIATIONS	14,250,000	-	-	-	-	-	14,250,000
ACCUMULATED DEFICIT							-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	14,250,000	-	-	-	-	-	14,250,000
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	338,000	-	-	-	-	-	338,000
Other							-
Total Unrestricted Net Position Utilized	338,000	-	-	-	-	-	338,000
TOTAL NET APPROPRIATIONS	\$ 13,912,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,912,000

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 570,315.05 \$ - \$ - \$ - \$ - \$ - \$ - \$ 570,315.05

If Authority has no debt X this box

Fiscal Year Ending in

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

Year of Last Rating

AA-

6/6/2018

Mount Holly Municipal Utilities Authority

1503

F-7

MOUNT HOLLY NJIA
SCHEDULE OF DEBT SERVICE PAYMENTS

DATE	2010				2007			
	EDWARD STREET PUMP STATION		CONSTRUCTION PROJECT - MAPLE AVE		2018 Refunding Bonds		2007	
	TRUST LOAN-NJEIT	FUND LOAN-NJEIT	TRUST LOAN-NJEIT	FUND LOAN-NJEIT	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
01-Feb-19	6,425.00		24,915.25	154,075.00	101,311.30			
01-Jun-19							371,940.63	
01-Aug-19	25,000.00	6,425.00	49,830.50	154,075.00	572,850.64		371,940.63	
01-Dec-19							371,940.63	
01-Feb-20	5,925.00		24,915.25	140,150.00	92,880.51		359,690.63	
01-Jun-20							359,690.63	
01-Aug-20	25,000.00	5,925.00	49,830.50	140,150.00	533,875.52		1,342,781.02	
01-Dec-20							869,690.63	
01-Feb-21	5,900.00		24,915.25	125,450.00	84,060.61		239,725.86	
01-Jun-21							346,940.63	
01-Aug-21	25,000.00	5,300.00	49,830.50	125,450.00	541,268.67		1,362,849.17	
01-Dec-21							886,940.63	
01-Feb-22	4,925.00		24,915.25	110,050.00	72,630.41		212,520.66	
01-Jun-22							333,440.63	
01-Aug-22	25,000.00	4,925.00	49,830.50	110,050.00	552,536.74		1,388,342.24	
01-Dec-22							898,440.63	
01-Feb-23	4,425.00		24,915.25	99,900.00	60,632.75		183,873.00	
01-Jun-23							333,440.63	
01-Aug-23	30,000.00	4,425.00	49,830.50	99,900.00	566,479.96		898,440.63	
01-Dec-23							1,425,635.46	
01-Feb-24	3,825.00		24,915.25	76,875.00	49,883.50		319,315.63	
01-Jun-24							319,315.63	
01-Aug-24	30,000.00	3,825.00	24,915.25	76,875.00	575,186.37		909,315.63	
01-Dec-24							1,423,082.87	
01-Feb-25	3,225.00			59,050.00	38,064.19		304,565.63	
01-Jun-25							304,565.63	
01-Aug-25	30,000.00	3,225.00		59,050.00	589,307.94		929,555.63	
01-Dec-25							1,432,582.94	
01-Feb-26	2,625.00			40,275.00	25,661.20		288,940.63	
01-Jun-26							288,940.63	
01-Aug-26	30,000.00	2,625.00		40,275.00	599,603.23		938,940.63	
01-Dec-26							68,561.20	
01-Feb-27	2,100.00			20,625.00	12,747.51		272,690.63	
01-Jun-27							272,690.63	
01-Aug-27	35,000.00	2,100.00		20,625.00	612,630.65		1,458,503.23	
01-Dec-27							957,690.63	
01-Feb-28	1,400.00						35,472.51	
01-Jun-28							255,565.63	
01-Aug-28	35,000.00	1,400.00					1,495,355.65	
01-Dec-28							980,565.63	
01-Feb-29	700.00						237,440.63	
01-Jun-29							237,440.63	
01-Aug-29	35,000.00	700.00					2,142,440.63	
01-Dec-29							189,815.63	
01-Jun-30							189,815.63	
01-Dec-30							1,864,815.63	
01-Jun-31							147,940.63	
01-Dec-31							147,940.63	
01-Jun-32							797,940.63	
01-Dec-32							131,690.63	
01-Jun-33							131,690.63	
01-Dec-33							816,690.63	
01-Jun-34							114,565.63	
01-Dec-34							114,565.63	
01-Jun-35							834,565.63	
01-Dec-35							96,565.63	
01-Jun-36							851,565.63	
01-Dec-36							77,690.63	
01-Jun-37							77,690.63	
01-Dec-37							867,690.63	
							57,940.63	
							57,940.63	
							887,940.63	
							37,190.63	
							37,190.63	
							907,190.63	
							15,440.63	
							15,440.63	
							930,440.63	

TOTAL REMAINING	27,717,452.20	9,641,393.94	37,358,846.14
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Net Position Reconciliation

Mount Holly Municipal Utilities Authority

For the Period

January 1, 2019

to

December 31, 2019

FY 2019 Proposed Budget

	Sewer	N/A	N/A	N/A	N/A	N/A	N/A	Total All Operations
TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)	\$ 29,865,236							\$ 29,865,236
Less: Invested in Capital Assets, Net of Related Debt (1)	18,998,726							18,998,726
Less: Restricted for Debt Service Reserve (1)	3,479,076							3,479,076
Less: Other Restricted Net Position (1)	3,624,443							3,624,443
Total Unrestricted Net Position (1)	3,762,991	-	-	-	-	-	-	3,762,991
Less: Designated for Non-Operating Improvements & Repairs								-
Less: Designated for Rate Stabilization								-
Less: Other Designated by Resolution								-
Plus: Accrued Unfunded Pension Liability (1)								-
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	10,828,056							10,828,056
Plus: Estimated Income (Loss) on Current Year Operations (2)	257,532							257,532
Plus: Other Adjustments (attach schedule)								-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	14,848,579	-	-	-	-	-	-	14,848,579
Unrestricted Net Position Utilized to Balance Proposed Budget		-	-	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	2,550,000							2,550,000
Appropriation to Municipality/County (3)	338,000							338,000
Total Unrestricted Net Position Utilized in Proposed Budget	2,888,000	-	-	-	-	-	-	2,888,000
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR								
Last issued Audit Report (4)	\$ 11,960,579	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,960,579

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2019

MOUNT HOLLY MUNICIPAL UTILITIES
AUTHORITY

AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: **FROM:** JANUARY 1, 2019 **TO:** DECEMBER 31, 2019

☐ It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Mount Holly Municipal Utilities Authority, on the 11th day of October, 2018

OR

☐ It is hereby certified that the governing body of the _____ Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

Officer's Signature:			
Name:	Robert Maybury		
Title:	Executive Director		
Address:	1 Park Drive PO Box 486 Mount Holly, NJ 08060		
Phone Number:	609-267-0015	Fax Number:	609-267-5420
E-mail address	MayburyB@mhmu.com		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

FISCAL YEAR: **FROM:** JANUARY 1, 2019 **TO:** DECEMBER 31, 2019

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program?

All townships serviced by the Authority received a draft copy of the Capital Budget/Program, via certified mail, for their review, comments and consideration.

2. Has each capital project/project financing been developed from a specific capital improvement plan or report; does it include full lifecycle costs; and is it consistent with appropriate elements of Master Plans or other plans in the jurisdiction(s) served by the authority?

There are no planned projects affecting the Master Plans in the jurisdiction serviced by the Authority.

3. Has a long-term (10-20 years) infrastructure needs assessment or other capital plan with a horizon beyond six years been prepared?

Yes

4. Describe the projected impact of the proposed capital projects, including impact on the schedule of rates, fees, and service charges and the impact on current and future year's schedules.

The proposed capital projects will be financed through the Renewal & Replacement reserve and Unrestricted Net Position and currently no rate increase is planned.

5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan.

None noted

6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan.

None noted

Proposed Capital Budget

Mount Holly Municipal Utilities Authority
For the Period January 1, 2019 to December 31, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Sewer						
Office & Plant Equipment	\$ 390,000	\$ 390,000				
Vehicle Replacement	60,000	60,000				
Plant Improvements/Upgrades	830,000	830,000				
Collection System Upgrades	2,570,000	1,270,000	1,300,000			
Total	3,850,000	2,550,000	1,300,000	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 3,850,000	\$ 2,550,000	\$ 1,300,000	\$ -	\$ -	\$ -

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

5 Year Capital Improvement Plan

Mount Holly Municipal Utilities Authority

For the Period January 1, 2019 to December 31, 2019

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2019	2020	2021	2022	2023	2024
Sewer							
Office & Plant Equipment	\$ 515,000	\$ 390,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Vehicle Replacement	610,000	60,000	430,000	30,000	30,000	30,000	30,000
Plant Improvements/Upgrades	3,380,000	830,000	150,000	550,000	850,000	500,000	500,000
Collection System Upgrades	9,245,000	2,570,000	920,000	920,000	1,970,000	1,695,000	1,170,000
Total	13,750,000	3,850,000	1,525,000	1,525,000	2,875,000	2,250,000	1,725,000
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 13,750,000	\$ 3,850,000	\$ 1,525,000	\$ 1,525,000	\$ 2,875,000	\$ 2,250,000	\$ 1,725,000

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

5 Year Capital Improvement Plan Funding Sources

Mount Holly Municipal Utilities Authority

For the Period January 1, 2019 to December 31, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
Sewer						
Office & Plant Equipment	\$ 515,000	\$ 515,000				
Vehicle Replacement	610,000	610,000				
Plant Improvements/Upgrades	3,380,000	1,380,000	2,000,000			
Collection System Upgrades	9,245,000	3,445,000	5,800,000			
Total	13,750,000	5,950,000	7,800,000	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
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Total	-	-	-	-	-	-
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Type in Description	-					
Total	-	-	-	-	-	-
N/A						
Type in Description	-					
Type in Description	-					
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Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	<u>\$ 13,750,000</u>	<u>\$ 5,950,000</u>	<u>\$ 7,800,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total 5 Year Plan per CB-4	<u>\$ 13,750,000</u>					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

RESOLUTION 2018-91

**A RESOLUTION APPROVING THE ANTICIPATED PAYROLL
FOR SEPTEMBER AND THE ACTUAL PAYROLL FOR THE MONTH
OF SEPTEMBER 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 \$300,000.00

BE IT FURTHER RESOLVED by the Mount Holly Municipal Utilities Authority that the payroll and Operating Expenditures in the amount of \$619,922.73 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 11th day of October, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the
seal of said MUA this 11th day of October, 2018.

Brandy C. Boyington, Secretary

P.O. Type: All	Include Project Line Items: No	Open: N	Paid: Y	Void: N	
Range: First	to Last	Rcvd: Y	Held: N	Aprv: Y	
Format: Condensed	Received Date Range: 09/14/18 to 10/05/18	Bid: Y	State: Y	Other: Y	Exempt: Y
Include Non-Budgeted: Y	Prior Year Only: N				

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
AEANJ005 AEANJ								
	18-01212	10/03/18	REGISTRATION FEE	clsd	115.00	0.00		
AIRCO005 AIR COMFORT OF SOUTH JERSEY								
	18-01115	09/18/18	HVAC REPAIR	Open	400.00	0.00		
AIRGA010 AIRGAS USA, LLC								
	18-01001	08/22/18	FIRST AID, SAFETY SUPPLIES	Open	1,618.96	0.00		
AMERI065 AMERICAN WATER								
	18-01122	09/19/18	AMERICAN WATER BILLING	Open	462.52	0.00		
AMERI080 AMERIGAS								
	18-01166	09/26/18	PROPANE DELIVERY	Open	794.71	0.00		
	18-01177	09/27/18	TANK RENTAL	Open	170.00	0.00		
					<u>964.71</u>			
ANALY005 ANALYTICAL LABORATORY SERVICES								
	18-00894	07/30/18	MONTHLY PERMIT/DRBC MONITORING	Open	465.00	0.00		
ARMAN005 ARMANDO V. RICCIO, LLC								
	18-01153	09/25/18	LEGAL SERVICES - LABOR COUNSEL	Open	1,108.00	0.00		
	18-01197	10/02/18	LEGAL SERVICES - LABOR COUNSEL	Open	2,193.00	0.00		
					<u>3,301.00</u>			
BDS00005 BDS								
	18-01022	08/27/18	ROTEX 55 MOTOR COUPLING INSERT	Open	83.66	0.00		
BLOCK005 BLOCK LINE SYSTEMS								
	18-01160	09/25/18	PHONE LINE SERVICE BILLING	Open	730.18	0.00		
BRUCE005 BRUCE REED BUILDING MAINT								
	18-01184	09/28/18	STRIP, SEAL, AND WAX FLOORS	Open	765.00	0.00		
	18-01191	10/01/18	JANITORIAL SERVICES 1 PARK DR	Open	235.00	0.00		
					<u>1,000.00</u>			
BUDGE005 BUDGET PRINTING								
	18-01125	09/19/18	ENVELOPES WITH NO PERMIT	Open	1,070.00	0.00		
CEMCO005 C.E.M. CORPORATION								
	18-01090	09/11/18	LABORATORY SUPPLIES	Open	448.18	0.00		
CARDN005 CARDNO, INC								
	18-00811	07/09/18	SAMPLING SERVICE	Open	5,000.00	0.00		
CARLT005 CARLTON INDUSTRIES L.P.								
	18-01055	09/04/18	TAGS NEEDED TO COMPLY WITH RTK	Open	110.88	0.00		

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
CINTA005 CINTAS CORPORATION						
18-01027	08/28/18	UNIFORM RENTAL	Open	364.87	0.00	
18-01075	09/06/18	UNIFORM RENTAL	Open	364.87	0.00	
18-01083	09/07/18	MUA UNIFORM - POLO SHIRTS	Open	691.96	0.00	
18-01091	09/11/18	UNIFORM RENTAL	Open	364.87	0.00	
18-01123	09/19/18	UNIFORM RENTAL	Open	367.37	0.00	
18-01155	09/25/18	UNIFORM RENTAL	Open	364.87	0.00	
				2,518.81		
CITYE005 CITY ELECTRIC SUPPLY CO						
18-01036	08/29/18	3 PHASE PANEL	Open	785.00	0.00	
18-01041	08/30/18	PARTS FOR POLYMER RELOCATION	Open	388.95	0.00	
18-01118	09/19/18	TWIST LOCK OUTLETS, COVERS	Open	68.95	0.00	
18-01140	09/24/18	#3 THHN WIRE	Open	26.58	0.00	
				1,269.48		
CROSS005 CROSS COUNTRY						
18-01034	08/29/18	JANITORIAL SUPPLIES & GLOVES	Open	1,046.48	0.00	
DOWNT005 DOWNTOWN PIZZA & ITALIAN GRILL						
18-01202	10/02/18	EMPLOYEE LUNCHEON	clsd	207.00	0.00	
EASTE005 EASTERN AUTOPARTS WAREHOUSE						
18-01058	09/04/18	BATTERIES,EXHAUST,02 SENSORS	Open	1,101.85	0.00	
SHOPR010 EICKHOFF SUPERMARKETS						
18-01130	09/19/18	LUNCHEON SUPPLIES	Open	35.33	0.00	
EVOQU005 EVOQUA WATER TECHNOLOGIES, LLC						
18-01096	09/12/18	PUMP STATION BIOXIDE	Open	7,046.70	0.00	
FASTE005 FASTENAL COMPANY						
18-01012	08/24/18	1/2" CORDLESS HAMMERDRILL M18	Open	130.99	0.00	
FACTS005 FLEX FACTS						
18-01146	09/24/18	FSA BILLING	Open	100.00	0.00	
FRANK020 FRANKLIN-GRIFFITH, LLC						
18-00993	08/20/18	IDEAL WIRE NUTS	Open	50.17	0.00	
18-00998	08/22/18	BLACK TAPE, 4 AMP FUSES	Open	204.59	0.00	
18-01035	08/29/18	TRANSFORMER	Open	120.00	0.00	
18-01040	08/30/18	3/4" ALUMINUM CONDUIT	Open	285.70	0.00	
18-01086	09/07/18	#14 THHN RED WIRE	Open	74.57	0.00	
18-01089	09/10/18	1/2" NIPPLES,BOXES,LAMPS	Open	81.37	0.00	
18-01097	09/13/18	3/4" NIPPLES,WEATHER PROOF BOX	Open	41.74	0.00	
				858.14		
GOODY005 GOODYEAR AUTO SERVICE CENTER						
18-01004	08/23/18	(4) TIRES, ALIGNMENT, DISPOSAL	Open	682.00	0.00	
GRAIN005 GRAINGER						
18-01019	08/27/18	BATTERY CHARGER,RUN HOUR CLOCK	Open	97.46	0.00	
18-01046	08/31/18	LIMIT SWITCH	Open	370.64	0.00	

Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
GRAIN005 GRAINGER Continued							
18-01088	09/10/18	1 1/2" FIRE HOSE NOZZLE	Open	69.80	0.00		
18-01095	09/12/18	DRILL BITS,REMOTE/RECEIVER	Open	158.54	0.00		
				696.44			
HARRI010 HARRIS FENCE CORPORATION							
18-01043	08/31/18	PUMP STATION FENCING SLATS	Open	1,800.00	0.00		
HAWKI015 HAWKINS TECHNOLOGIES, LLC							
18-01183	09/27/18	IT SERVICES	Open	1,764.00	0.00		
HOMED005 HOME DEPOT CREDIT SERVICE							
18-01003	08/23/18	60 GAL ELEC AIR COMPRESSOR	Open	549.00	0.00		
INDUS005 INDUSTRIAL CONTROLS DISTRIBUTO							
18-01018	08/27/18	DWYER HEAVY DUTY THERMOSTAT	Open	315.56	0.00		
18-01102	09/14/18	2" PVC VALVE, 120VOLT ACTUATOR	Open	481.30	0.00		
18-01106	09/14/18	GEORG FISCHER FLOW SENSOR	Open	299.08	0.00		
				1,095.94			
JHBER005 J & H BERGE INC							
18-01065	09/05/18	LABORATORY SUPPLIES	Open	1,513.51	0.00		
18-01100	09/13/18	LABORATORY SUPPLIES	Open	370.03	0.00		
				1,883.54			
JESCO005 JESCO, INC.							
18-00569	05/11/18	DOOR CYLINDER & GROMMET	Open	128.88	0.00		
18-00648	06/04/18	TIRE VALVES FOR BACKHOE	Open	25.96	0.00		
18-00939	08/07/18	REPLACEMENT FOR BACKHOE WINDOW	Open	892.86	0.00		
				1,047.70			
HERVE010 JOEL HERVEY							
18-01152	09/25/18	REIMBURSEMENT OF LICENSE RENEW	Open	51.95	0.00		
LOWES005 LOWE'S							
18-00887	07/27/18	WOOD,BRACKETS, BENCHES, LATCH	Open	370.20	0.00		
18-00958	08/10/18	SPRAYER,BED LINER, FILTERS	Open	190.16	0.00		
18-00990	08/17/18	2X4, 2X10, PAINT,SIDING, CAULK	Open	215.28	0.00		
18-01010	08/24/18	SKIMMER, BRUSH, SMART SIDING	Open	126.60	0.00		
18-01023	08/27/18	SHOP VACS, DUCT TAPE	Open	69.65	0.00		
18-01033	08/29/18	MAINT & SAFETY SUPPLIES	Open	234.66	0.00		
18-01044	08/31/18	SHOP VAC FILTER & CARTRIDGE	Open	28.77	0.00		
				1,235.32			
MANSF005 MANSFIELD OIL COMPANY							
18-01042	08/31/18	FUEL PURCHASES	Open	891.07	0.00		
18-01113	09/18/18	FUEL PURCHASES	Open	949.99	0.00		
18-01208	10/02/18	FUEL PURCHASES	Open	1,056.64	0.00		
				2,897.70			
MCMAS005 MCMASTER-CARR SUPPLY CO.							
18-01062	09/05/18	4000LB GANTRY CRANE-POLYMER	Open	3,020.68	0.00		

Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
MCMAS005 MCMASTER-CARR SUPPLY CO. Continued							
18-01092	09/11/18	BELTS,CLAMPS,FILTERS,HARDWARE,	Open	<u>704.81</u> 3,725.49	0.00		
METLI005 METLIFE							
18-01147	09/24/18	DISABILITY INSURANCE 10/2018	Open	7,616.92	0.00		
MIDDL010 MIDDLESEX WELDING SALES							
18-01126	09/19/18	CYLINDER RENTAL	Open	61.50	0.00		
SHOES005 MIKES BETTER SHOES							
18-01076	09/06/18	WORK BOOTS	Open	125.00	0.00		
MILLE005 MILLER FORD SALES INC.							
18-01009	08/24/18	(8) IGNITION COILS FOR TRK 12	Open	485.12	0.00		
MIRAC005 MIRACLE CHEMICAL COMPANY							
18-01137	09/20/18	SODIUM HYPOCHLORITE	Open	1,904.18	0.00		
MISSION005 MISSION COMMUNICATIONS, LLC							
18-01136	09/20/18	SERVICE PACKAGE RENEWAL	Open	1,126.80	0.00		
TOILE005 MR. BOB PORTABLE TOILETS							
18-01205	10/02/18	PORTABLE TOILET RENTAL	Open	92.00	0.00		
NEWJE005 NEW JERSEY AMERICAN WATER							
18-01192	10/01/18	BILLING FOR WATER CONSUMPTION	clsd	1,769.48	0.00		
NORRI005 NORRIS SALES COMPANY, INC.							
18-01119	09/19/18	TOWABLE AIR COMPRESSOR-185CFM	Open	17,710.00	0.00		
NORTH015 NORTH AMERICAN PIPELINE SERV.							
18-01105	09/14/18	HIGH STREET SANITARY SEWER	clsd	16,041.44	0.00		
OMAHA005 OMAHA STANDARD, INC.							
18-00817	07/10/18	BED ROLLERS	Open	384.16	0.00		
ONECA005 ONE CALL CONCEPTS, INC.							
18-01124	09/19/18	MARKOUT REQUESTS FOR MHMUA	Open	610.00	0.00		
MCCAY005 PARKER MCCAY							
18-01154	09/25/18	LEGAL SERVICES - BOND COUNSEL	Open	473.92	0.00		
PENNJ005 PENN JERSEY PAVING							
18-01101	09/13/18	REPAIR ASPHALT @ MAPLE AVE	Open	4,000.00	0.00		
PENNO005 PENNONI ASSOCIATES, INC.							
18-01196	10/01/18	PAA PILOT STUDY	Open	360.50	0.00		
PEROX010 PEROXYCHEM LLC							
18-01015	08/24/18	PAA TOTES FOR DISINFECTION	Open	4,500.00	0.00		

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
BOWES005 PITNEY BOWES						
18-01128	09/19/18	POSTAGE MACHINE	Open	514.26	0.00	
POSTM005 POSTMASTER						
18-01112	09/18/18	MAILING CYCLE 2 3RD QTR BILLS	clsd	2,244.66	0.00	
PRIME005 PRIMEPOINT LLC						
18-01138	09/20/18	PAYROLL PROCESSING	Open	720.40	0.00	
PSEG0005 PSE&G						
18-01193	10/01/18	GAS & ELECTRIC CHARGES	clsd	33,268.90	0.00	
PURCH005 PURCHASE POWER						
18-01127	09/19/18	POSTAGE METER REFILL/1 PARK DR	Open	2,020.99	0.00	
RAYMO005 RAYMOND, COLEMAN, HEINOLD, LLP						
18-01116	09/18/18	ATTORNEY FEES - SOLICITOR	Open	3,500.00	0.00	
RICHA005 RICHARD A. ALAIMO ASSOCIATES						
18-01198	10/02/18	ENGINEERING SERVICES	Open	9,777.50	0.00	
RIGGI005 RIGGINS INC.						
18-01159	09/25/18	GASOLINE/DIESEL FUEL	Open	6,628.53	0.00	
RUBBE005 RUBBER SUPPLY COMPANY INC						
18-01185	09/28/18	1 1/2" DOUBLE JACKET FIRE HOSE	Open	389.07	0.00	
RUSSE015 RUSSELL REID INC.						
18-01107	09/14/18	GRIT/TRASH/SWEEPINGS HAULED	Open	1,176.00	0.00	
RUTGE015 RUTGERS, THE STATE UNIVERSITY						
18-00899	07/31/18	CMFO COURSE REGISTRATION	Open	2,150.00	0.00	
SHERW005 SHERWIN-WILLIAMS						
18-01032	08/29/18	PAINT	Open	441.70	0.00	
18-01104	09/14/18	TANNERY AND BROWN PAINT	Open	621.60	0.00	
18-01143	09/24/18	GRAY PRIMER AND GRAY PAINT	Open	19.56	0.00	
				1,082.86		
GIBB0005 SHINGLE & GIBB						
18-01020	08/27/18	TRANSDUCER	Open	633.65	0.00	
SOUTH030 SOUTHERN REGIONAL EMP BENEFIT						
18-01175	09/27/18	MEDICAL/RX/DENTAL INSURANCE	Open	99,879.00	0.00	
SPRIN005 SPRINT						
18-01129	09/19/18	PCS CONNECTION CARD/PLANT	clsd	37.90	0.00	
STAPL005 STAPLES CREDIT PLAN						
18-00989	08/17/18	USB CARD READER	Open	33.75	0.00	
STEVE005 STEVENSON SUPPLY CO. INC.						
18-01085	09/07/18	50' NORMALLY OPEN FLOATS	Open	146.39	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
SUMMI010 SUMMIT WATER NEXUS, MOUNT HOLL						
18-01206	10/02/18	SOLAR POWER PURCHASE	Open	7,985.10	0.00	
WEALT005 TD WEALTH						
18-00426	04/11/18	MHMUA DEBT EXPENSE/TRUSTEE FEE	Open	11,550.00	0.00	
TELED010 TELEDYNE ISCO, INC.						
18-00954	08/09/18	FLOW PACE ADAPTER	Open	539.00	0.00	
18-00976	08/16/18	REFRIDGERATION SLED	Open	1,250.00	0.00	
				1,789.00		
THEGA010 THE GARTY LAW FIRM, LLC						
18-01121	09/19/18	ATTORNEY FEES/SPECIAL COUNSEL	Open	1,000.00	0.00	
TRACT005 TRACTOR SUPPLY COMPANY						
18-00898	07/31/18	WEED KILLER	Open	113.98	0.00	
TREAS015 TREASURER OF BURLINGTON						
18-01073	09/06/18	AUGUST SLUDGE DISPOSAL	Open	38,335.35	0.00	
18-01074	09/06/18	AUGUST GRIT/TRASH/SWEEPINGS	Open	4,348.54	0.00	
				42,683.89		
TREAS025 TREASURER STATE OF N.J.						
18-01151	09/25/18	OPERATOR LICENSE RENEWAL	Open	100.00	0.00	
TRICO005 TRI-COUNTY TERMITE & PEST CONT						
18-01094	09/12/18	EXTERMINATING & RODENT CONTROL	Open	140.00	0.00	
18-01169	09/26/18	PEST CONTROL SERVICE	Open	35.00	0.00	
				175.00		
USABL005 U.S.A. BLUE BOOK						
18-01099	09/13/18	FLOAT SWITCH	Open	127.58	0.00	
UNITE025 UNITED RENTALS INC.						
18-00994	08/21/18	ELECTRIC SCISSOR LIFT RENTAL	Open	1,222.48	0.00	
VERIZ015 VERIZON						
18-01131	09/19/18	INTERNET SERVICES	clsd	324.23	0.00	
18-01145	09/24/18	INTERNET SERVICES	clsd	159.99	0.00	
18-01214	10/04/18	BASIC TV SERVICE/BUSINESS OFF	clsd	44.06	0.00	
				528.28		
VERIZ035 VERIZON WIRELESS						
18-01149	09/24/18	CELL PHONE BILLING	clsd	217.92	0.00	
VISIO005 VISION SERVICE PLAN						
18-01144	09/24/18	VISION INSURANCE OCTOBER 2018	Open	1,287.14	0.00	
WILLI025 WILLIER ELEC MTR CO. INC.						
18-01114	09/18/18	YASKAWA VFD TRAINING	Open	300.00	0.00	
WOOLS005 WOOLSTON COMPANY, INC.						
18-01141	09/24/18	AUGUST SLUDGE HAULING	Open	4,911.00	0.00	

Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
Total Purchase Orders: 125 Total P.O. Line Items: 0 Total List Amount: 342,970.20 Total Void Amount: 0.00							

A

Total per Report:	\$342,970.20 A
Less: Improvements/Replacments:	(\$9,000.00) Resolution 2018-94
Add: September Payroll:	\$285,952.53
Total Operating Expense:	\$619,922.73

RESOLUTION 2018-92

A RESOLUTION APPROVING SEWER REFUNDS

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

TOTAL REFUNDS AS PER THE ATTACHED REPORT: \$1,147.08

CERTIFICATION

STATE OF NEW JERSEY }

$$:SS$$

COUNTY OF BURLINGTON }

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby certify the foregoing to be a true copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting, held on the 11th day of October, 2018.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MUA
this October 11, 2018.

Brandy C. Boyington, Secretary

Tracking Id	Description
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Tracking Id Description									First	Status	
P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	Encumber Date		
SWR REFUND											
18-01174	1	LEISU005	LEISURE HOLDINGS LLC	SEWER REFUND	01-000-2020	1.00	197.03	other	09/27/18	Open	
18-01176	1	LINDA005	LINDA MCMAHON	SEWER REFUND/2 RIDGLEY ST	01-000-2020	1.00	165.30	other	09/27/18	Open	
18-01179	1	NICOL005	NICOLE & MICHAEL JEFFERS	SEWER REFUND/42 MANCHESTER RD	01-000-2020	1.00	197.39	other	09/27/18	Open	
18-01180	1	DALEK005	DALE & KAREN BALDWIN	SEWERREFUND/405 MAPLE GROVE BL	01-000-2020	1.00	53.28	other	09/27/18	Open	
18-01181	1	MICHE005	MICHELLE FREDERICK & PAUL FRAN	SEWER REFUND/17 WATERFORD DR	01-000-2020	1.00	358.45	other	09/27/18	Open	
18-01182	1	STACY005	STACY WINTERS	SEWER REFUND/916 HOLLY LA	01-000-2020	1.00	175.63	other	09/27/18	Open	
Bid:		0.00	State:	0.00	other:	1,147.08	Exempt:	0.00	Total:	6.00	1,147.08

Total Tracking Ids:	1	Total Qty:	6.00	Total Amount:	1,147.08
Total Bid:	0.00	Total State:	0.00	Total Other:	1,147.08
				Total Exempt:	0.00

RESOLUTION 2018-93
A RESOLUTION APPROVING EXPENDITURES
FROM THE ESCROW FUND

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

For Engineering Services as of August 31, 2018:

Richard A. Alaimo Associates: \$1,675.00 (per attached report)

CERTIFICATION

STATE OF NEW JERSEY }

SS:

COUNTY OF BURLINGTON }

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting held on the 11th day of October, 2018.

Brandy C. Boyington, Secretary

Tracking Id Range: ESCROW to ESCROW Vendor Range: First to Last Open: Y Rcvd: Y Paid: N Held: Y Aprv: Y Void: N
Account Type: Project First Encumber Date Range: 09/14/18 to 10/11/18 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
ESCROW										
18-01199	1	RICHA005	RICHARD A. ALAIMO ASSOCIATES	LENNAR AT RANCOAS	0000000108	1.00	740.00	other	10/02/18	Rcvd
18-01199	2	RICHA005	RICHARD A. ALAIMO ASSOCIATES	WEST RANCOAS 1B-2-3C	0000000167	1.00	935.00	other	10/02/18	Rcvd
Bid:		0.00	State:	0.00	Other:	1,675.00	Exempt:	0.00	Total:	
						2.00	1,675.00			

Total Tracking Ids: 1 Total Qty: 2.00 Total Amount: 1,675.00

Total Bid: 0.00 Total State: 0.00 Total Other: 1,675.00 Total Exempt: 0.00

RESOLUTION 2018-94

**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) \$ 9,000.00

TOTAL \$ 9,000.00

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 11th day of October, 2018.

Brandy C. Boyington, Secretary

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

REQUISITION NO. 2018-94

DATE: October 11, 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
Richard A. Alaimo Associates	\$ 9,000.00	Garden St. PS Replacement

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

Dated:

By: _____
Authorized Officer

Tracking Id Range: RENEWREPLA to RENEWREPLA Vendor Range: First to Last Open: Y Rcvd: Y Paid: N Held: Y Aprv: Y Void: N
Account Type: Expenditure First Encumber Date Range: 09/14/18 to 10/11/18 Include Items Without Tracking Id: N
Account Range: First to Last

Tracking Id Description										Purch.	First	Status
P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Type	Encumber Date			
RENEWREPLA	CAPITAL ITEMS - R&R RESOLUTION											
18-01198	4	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENGINEERING SERVICES	01-010-6303	1.00	9,000.00	other	10/02/18	Rcvd		
Bid:		0.00	State:	0.00	Other:	9,000.00	Exempt:	0.00	Total:	1.00	9,000.00	
Total Tracking Ids:		1	Total Qty:		1.00	Total Amount:		9,000.00				
Total Bid:		0.00	Total State:		0.00	Total Other:		9,000.00	Total Exempt:		0.00	

**Mount Holly Municipal Utilities Authority
Regular Meeting of the Board of Commissioners
October 11, 2018**

Executive Director's Report

- 2019 Annual Budget: The 2019 budget is expected to be introduced on the October 11, 2018 agenda for approval consideration with an anticipated adoption date of November 8, 2018. The annual Capital Budget planning letters were sent to the townships serviced by the Authority on September 18, 2018.
- 2018 Employment Practices Liability and Personnel Manual (EPL) Updates: On September 19, 2018, the EPL additions and revisions required by the Municipal Excess Liability Fund and the Authority's Labor Attorney have been formatted and finalized. The final version was sent electronically to the Commissioners for review on September 20, 2018.
- E-Billing update: E-Billing continues to pick up new enrollees. As of October 4, 2018, 102 customers have signed up for this free program since it became available a little over a month ago. Customers wishing to receive E-Bills via email should visit the Authority's website www.mhmua.com and click on the E-Billing button to enroll.
- Maple Avenue Turbo Blower Repair - (Contract 2017-17) - Update 10/4/2018: Atlas Copco has scheduled a service technician on October 9th and 10th to perform six upgrades to the blower equipment and controls at the Maple Avenue treatment facility. These upgrades are included in the blower repair contract. The failed blower unit has been repaired and reassembled at the Houston, Texas factory and is awaiting factory testing. The repaired unit will ship from the factory on Friday October 12 if the testing is successful.
- NJPDES Permit Renewal Status Engineering - Resolution # 2015-94: Environmental Resolutions, Inc. (ERI) is continuing with engineering services for the new Peracetic Acid (PAA) storage and metering facility. There have been no updates since the September 13, 2018 Board Meeting.
- Mount Holly - Pump Station 213 (Garden Street) Resolution # 2018-64: Alaimo is currently working on a floodplain analysis for the site. A proposal was received on October 2nd requesting an additional \$18,500.00 for work related to environmental permitting services. There could be DEP permitting fees up to \$6,000.00 in addition to the above cost. Discussions will be held to better understand this proposal and any options that may be available.
- Westampton Township Development Proposal (Block 807 Lot 1): Authority staff met with Tom Wingate and Ed Brady from Taylor Wiseman and Taylor on a proposal to develop 24 acres in Westampton at the intersection of Irick Road and Rte. 541. The development includes a gas station, hotel, (2) restaurants and a bank with an anticipated flow of around 20,000 gallons per day.
- Solar Field Tree Planting: At the request of Hainesport Township, the Authority had a landscaper plant trees in the south west corner of the Maple Avenue solar field to block the neighbor's view from Middlesex and South Atlantic Avenues.

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
ENGINEER'S STATUS REPORT
October 5, 2018

M-0030-0317	<u>Garden Street Pump Station Replacement</u> Revised proposal for final design was submitted to MHMUA on May 9, 2018. Design/Construction project was authorized on June 14, 2018. Design is ongoing. Alaimo submitted a proposal for additional environmental permitting tasks on October 2, 2018.
M-0030-0320	<u>Sludge Tank Conversion</u> After completing field walk-through and scope of work, Alaimo will submit a proposal for final design for MHMUA review and comment.
M-0030-0321	<u>TSST Tank Demolition</u> After completing field walk-through and scope of work, Alaimo will submit a final design proposal for MHMUA review and comment.
M-0030-0322	<u>Reactor Demolition</u> After completing field walk-through and scope of work, Alaimo will submit a design proposal for MHMUA review and comment.
M-0030-0323	<u>Odor Control Sludge Tanks/BFP Room</u> Alaimo will submit a design proposal for MHMUA review and comment. This will include a conceptual design for the odor control system.
M-0030-0325	<u>P.S. Corrosion Protection System</u> Alaimo to submit a design proposal and scope of work for MHMUA review and comment.
M-0030-0326	<u>Rancocas Road Generator Replacement</u> Alaimo to submit a design proposal and scope of work for MHMUA review and comment.

M-0031-0218 Waverly Pointe Subdivision

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

M-0031-0219 Quaker Steak & Lube

Key Engineers met with the MHMUA and Alaimo on June 14, 2017 to discuss the specifics on the project. Drawings were submitted for review on July 13, 2107. Review and comment letter was issued on December 8, 2017. **Alaimo met with Greg Fusco on September 27, 2018 from Key Engineers to go over latest developments of the project.**

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

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

M-0031-0223 Lennar at Rancocas Creek

Letter sent out addressing contribution to the Garden Street Pumping Station Upgrade on April 13, 2017. Revised drawings were received on June 27, 2017. Received revised documentation package for review on November 9, 2017. Review and comment letter was issued on March 12, 2018. Contractor (RNR) submitted Shop Drawings on July 31, 2018. Review will not start until Bowman Consulting submits revised drawings per our March 2018 letter. Alaimo received revised drawings and specifications for review. **Review and comment letter is to be issued the week of October 8, 2018. A preliminary review of the revised documents indicates that many previous MHMUA comments have not been satisfied. A preconstruction meeting will not be held until the documents are revised and are acceptable to the MHMUA.**

M-0031-0224 Eastampton Place West

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

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

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

DJS/dal



SUPERINTENDENT OF OPERATION'S REPORT

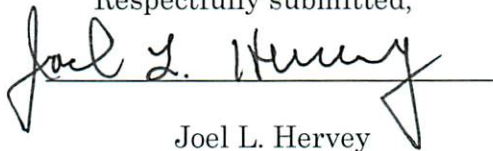
FOR

October 11, 2018

PLANT OPERATIONS

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

Respectfully submitted,



Joel L. Hervey
Superintendent of Operations

Mount Holly Municipal Utilities Authority

Report Date: 10/01/2018

Receipt Summary Report for the Period

9/1/2018 Through 9/30/2018

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Source Name	Waste Type	Flow, gpd	Total Gallons	Total Tons	No. of Trucks	Average % Solids	Amount Charged
A & L SEPTIC SERVICES	Septage	8645	268,000		56	0.3	\$10,720.00
BEMS / BIG HILL LANDFILL	Leachate	1290	39,992		8	1.5	\$1,559.69
BROWN, ALBERT S.	Septage	258	8,000		2	1.3	\$436.00
Burlington County RRF PO# 13-09265	Leachate	22282	690,737		113	0.6	\$12,433.27
Cella's Septic Company	Septage	2274	70,500		15	0.9	\$2,820.00
Champion Contracting, LLC	Septage	1355	42,000		10	0.5	\$1,680.00
Colgate-Palmolive Company	Miscellaneous	216	6,700		1	0.2	\$804.00
DREDGE HARBOR BOAT CENTER LLC	Septage	452	14,000		2	0.1	\$560.00
Deckers Septic	Septage	1171	36,300		11	0.5	\$1,452.00
Dey Farms	Miscellaneous	881	27,300		4	0.2	\$1,365.00
Drayton	Septage	8371	259,500		56	0.3	\$10,380.00
Drayton Transfer Station	Septage	5419	168,000		35	0.5	\$6,720.00
Fieldsboro	Sludge	161	5,000		1	1.9	\$400.00
First Choice Waste Disposal, LLC	Septage	1613	50,000		10	0.7	\$2,145.00
GROWS Landfill Stormwater	Miscellaneous	8150	252,642		45	0.1	\$4,547.56
Homestead Treatment Utilities, Inc.	Sludge	1268	39,300		7	0.9	\$1,611.30
Jackson Transfer Station	Septage	381	11,800		2	0.9	\$472.00
Joseph J Carbin Plumbing	Septage	145	4,500		2	0.2	\$180.00
Laird & Company	Miscellaneous	189	5,851		1	0.5	\$269.15
Mansfield Farms	Sludge	2784	86,300		13	0.6	\$3,538.30
McGovern Environmental	Septage	450	13,950		3	0.2	\$558.00
Medford Township STP	Sludge	10568	327,600		60	1.7	\$18,018.00
Mobile Estates of Southampton, Inc.	Sludge	163	5,050		1	2.5	\$404.00
Palmyra	Sludge	210	6,500		1	2.0	\$325.00
Puglisi Egg Farms. Inc.	Septage	1161	36,000		6	0.5	\$1,440.00
Roman Septic	Septage	774	24,000		6	0.5	\$960.00
Russell Reid	Septage	1303	40,400		7	0.1	\$1,616.00
Star General Contracting	Septage	19	600		2	0.7	\$24.00
State Environmental Services	Septage	2152	66,700		16	0.4	\$2,760.00
Waste Management/Parklands Landfill	Leachate	1190	36,900		9	0.3	\$922.50

Total
Gallons
2,644,122

Total
Tons
0

No. of
Trucks
505

Amount
Charged
\$91,120.76

Annual Consumables Summary- 2018

Fund Number	Consumable Name	Unit													Actual	Actual	Actual	Projected 2018		2018
		Price	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTDTOT	YTDAVE	YTD COST	Quantity	Costs	Budget
020-6042	City H2O (100 gal)	0.5968	584.77	159.70	192.66	179.31	216.82	238.83	230.56	171.59	176.19				2150.43	238.94	\$1,283.38	2867.24	\$1,711.17	\$15,000.00
040-6045	Diesel Fuel (gal) Vehicles	2.9065	116.68	98.23	60.50	104.55	166.42	143.36	64.53	148.58	165.85				1,068.70	118.74	\$3,106.18	1,424.93	\$4,141.57	\$10,600.00
020-6044	Diesel Fuel (gal) Gen	2.2414	43.00	130.00	665.70	57.00	142.00	72.00	317.00	130.00	179.00				1,735.70	192.86	\$3,890.40	2,314.27	\$5,187.20	\$20,000.00
022-6044	Diesel Fuel (gal) Maple Ave	2.2414	10.00	2.00	155.00	25.00	131.00	27.00	316.00	381.00	258.00				1,305.00	145.00	\$2,925.03	1,740.00	\$3,900.04	\$5,000.00
020-6106	Ecogrow Nutrients	5.7500	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00				135.00	15.00	\$776.25	180.00	\$1,035.00	\$2,000.00
020-6041	Electric (100 kwhr)	2.8010	2,492.00	2,016.00	2,240.00	1,960.00	1,904.00	1,960.00	1,848.00	1,904.00	1,792.00				18,116.00	2,012.89	\$50,742.92	24,154.67	\$67,657.22	\$380,000.00
022-6041	Electric (100 kwhr)Maple Ave	10.721	733.91	561.21	375.69	388.13	386.41	421.56	325.52	354.84	N/A				3,547.27	443.41	\$38,030.28	5,320.91	\$57,045.42	\$200,000.00
020-6102	Hypochlorite (gal)	1.0850	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00	\$0.00	0.00	\$0.00	\$0.00
022-6102	Hypochlorite - Maple Ave	1.0850	10.00	88.00	127.00	292.00	419.00	478.00	605.00	751.00	682.00				3,452.00	383.56	\$3,745.42	4,602.67	\$4,993.89	\$2,100.00
020-6105	Lime (lbs)	0.0810	1,100.00	650.00	1,100.00	550.00	1,100.00	950.00	750.00	1,000.00	1,250.00				8,450.00	938.89	\$684.45	11,266.67	\$912.60	\$1,000.00
020-6104	MqOH (gal)	2.2512	1,320.00	110.00	911.00	630.00	1,224.00	866.00	1,053.00	1,182.00	1,210.00				8,506.00	945.11	\$19,148.45	11,341.33	\$25,531.27	\$63,000.00
020-6046	Natural Gas (ccf)	1.0315	12.74	78.20	66.80	20.30	15.00	5.00	4.00	4.00	5.00				211.04	23.45	\$217.69	281.39	\$290.25	\$7,500.00
022-6045	Natural Gas (ccf) Maple Ave	1.0315	990.221	748.808	747.740	564.010	71.569	6.409	4.273	4.273	N/A				3,137.30	392.16	\$3,236.13	4,705.95	\$4,854.19	\$5,000.00
020-6102	Peracetic Acid (gal)	7.2500					166.00	857.00	642.00	625.00	1016.00				3,306.00	661.20	\$23,968.50	7,934.40	\$57,524.40	\$82,000.00
020-6101	Polymer (lbs)	1.2900	1,670.00	1,170.00	1,770.00	1,950.00	2,750.00	2,360.00	2,800.00	2,300.00	1,700.00				18,470.00	2,052.22	\$23,826.30	24,626.67	\$31,768.40	\$55,000.00
020-6103	Sodium Bisulfite (gal)	2.2330	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00				0.00	0.00	\$0.00	0.00	\$0.00	\$25,000.00
040-6045	Unleaded-MUA (gal) Plt Tank	1.6677	29.60	6.50	27.70	60.60	75.4	67.70	49.40	50.00	46.10				413.00	45.89	\$688.76	550.67	\$918.35	\$139,400.00
040-6045	Unleaded-MUA (gal)	2.6860	317.33	563.81	822.06	587.32	601.54	630.24	544.19	559.82	571.06				5,197.37	577.49	\$13,960.14	6,929.83	\$18,613.51	
Subtotal																	\$190,230.26		\$286,084.48	\$1,012,600.00
Collection System Consumables																				
040-6104	Bioxide (gals)	2.8300	1,373.00	1,399.50	1,370.40	1,781.70	2,070.00	2,274.80	2,049.50	2,198.60	2,019.60				16,537.10	1,837.46	\$46,799.99	22,049.47	\$62,399.99	\$90,000.00
040-6044	Diesel Fuel (gal) P/S Gen	2.2414	23.00	25.10	37.60	17.40	9.60	23.60	23.50	17.70	32.80				210.30	23.37	\$471.37	280.40	\$628.49	\$500.00
040-6046	Natural Gas (ccf)	1.0225	95.00	81.00	551.26	63.00	45.29	19.14	69.04	45.87	52.79				1,022.39	113.60	\$1,045.39	1,363.19	\$1,393.86	\$3,500.00
Subtotal																	48,316.75		64,422.34	
Total																	\$62,276.89		\$350,506.82	\$1,016,100.00

MONTHLY AVERAGE VALUES

PARAMETER	10/17	11/17	12/17	01/18	02/18	03/18	04/18	05/18	06/18	07/18	08/18	09/18	YEARLY AVERAGE	
													This Reporting Period	Last Reporting Period
POTW Flow	2.88	2.88	2.97	3.43	3.46	3.64	3.29	3.26	3.21	3.04	3.09	3.28	3.203	2.968
CBOD5(influent)	278	331	237	286	263	247	242	235	249	208	298	202	256.3	286.6
CBOD5(effluent)	< 2	< 2	2.64	3.02	3.14	3.14	< 2	< 2	3.42	2.74	< 2	3.3	2.2	2.3
COD(influent)	849	1035	967	789	820	936	1099	861	790	928	1086	697	904.8	896.0
COD(effluent)	25.5	27.7	36.5	35.4	30	32.4	33.8	26.7	33.1	33.1	41.2	27.3	31.9	36.4
TSS(influent)	404	580	496	466	618	435	900	494	392	489	493	342	509.1	538.5
TSS(effluent)	1	1	2	3	2	0.75	1.5	3	1	1.5	1.5	1.5	1.6	1.9
pH(influent-Max)	9	7.4	7.2	7.2	7.1	6.9	7	7.1	7	7.2	6.9	6.9	9.0	8.1
pH(influent-Min)	6.3	6.7	6.9	6.8	6.5	6.5	6.4	6.4	6.5	6.2	6.2	6.1	6.1	5.8
pH(effluent-Max)	7.3	7.2	7.2	7.2	7.2	7	7	7.1	7.2	7.3	7.4	7.1	7.4	7.1
pH(effluent-Min)	6.7	6.9	6.8	6.7	6.6	6.6	6.6	6.7	6.6	6.7	6.7	6.5	6.5	6.3
Oil & Grease (effluent)	< 2.2	< 2.2	< 2.1	4	< 2.2	< 2.2	< 2.3	< 2.2	< 2.3	< 2.2	< 2.2	< 2.2	1.3	1.7
SQAR														
Arsenic	< 12.7	< 11.7	< 12	< 15.1	< 12.3	< 12	< 11.4	< 10.8	< 10.8	< 10.6	< 11.4	< 10.7	<15.1	<13.1
Beryllium	< 6.3	< 5.8	< 6	< 7.5	< 6.2	< 6	< 5.7	< 5.4	< 5.4	< 5.3	< 5.7	< 5.3	<7.5	<6.5
Cadmium	< 3.2	< 2.9	< 3	< 3.8	< 3.1	< 3	< 2.9	< 2.7	< 2.7	< 2.7	< 2.9	< 2.7	<3.8	<3.3
Chromium	19.6	23.4	21.5	21.6	21.1	19.6	17.7	19.1	17.8	25.6	27.1	29.6	22.00	26.68
Copper	685	901	676	631	551	531	555	702	645	786	864	990	710.0	903.8
Lead	23.3	26.9	26.1	21.9	16.8	20.5	18.1	28.3	19.3	29.1	31.8	32.4	24.50	31.02
Mercury	0.86	0.76	0.84	0.48	0.64	0.56	0.47	0.39	0.79	1.7	1.3	1.1	0.82	0.67
Molybdenum	< 12.7	< 11.7	< 12	< 15.1	< 12.3	15.6	< 11.4	< 10.8	< 10.8	10.8	< 11.4	10.7	7.60	7.44
Nickel	15	18.8	16.5	15.3	14.9	16.1	15	17.8	16	22.1	21.4	22.2	17.60	19.92
Selenium	< 31.7	< 29.2	< 30.1	< 37.7	< 30.8	< 29.9	< 28.6	< 27	< 27	< 26.5	< 28.5	< 26.7	<37.7	<32.6
Zinc	1150	1400	1210	1160	960	919	885	1100	1070	1420	1460	1610	1195.0	1570.0
Cyanide	N/A	N/A	1.9	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.90	1.70

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.

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	6	7	6	4	12	7	8	13				70
2) MISCELLANEOUS CALLS NOT OURS	2	1	3	3	1	4	0	2	2				18
3) NUMBER OF OVERTIME CALLS	5	4	1	2	2	9	4	5	10				42
4) ACTUAL OTHER BILLABLE MANHOURS	0	0	0	0	0	0	0	0	0				0
5) NUMBER OF FEET OF PIPE CLEANED	15,514	26,608	33,936	33,174	50,961	26,860	7,211	56,261	34,565				285,090
6) MANHOLE OVERFLOW INCIDENTS	1	0	0	0	0	1	1	1	0				4
7) LATERAL INSPECTIONS	4	4	6	2	2	3	9	3	4				37
8) MANHOLE INSPECTIONS	24	22	12	14	10	11	4	16	8				121
9) TOTAL NUMBER OF SERVICE CALLS (STOPPAGE)	14	11	6	7	5	6	2	8	4				63
10) NUMBER OF SERVICE CALLS NOT OUR PROBLEM	12	10	6	7	5	5	1	7	4				57
11) NUMBER OF OVERTIME SERVICE	6	6	6	1	1	2	1	7	0				30
12) NUMBER OF REPEAT SERVICE CALLS **	0	0	0	0	0	0	0	0	0				0
13) NUMBER OF SECOND WATER METER READINGS	0	6	8	13	33	13	13	27	91				204
14) NUMBER OF FEET OF PIPE SMOKE TESTED	0	0	0	0	0	0	0	0	0				0
15) NUMBER OF FEET OF PIPE TELEVIEWED	0	0	0	0	0	0	0	0	0				0
16) MARK OUT REQUESTS	329	364	351	395	477	459	410	501	337				3,623

** SAME MAIN IN A 3 MONTH PERIOD

SEPTEMBER 2018 COLLECTION SYSTEM COMMENTS

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
201	9-6-2018						Cleaned wet well.
202	9-6-2018						Cleaned wet well.
202	9-13-2018			Both pumps and check valves.			
205	9-4-2018 to 9-11-2018	Techs were on location numerous times of the month working on electrical equipment.					
211	9-25-2018	Responded to troubleshoot numerous low level alarms.					
211	9-30-2018						Responded for numerous high level float alarms. Cleaned transducer and now seems to be operating normally.
217	9-20-2018			P-2			
218	9-23-2018						Responded for extended run alarm on P-2. Found P-1 check arm hung open causing P-2 to not pump. Reseated valve and P-2 now pumping as normal.
235	9-7-2018	Responded for high wet well float alarm. Bad float, techs replaced.					
240	9-21-2018						Responded for P-1 high temp alarm. Found P-1 running and wet well empty. Cleaned level probe, filled well, reset alarm and tested P-1. Working as normal.

SEPTEMBER 2018 COLLECTION SYSTEM COMMENTS

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
241	9-12-2018						Cleaned wet well.
241	9-17-2018 and 9-20-2018						Back flushed both pumps.

THERE WAS ONE BIOXIDE DELIVERY MADE IN THE MONTH OF SEPTEMBER ON 9-10-2018.

<u>PUMP STATIONS</u>	<u>GALLONS</u>
P/S # 15	
P/S # 19	1002
P/S # 21	229
P/S # 22	
P/S # 24	
P/S # 25	
P/S # 26	1038.2
C.O.B	

THERE WAS A TOTAL OF 2,269.2 GALLONS OF BIOXIDE DELIVERED IN THE MONTH SEPTEMBER.

THERE WERE NINE FUEL ADDITIONS MADE IN THE MONTH OF SEPTEMBER ON 9-20-2018 AND 9-25-2018.

<u>PUMP STATION</u>	<u>GALLONS</u>	<u>PUMP STATION</u>	<u>GALLONS</u>
P/S # 01	34.4	P/S # 21	
P/S # 02		P/S # 22	
P/S # 08	37.7	P/S # 23	
P/S # 10		P/S # 24	
P/S # 11		E.A.S.	
P/S # 14	73.8	H.A.I	
P/S # 15	96.4	20 KW	
P/S # 17		100 KW	
P/S # 18		150KW	
P/S # 19			
P/S # 20			

TABLE AR-4
SUMMARY OF IWPT MONITORING PROGRAM

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

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

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

Bulk Waste Monitoring September, 2018

	September	August	October 2017- September 2018	October 2016- September 2017
1. Number of bulk delivery pH, T.S. and sensory checks:	505	514	7,248	5,951
2. Number of bulk delivery conventional pollutant checks:	11	8	120	108
3. Number of bulk septage sources:	17	17	25	20
4. Number of bulk sludge sources:	6	7	12	13

Sampling (September): None

Inspections (September): BCRRC, L&D, Parklands, Dey Farm

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

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

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

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

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

September, 2016																			
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	
GROWS Stormwater	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0	0	\$0	0	0	
Landfill & Development	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0	0	\$0	0	0	
Metal Etching Technology Assoc	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0	0	\$0	0	0	
Parklands Landfill	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0	0	\$0	0	0	

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

October 3, 2018
MHMUA STATUS REPORT
Safety Director and Special Projects
MONTHLY UPDATE for September 2018

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

- Continuing to review proposals and supporting documentation pursuant to the ongoing Arc Flash and Electrical Safety discussions and the need to conduct Short Circuit, Overcurrent Device Evaluation, Overcurrent Device Coordination and Arc Flash Analysis, we have received 5 proposals (currently being reviewed/compared) so that a detailed analysis can be provided
- Speak with Tony about recall notice from EATON regarding potentially malfunctioning disconnects, scan two documents for him, discuss warning labels for disconnects and produce 15 for him, review and revise his draft notification email to be sent to all employees

Claims:

- See table below

Confined Space:

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

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

- There has still been no movement to acquire software needed to fully develop a State approved system that would permit proper document coding at the time of scanning.
 - The images that have been scanned will still need to be reviewed and coded when/if such software is acquired, doubling the work already completed

Emergency Action and Response and Plan:

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

Environmental Stewardship and Management System Program – ESMS:

- No changes since last report

FEMA:

- As a follow-up to ongoing emails/calls to/from Colleen Ekey (Burlington County) and Philip Grantham (FEMA) regarding Winter Storm Quinn (DR-4368-FEMA Public Assistance) reimbursements we completed and submitted the Notification of Withdrawal for our Request for Public Assistance.
 - The MHMUA file has been closed and retained for five years

Fire Safety:

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

First Aid Kits & Safety Equipment:

- Kits continue to be refilled as needed and supplies ordered as needed

Health and Safety:

- Safety Bulletins being prepared for distribution:
 - Excavation/Trenching/Shoring Safety
 - OSHA's Final Rule on Walking-Working Surfaces
 - Updates on Personal Fall Protection Systems
 - The Impact of a Positive Employee Experience

NJUA/MEL:

- Presented the Succession Planning portion of the Supervisor Track at the NJUA Safety Expo in Blackwood along with Mike Saraceni, COO at Merchantville Pennsauken Water Commission on Friday, September 28th.
 - Five MHMUA employees attended the Safety EXPO
- Met with and escorted Robert Teeter of First Environment around both treatment plants as part of the Environmental JIF inspection.
 - Reviewed the revised the Spill Prevention Control & Countermeasure (SPCC) program
 - Discussed employee training provided to employees and plan implementation in emergencies
 - Reviewed the condition of petroleum and chemical storage containers and facilities, and the quantities, & locations for same
 - Discussed the Global Harmonized Program as it compares to New Jersey Right-To-Know
 - Discussed the use of Peracetic Acid in the treatment process as Mr. Teeter was not familiar with the chemical
 - Adam provided an overview of why the PAA is being used and its effectiveness

Purchasing:

- Continue to review information pertaining to enhancing employee safety
 - Hydraulic Shoring – to be used to safeguard employees while working in excavations
 - Dual dropdown ladder racks for the electrical vans to make it easier and safer to store and remove ladders
 - Reviewed additional information for confined space davit bases and related equipment that might be adaptable for use when employees are entering the open-top tanks
- Met with Mike to review the plan for me to reassume the role and responsibility as the MHMUA QPA
 - Updated the purchasing manual and SOG and sent to Mike for review
 - Provided a draft of information to be posted on the website outline MHMUA purchasing policies and procedures for vendors and professional
 - Working on updating bid specification language and forms used by the MHMUA

Right-To-Know:

- Completed a review of all locations and updated chemical labeling, facility files, chemical inventory spreadsheets, etc. in preparation for a Right-To-Know re-inspection completed on Thursday, October 27th
- Initial inspection was performed by Cherrelle Shelton and Elliot Carter of the New Jersey Department of Health on Thursday, August 23rd to include:
 - Review of facility files at each location
 - Alphabetized inventory of material safety data sheets and safety data sheets
 - Chemical inventory spreadsheet with DOH/DOT coding
 - Electronic central file on "W" Drive
 - Physical inspection of both WWTP to review product labeling
 - ❖ Recommendations from inspection
 - Review product/container labeling to comply with NJDOH requirements to show product name and five predominant ingredients and CAS numbers
 - NJDOH will not accept Global Harmonized Labels (GHS) as "they do not meet their requirements"
 - New Jersey Department of Labor will enforce the GHS product labeling
- The re-inspection confirmed that all recommendations from the initial inspection were abated and no violations were noted.

Safety Manual:

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

Training:

- Training will commence after the summer

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

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

DOL	Lost Time Days	Restricted Duty Days	DESCRIPTION	TYPE
1/3/18	0	3	Turned ankle, claim is now closed	Sprain/Strain
1/15/18	0	0	No offsite treatment required	Slip & Fall
2/3/18	0	0	No offsite treatment required	Fall/Struck Against
3/2/18	0	0	No offsite treatment required	Fall/Struck Against
5/10/18	0	0	No offsite treatment required	Trip/No fall
5/31/18	0	0	No offsite treatment required.	Trip & Fall
6/11/18	0	0	No offsite treatment required	Sprain/Strain
6/21/18	0	0	No offsite treatment required	Struck By
6/28/18	0	0	No offsite treatment required	Cut/Puncture/Scrape
7-13-18	0	0	No offsite treatment required	Exposure
8/12/18	0	0	Employee scratched forearm on door latch exiting locker room at the end of shift. No offsite treatment required	Struck Against
8/28/18	0	0	Cut right index finger while wiping off sealant container that fell into mulch. No offsite treatment required	Cut/Puncture/Scrape
9/3/18	0	0	Employee pinched left thumb on latch while closing security gates. No offsite treatment required	Cut/Puncture/Scrape
9/20/18	0	0	Employee got fiberglass splinters in his hands while using a fiberglass pole and brush to scrub the walls of a tank. No offsite treatment required	Cut/Puncture/Scrape

2018 General Liability – * Indicates submittal to Qual Lynx*

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

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

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

2018 Training Programs		# of Seminars
Employment Practice Liability (Harassment) presented by Authority Solicitor – Feb. 23, 2018		2
Electrical Safety, Arc Flash Lockout/Tagout – April 3 & 5, 2018		4
Chemical Safety (Peracetic Acid/Acid Magic/Sodium Bisulfite/Sodium Hypochlorite) – April 10 & 12, 2018		6
Spill Prevention Act – SPCC & EAP Reviews – April 17, 18, & 19, 2018		5

Confined Space Entry/Fall Prot./Meters, with Focus on Non-Entry Rescue – April 24 & 26, 2018	5
Bloodborne/Waterborne Pathogens (Communicable Disease) – May 1, 2 & 3, 2018	5
Fire Extinguishers / Fire Safety – Fire Prevention Plan / Flammable & Comb. Liquids/Hot Work & Welding – June 12 & 14, 2018, NOTE: The seminars for the 14 th were canceled because of the Garden Street line repair and will be rescheduled	5
PPE/Respiratory/SCBA/Hearing Conservation – June 19 & 21, 2018 (Two additional will be schedule)	3
Confined Space Rescue – Intro to SKED and patient packaging – To Be Determined	
Chain Saw Operations, Powder Actuated Tools (Hilti, Ramjet) Shop and Tool Safety – To Be Determined	
Defensive Driving/Coaching the Maintenance Vehicle Operator – To Be Determined	
Asbestos, Silica & Lead Awareness Including NJ Dry Cutting Law – To Be Determined	
Emergency Preparedness – Six Parts – To Be Determined	
TOTAL	

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

2018 Confined Space Entry Activity by Location													
Rancocas Road Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Grit/Screen	0	106	0	0	0	0	0	0	0				106
Trickling Filters	2	2	0	0	0	0	0	1	0				5
Other	1	0	0	7	1	6	4	3	1				23
TOTAL	3	108	0	7	1	6	4	4	1				134
Maple Avenue Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
TOTAL	0	3	0	3	2	2	7	1	3				21
Collection System – (To be reported quarterly) ** Air Relief Valves/Contract Stations													
	Jan – Mar			April – June			July – Sept			Oct – Dec			
Pump Stations	79	63	73	61	62	57	TBD	TBD	10				405
Combined	82	174	73	71	65	64	11	5	14				560

The quarterly confined space entry activity for collections will be updated in the October activity report as the information was not available at the time this report was written

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

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Plant R & M	0	1	0	3	2	3	2	0	2				11

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

<u>BANK ACCOUNTS</u>	<u>REGISTRATION</u>	<u>AMOUNT</u>	
Beneficial Bank	MHMUA Escrow Account	\$	207,634.71
Beneficial Bank	MHMUA Self Insured UE Fund	\$	40,513.56
Beneficial Bank	MHMUA Payroll	\$	9,857.95
Beneficial Bank	MHMUA Operating Fund	\$	443,538.47
Beneficial Bank	MHMUA Trustee Deposit Account	\$	1,498,639.72
Beneficial Bank	MHMUA FSA Account	\$	4,353.60
		\$	<u>2,204,538.01</u>

ACCOUNTS HELD IN TRUST

T.D. Wealth Management	Debt Service Reserve	\$	2,884,484.02	In Trust
T.D. Wealth Management	Revenue Fund	\$	2,400,483.50	In Trust
T.D. Wealth Management	Renewal & Replacement	\$	11,932,618.36	In Trust
T.D. Wealth Management	Debt Service Fund	\$	975,311.98	In Trust
		\$	<u>18,192,897.86</u>	

Debt Service payment December 1, 2018:		
Total Debt Payment 12/1/2018	\$	806,861.58
Balance 9/30/2018	\$	975,311.98
Debt Service (Required)/Available	\$	<u>168,450.40</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	\$	806,861.58	
	\$	<u>2,839,121.55</u>	\$ <u>37,920.00</u>

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

BANK ACCOUNTS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
REVENUE - TRUSTEE ACCT	127.44	114.90	124.49	74.11	83.08	79.31	87.02	108.40	78.24				876.99
OPERATING	71.99	65.63	50.92	65.22	56.41	49.15	53.80	49.72	48.44				511.28
ESCROW	19.33	17.36	19.25	18.84	19.48	18.87	19.14	19.03	18.38				169.68
UNEMPLOYMENT	3.04	2.81	3.19	3.18	3.32	3.28	3.41	3.43	3.32				28.98
PAYROLL	2.83	2.35	6.69	3.32	5.28	3.13	2.43	2.43	3.26				31.72
FSA ACCOUNT	0.48	0.39	0.39	0.34	0.32	0.36	0.39	0.37	0.32				3.36
REVENUE FUND (Trust Acct)	1,210.58	1,414.18	1,349.53	1,908.27	2,148.62	2,314.45	2,481.92	2,801.10	2,894.17				18,522.82
DEBT SERVICE RES. (Trust Acct)	10.22	12,334.16	10.60	14,017.56	30,070.26	1,211.58	25.18	3,466.33	17.61				61,163.50
DEBT SERVICE (Trust Acct)	139.21	506.76	618.63	1,327.87	2,064.54	2,493.53	2,317.66	2,567.44	1,107.96				13,143.60
RENEWAL & REPLACEMENT (Trust Acct)	5,180.32	6,023.22	5,658.40	8,012.81	9,016.51	9,724.64	10,808.58	15,342.43	10,355.99				80,122.90
TOTAL INTEREST	\$6,765.44	\$20,481.76	\$7,842.09	\$25,431.52	\$43,467.82	\$15,898.30	\$15,799.53	\$24,360.68	\$14,527.69	\$0.00	\$0.00	\$0.00	\$174,574.83

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

SOURCE OF INCOME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
METER SERVICE	1,213,311.05	876,460.93	956,262.45	1,046,701.59	871,993.59	940,943.43	1,074,139.17	891,573.14	901,685.02				8,773,070.37
CONNECTION FEES	44,936.00	89,284.00	103,936.00	39,619.60	126,208.00	74,845.00	66,816.00	30,979.00	52,066.00				628,689.60
APPLICATION FEES	810.00	745.00	1,200.00	325.00	1,635.00	625.00	960.00	565.00	580.00				7,445.00
SLUDGE/SEPTAGE/LEACH.	129,954.70	57,241.54	154,648.16	103,795.07	86,926.97	138,709.48	95,770.49	109,613.82	69,762.35				946,422.58
OUTSIDE SERVICES	754.00	8,653.83	824.00	2,365.53	-	285.00	373.91	970.00	310.00				14,536.27
RENTAL INCOME	2,974.91	2,974.91	750.00	5,199.82	2,974.91	2,974.91	750.00	12,909.17	3,114.92				34,623.55
MISCELLANEOUS	76,887.00	20.32	14,263.54	1,488.20	8,233.54	35,580.00	6,197.81	2,002.97					144,673.38
INTEREST INCOME	6,765.44	20,481.76	7,842.09	25,431.52	43,467.82	15,898.30	15,799.53	24,360.68	14,527.69	-	-	-	174,574.83
TOTAL CASH IN	1,476,393.10	1,055,862.29	1,239,726.24	1,224,926.33	1,141,439.83	1,209,861.12	1,260,806.91	1,072,973.78	1,042,045.98	-	-	-	10,724,035.58
EXPENDITURES													
CHECK REGISTER	(345,509.68)	(364,029.80)	(454,742.65)	(350,114.69)	(578,730.53)	(396,200.17)	(366,890.58)	(499,904.61)	(144,481.93)				(3,500,604.64)
PAYROLL	(287,705.01)	(266,798.81)	(758,149.98)	(267,171.24)	(394,850.11)	(268,505.61)	(291,412.59)	(255,850.04)	(264,945.97)				(3,055,389.36)
BOND PROCEEDS							1,191,135.98						1,191,135.98
BOND/LOAN PRINCIPAL	-	(136,278.64)					(2,184,912.37)	(119,277.57)					(2,440,468.58)
BOND/LOAN INTEREST	-	(174,155.00)				(428,393.76)		(173,229.84)					(775,778.60)
BOND/LOAN FEES	-	(18,960.00)						(18,960.00)					(37,920.00)
TOTAL CASH OUT	(633,214.69)	(960,222.25)	(1,212,892.63)	(617,285.93)	(973,580.64)	(1,093,099.54)	(1,652,079.56)	(1,067,222.06)	(409,427.90)	-	-	-	(8,581,105.20)
DIFFERENCE (IN/OUT)	\$ 843,178.41	\$ 95,640.04	\$ 26,833.61	\$ 607,640.40	\$ 167,859.19	\$ 116,761.58	\$ (391,272.65)	\$ 5,751.72	\$ 632,618.08	\$ -	\$ -	\$ -	\$ 2,142,930.38