

To: Mount Holly Municipal Utilities Authority  
From: Robert G. Maybury, Executive Director  
Date: March 08, 2018  
Subject: Regular Meeting

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There will be a Reorganization Meeting of the Mount Holly Municipal Utilities Authority held on Thursday, March 08, 2018 at 6:00 PM in the Administrative Office of the Mount Holly Municipal Utilities Authority, 37 Washington Street, Mount Holly, New Jersey. The agenda for this meeting is as follows:

**Roll Call**

Mr. Thiessen\_\_\_\_, Mr. Silcox\_\_\_\_, Mr. Jones\_\_\_\_, Mr. Banks\_\_\_\_, Ms. LaPlaca\_\_\_\_

**Verification of Notice**

**Pledge of Allegiance**

**Public Comments on Action Items**

**Executive Session** (Proposed Resolution 2018-\_\_)

**Approval of Minutes**

Regular Meeting

**Old Business**

Resolution 2018-35                      a resolution of the Mt. Holly Municipal Utilities Authority approving the S-3 application for The Lofts (73 Washington Street)

**New Business**

Resolution 2018-36                      a resolution of the Mt. Holly Municipal Utilities Authority authorizing the collective bargaining agreement with the Construction and General Laborers’ Union Local 172 of South Jersey

Resolution 2018-37                      a resolution of the Mt. Holly Municipal Utilities Authority approving salaries and wages for Management and other Non-Union personnel.

Resolution 2018-38                      a resolution of the Mt. Holly Municipal Utilities Authority Authorizing Change Order No. 2 to Contract 2017-14 for High St.

Resolution 2018-39                      a resolution of the Mt. Holly Municipal Utilities Authority awarding the Monmouth Rd Sanitary Sewer Main Improvements Contract No. 2017-15

Resolution 2018-40                      a resolution of the Mt. Holly Municipal Utilities Authority awarding the Engineering proposal for design and construction of permanent PAA storage and metering facility.

**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 2018-31                      A resolution approving the operating expenses for the month of February 2018.
- \*Resolution 2018-32                      A resolution approving the sewer refunds for the month of February 2018.
- \*Resolution 2018-33                      A resolution approving the expenditures for the month of February 2018 from the escrow fund.
- \*Resolution 2018-34                      A resolution approving the expenditures for the month of February 2018 from the improvement replacement fund.

Communications  
To be presented by the public  
Report of the Executive Director  
Report of the Engineer  
Report of the Operations Superintendent  
Report of the Safety Director and Special Projects  
Report of the Solicitor  
Report of the Finance Administrator/Treasurer  
Other new business  
Matters to be presented by the Commissioners  
Executive Session (Proposed Resolution 2018-\_\_)  
Adjournment 1<sup>st</sup> Motion \_\_\_\_\_ 2<sup>nd</sup> 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 Monday, March 05, 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 Reorganization Meeting Minutes February 15, 2018

The reorganization meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday, February 15, 2018 at 6:00P.M. Executive Director Maybury called the meeting to order with the following roll call:

PRESENT: Mr. Jules Thiessen, Chairman  
Mr. Christopher Banks, Commissioner  
Mr. Jason Jones, Commissioner  
Ms. Gina LaPlaca, Commissioner  
Mr. Robert G. Maybury, Executive Director  
Mr. Tom Coleman, Raymond, Coleman Heinold, LLP  
Mr. Dave Skibicki, R. A. Alaimo Associates, Engineer  
Mr. Joel Hervey, Operations Superintendent  
Mr. Anthony Stagliano, Safety Director & Special Projects  
Ms. M. Lou Garty, Esq The Garty Law Firm  
Mr. Michael B. Dehoff, Finance Administrator/Treasurer  
Mrs. Brandy C. Boyington, Board Secretary

ABSENT: Mr. Robert Silcox, Vice Chairman  
Mr. Armando Riccio, Labor/Employment Counsel

### **Verification of Notice**

Executive Director Maybury verified that "In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 15, 2017 and the Courier Post on February 15, 2017. On Monday February 12, 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."

### **Mandatory Affirmative Action Compliance Notice**

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

### **Pledge of Allegiance**

### **Oath of Office to Jules Thiessen**

### **Reorganization Nomination of Chairman for a one-year term**

Executive Director Maybury requested nominations for the position of Chairman. Commissioner Jones moved for the nomination of Jules Thiessen for Chairman. Commissioner Banks seconded the motion. Executive Director Maybury moved to close the nominations. Motion carried. There being no other nominations for Chairman, the Executive Director Maybury declared that nominations for Chairman be closed. At the call of the roll, the vote was:

Ayes: Commissioner Banks, Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent: Vice Chairman Silcox

Abstain:

The Executive Director turned the meeting over to Chairman Thiessen. Chairman Thiessen assumed the chair.

### **Nomination of Vice Chairman for a one-year term**

Chairman Thiessen requested nominations for the position of Vice Chairman. Chairman Thiessen moved for nomination of Robert Silcox for Vice Chairman. Commissioner Jones seconded the motion. At the call of the roll, the vote was:

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

### **Nomination of Treasurer**

Chairman Thiessen requested nominations for the position of Treasurer. Chairman Thiessen nominated Michael Dehoff for the position of Treasurer. Commissioner Jones seconded the motion. Chairman Thiessen moved to close the nominations. Motion carried. There being no further nominations for Treasurer, Chairman Thiessen declared the nominations for Treasurer closed. At the call of the roll the vote was:

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

### **Nomination of Secretary**

Chairman Thiessen requested nominations for the position of Secretary. Commissioner Jones nominated Brandy Boyington for the position of Secretary. Commissioner LaPlaca seconded the motion. Chairman Thiessen moved to close the nominations. Motion carried. There being no further nominations for Secretary, Chairman Thiessen declared the nominations for secretary closed. At the call of the roll the vote was:

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

### **Public Comments on Agenda Items Only**

None

**Resolution 2018-09** a resolution authorizing a professional services contract for Solicitor of Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2018-03)

Commissioner Jones moved to award resolution 2018-09 to Raymond, Coleman, Heinhold LLP. Commissioner Banks seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-10** a resolution authorizing a professional services contract for Engineering Firm of Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2018-01)

Chairman Thiessen moved to award resolution 2018-10 to Alaimo Group. Commissioner Banks seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-11** a resolution authorizing a professional services contract for Special Counsel of the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2018-04)

Commissioner Jones moved to award resolution 2018-11 to The Garty Law Firm. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-12** a resolution authorizing a professional services contract for Bond Counsel of Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2018-05)

Commissioner Jones moved to award resolution 2018-12 to Parker McCay. Chairman Thiessen seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-13** a resolution authorizing a professional service contract for Environmental Consulting Engineer of the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2018-02)

Commissioner Jones moved to award resolution 2018-13 Environmental Resolutions. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-14** a resolution authorizing an extraordinary unspecifiable service contracts Computer Systems Consultant of the Mt. Holly Municipal Utilities Authority for a 1-year (Contract #2018-07)

Commissioner Jones moved to award resolution 2018-14 to Hawkins Technology. Commissioner Banks seconded the motion. At the call of the roll the vote was:

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

**\*\*Resolution 2018-15** a resolution authorizing a professional services contract for Labor Counsel of the Mt. Holly Municipal Utilities Authority. (Contract # 2018-06)

Commissioner Jones moved to award resolution 2018-15 to Armando Riccio. Chairman Thiessen seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-16** a resolution authorizing a professional services contract for Risk Management Consultant of Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2018-08)

Commissioner Jones moved to award resolution 2018-16 Insurance Agency Management. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-17** a resolution designating official newspapers of the Mt. Holly Municipal Utilities Authority.

Chairman Thiessen moved to award resolution 2018-17 to Burlington County Times/ Courier Post. Commissioner Jones seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-18** a resolution designating banking institution of the Mt. Holly Municipal Utilities Authority.

Commissioner Jones moved to award resolution 2018-18 to Beneficial. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-19** a resolution designating the Public Agency Compliance Officer (PACO) of the Mt. Holly Municipal Utilities Authority for the current calendar year.

Commissioner Jones moved to award resolution 2018-19 to Robert G Maybury. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-20** a resolution of the Mt. Holly Municipal Utilities Authority authorizing meetings for the year 2018 through the 2019 reorganization meeting.

Commissioner Jones moved for the approval of resolution 2018-20. Commissioner Banks seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-21** a resolution adopting the Mt. Holly Municipal Utilities Authority's anti discrimination policy.

Commissioner Jones moved for the approval of resolution 2018-21. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-22** a resolution authorizing actions to be performed on behalf of the Mt. Holly Municipal Utilities Authority.

Commissioner Jones moved for the approval of resolution 2018-22. Commissioner Banks seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-23** a resolution appointing Insurance Fund Commissioner.

Chairman Thiessen moved for the approval of resolution 2018-23. Commissioner Jones seconded the motion. At the call of the roll the vote was:

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

**Resolution 2018-24** a resolution of the Mt. Holly Municipal Utilities Authority approving the cash management plan of the Mount Holly Municipal Utilities Authority for fiscal year 2018.

Commissioner Jones moved for the approval of resolution 2018-24. Commissioner Banks seconded the motion. At the call of the roll the vote was:

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

## **Approval of Minutes**

Commissioner Jones moved for the approval of Regular Meeting Minutes of January 2018. Commissioner Banks seconded the motion. The vote at the call of the roll was:

Ayes: Commissioner Banks, Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent: Vice Chairman Silcox

Abstain:

## **Old Business**

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

Executive Director Maybury discussed the change order from January's meeting. The change order amount is for \$19,348.91 including an additional charge of \$ 5,180.00 for manhole work on Murrell Street and for additional police coverage at \$14,168.91. The High Street Sewer Project is now complete, except for the installation of a new manhole on Murrell Street and the project is under review by Alaimo inspectors for any punch list items. There is one additional change order expected for the March meeting because of additional police coverage. The commissioners expressed concern about the high cost of the change order relating to additional police coverage and the next change order anticipated for the March meeting. The authority will have an estimated net savings at the end of the project around \$16,460 because some of the bid items could not be completed.

Commissioner Jones moved for approval of resolution 2018-25. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Jones, Commissioner LaPlaca,

Nays: Chairman Thiessen

Abstain:

Absent: Vice Chairman Silcox

## **New Business**

**Resolution 2018-26** a resolution of the Mt. Holly Municipal Utilities Authority approving the award of contract No. C2019-09 for Peracetic Acid Disinfection Full Scale Pilot Extension to PeroxyChem.

Commissioner Jones moved for the approval of resolution 2018-26. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Abstain:

Absent: Vice Chairman Silcox

**Resolution 2018-27** a resolution of the Mt. Holly Municipal Utilities Authority approving minor changes to the Agreement with Grows North Landfill/ TRRF Landfill and Fairless Landfill.

Executive Director Maybury explained the minor modification to the agreement with the landfills which now allows the authority to accept run-off water or storm water. The run-off water, which has no contact with the landfill waste, will be collected, pumped and then sent to the Authority by tanker truck.



Chairman Thiessen moved for the approval of resolution 2018-27. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commission Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Abstain:

Absent: Vice Chairman Silcox

**Resolution 2018-28** a resolution of the Mt. Holly Municipal Utilities Authority authorizing the sale of surplus personal property no longer needed for public use through an online auction (GOV DEALS)

Commissioner Jones moved for the approval of resolution 2018-28. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commission Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Abstain:

Absent: Vice Chairman Silcox

**Resolution 2018-29** a resolution approving a refund to MHMUA employees.

Executive Director Maybury stated the Health Insurance Fund issued a dividend credit to the Authority. The refund to the employees is a portion of the dividend credit and is based on their contribution levels. The employees are contributing varying amounts based upon salary and coverage level of health care. The refund to the employees will be issued as a credit to their health care deductions on their pay checks.

Commissioner Jones moved for the approval of resolution 2018-29. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commission Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Abstain:

Absent: Vice Chairman Silcox

**Resolution 2018-30** a resolution of the Mt. Holly Municipal Utilities Authority approving wavier of physical sewer connections.

Executive Director Maybury stated there is a sewer line in place on Hainesport-Mt Laurel Road on the other side of a busy county road, but there is no significant stub for these homeowners to connect to. For the homeowners of the four properties to connect, there would be an exceptional amount of effort and expense to cross the county road. The resolution would waive these properties from the Hainesport ordinance and Mt Holly's rules and regulations to connect to the sewer system.

Commissioner Jones moved for the approval of resolution 2018-30. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commission Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Abstain:

Absent: Vice Chairman Silcox

**Consent Agenda:**

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

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

1<sup>st</sup> Motion: Commissioner Jones      2<sup>nd</sup> Motion: Commissioner LaPlaca

At the call of the roll the vote was:

Ayes: Commissioner Banks, Commission Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Abstain:

Absent: Vice Chairman Silcox

**Communications**

None

**To be presented by the public**

None

**Report of the Executive Director** Executive Director Maybury recognizes and congratulates M.Lou Garty, Esq The Garty Law Firm awarded “Special Counsel”. Executive Director Maybury discusses the postage & handling credits to MHMUA customers, to date there are 2200 credits applied to accounts, totaling about \$52,000. Executive Director Maybury explains the financial audit is almost complete, with a few incomplete items due to state information not available. Finance Administrator Michael Dehoff explained the annual finding of New Jersey American Water not having the internal control report. The items from the state not yet available are the GASP 68 calculation and, waiting on the GASP 45 calculation from the health benefit fund. Over all everything else went well.

**Report of the Engineer** Mr. Skibicki stated finalized design documents of the turbo blower replacement are expected by next week and after the design has been reviewed a bid schedule may be established.

**Report of the Operations Superintendent**-None

**Report of the Safety Director and Special Projects**-None

**Report of the Solicitor** None

**Report of the Finance Administrator/Treasurer** Mr. Dehoff stated the budget was received back from the state since last meeting and is now posted on the MHMUA website.

**Other new business** None

**Matters to be presented by the Commissioners** -None

**Executive Session** (Proposed Resolution 2018-\_\_) – None

Adjournment 1<sup>st</sup> Motion Commissioner Jones 2<sup>nd</sup> Motion LaPlaca Time: 6:33PM

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

Respectfully submitted,

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Brandy C. Boyington, Secretary

**RESOLUTION 2018-35**

**A RESOLUTION APPROVING S-3 APPLICATION FOR APPROVAL OF SEWER  
CONSTRUCTION PLANS BETWEEN THE MOUNT HOLLY MUNICIPAL UTILITIES  
AUTHORITY AND FERNMOOR PROPERTIES, LLC , TOWNSHIP OF MOUNT HOLLY,  
BLOCK 44 LOT 13,14,15,16 &17**

**WHEREAS**, The Mount Holly Municipal Utilities Authority, (hereinafter "Authority"), 37 Washington Street, 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**, Fernmoor Properties LLC; (hereinafter "Applicant") has its address or principal place of business at 1 Kathleen Drive Suite 1, Jackson, NJ 08527; and

**WHEREAS**, the Applicant proposes to construct 31- one-bedroom apartments and 5- two-bedroom apartments to be known as the The Lofts (hereinafter "Project") on Block 44, Lot 13,14,15,16 & 17 in the Township of MOUNT HOLLY; and

**WHEREAS**, the Applicant has received final approval for the Project from the Township of Mount Holly Land Use Board on \_\_\_\_\_; and

**WHEREAS**, the Applicant has submitted an S-3 Application for Approval of Sewer Construction Plans to the Authority for consideration; and

**WHEREAS**, the Authority and Authority Consulting Engineer have reviewed the submitted sewer construction plans and profiles and recommended approval of; and

**WHEREAS**, the Applicant has certified the statements made on the submitted S-3 Application for Approval of Sewer Construction Plans are true.

**NOW, THEREFORE, BE IT RESOLVED** by the Mount Holly Municipal Utilities Authority, the S-3 Application for Approval of Sewer Construction Plans as submitted by the Applicant is hereby approved.

Record Vote

	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 March 01, 2018.

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

[SEAL]

THE MOUNT HOLLY MUNICIPAL  
UTILITIES AUTHORITY

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



## *Richard A. Alaimo Associates*

200 High Street, Mt. Holly, New Jersey 08060 Tel: 609-267-8310 Fax: 609-267-7452

February 27, 2018

Mr. Robert G. Maybury, Jr., Executive Director  
Mount Holly Municipal Utilities Authority  
37 Washington Street  
P.O. Box 486  
Mount Holly, New Jersey 08060

RE: Mount Holly Municipal Utilities Authority  
(MHMUA)  
The Lofts of Mi-Place At Riverwalk  
Block 44, Lots 13, 14, 15, 16 & 17  
Township of Mount Holly  
File No. M-0031-0221-000

Dear Mr. Maybury:

As requested, Richard A. Alaimo Associates (Alaimo) has reviewed the following drawings, entitled, Preliminary and Final - Major Site Plans for The Lofts of Mi-Place at Riverwalk, as prepared by Professional Design Services, LLC, and submitted by the applicant for application approval for the above-captioned project:

<u>Sheet</u>	<u>Title</u>
5	Grading & Utility Plan, Rev. 9, 01/31/2018
9	Construction Details, Rev. 9, 01/31/2018

Additionally, the following plumbing drawings prepared by Holstein White, Inc. were submitted by the applicant and reviewed:

<u>Sheet</u>	<u>Title</u>
P-1.0	Sanitary First Floor Plan, issued 11/25/2015 (unsigned)
P-1.1	Domestic Water First Floor Plan, issued 11/25/2015 (unsigned)
P-2.0	Sanitary Second Floor Plan, issued 11/25/2015 (unsigned)
P-2.1	Domestic Water Second Floor Plan, issued 11/25/2015 (unsigned)
P-3.1	Domestic Water Third Floor Plan, issued 11/25/2015 (unsigned)
P-5.1	Plumbing Typical Units, issued 11/25/2015 (unsigned)

*- Consulting Engineers -*

Civil • Structural • Mechanical • Electrical • Environmental • Planners

The applicant proposes to renovate an existing building into residential apartments. A total of thirty-six (36) apartments will be constructed consisting of 31 one-bedroom units and 5 two-bedroom units. A sanitary flow of 5,775 gallons per day (gpd), or 0.005775 million gallons per day (MGD) is projected by the applicant based on New Jersey Department of Environmental Protection criteria (N.J.A.C. 7:14A-23.3) of 150 gpd from each one-bedroom unit and 225 gpd from each two-bedroom unit (see attached).

The existing 6-inch gravity sanitary sewer servicing the site is to be removed per the previously submitted Demolition Plan. The applicant proposes to utilize a new 6-inch PVC sanitary lateral from the building to the existing 8" VCP main on Washington Street with a slope of one-quarter inch (1/4") per foot (2.08%).

The previous outstanding review comments from our letter of January 30, 2018 are listed below with our responses:

1. General Note No. 7 on Sheet 1 should clearly indicate who will own and be responsible for maintaining the sanitary piping.

*Note No. 1 under the heading Sanitary Sewer Notes on Sheet 5 indicates that the property owner will be responsible for maintaining the sewer lateral.*

**Satisfied**

3. Plans depicting the building sanitary sewer system (the type of facilities provided in the apartment building) should be provided to determine if the projected flow rate indicated above needs to be adjusted. If the projected flow will be 8,000 gallons per day or more, a Treatment Works Approval will be required from NJDEP.

*A plan depicting the building sanitary sewer system was submitted. There does not appear to be any plumbing items that would require an adjustment of the projected flow rate.*

**Satisfied**

5. The minimum slope of a sanitary lateral is one-quarter inch (1/4") per foot unless otherwise approved. In no instance shall laterals be installed at a grade less than one-eighth inch (1/8") per foot. Refer to paragraph 2107.5 of the MHMUA Rules and Regulations.

*The revised Grading & Utility Plan (Sheet 5) proposes a slope of one-quarter inch (1/4") per foot. The lateral capacity is 350 gpm using a Manning's n value of 0.013 per Section 2002.1 of the MHMUA Rules and Regulations. The peak*

*flow in the lateral will be 17 gpm based on NJDEP criteria and the Harmon Equation. Utilizing the 2009 National Standard Plumbing Code, the peak flow would be approximately 106 gpm. Thus, the proposed lateral will have adequate capacity.*

**Satisfied; Note: Please revise Note 2 on Drawing 5 of 11, Grading and Utility Plan to read “the sewer lateral shall be construction of PVC SDR-35....”**

6. Invert elevations should be indicated for the proposed sanitary lateral from the building to the connection with the main.

*The revised Grading & Utility Plan (Sheet 5) indicates invert elevations for the proposed sanitary lateral.*

**Satisfied**

7. Cleanouts are required every seventy-five feet (75') on long laterals and cleanouts shall be 6" in diameter in accordance with paragraph 2107.6 of the MHMUA Rules and Regulations. Details for the lateral and cleanouts shall be provided in accordance with Detail Sheet No. 11 of the MHMUA Rules and Regulations.

*The revised Construction Details drawing (Sheet 9) includes a sanitary lateral and cleanout detail. Cleanouts spaced at acceptable distances are depicted for the lateral on the revised Grading & Utility Plan (Sheet 5).*

**Satisfied**

The documents have been noted “Approved”.

Alaimo previously reviewed the Demolition Plan, Sheet 11, Revision 7, dated December 3, 2017 and addressed our comments in our letter of January 30, 2018. The Demolition Plan calls for both the existing 6" VCP and manholes to be removed. Per the MHMUA, removal of the 6" VCP and manholes must be accomplished.

Please not in our letter of January 30, 2018 a construction estimate of \$8,015.00 was submitted by the applicant. A separate construction estimate will be prepared by Alaimo for bonding purposes.

Plan approval by this office does not constitute an endorsement of the design concept, nor does it warrant the accuracy of the plans which have been prepared by the developer's professionals. The applicant is solely responsible to determine what (if any) other permits or approvals are required for this project and to apply for and obtain such approvals.

***Richard A. Alaimo Associates***  
***- Consulting Engineers -***

Mr. Robert G. Maybury, Jr.,  
Executive Director

- 4 -


February 27, 2018

The applicant's representative should contact the Chief of our Field Services Department, Jeffrey A. Paul, at (609) 267-8310 ext. 226 a minimum of forty-eight (48) hours prior to commencement of construction operations in order to arrange for a Field Representative for the project.

Should you have any questions, please feel free to contact this office.

Very truly yours,

RICHARD A. ALAIMO ASSOCIATES



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David J. Skibicki, P.E.,  
Associate

DJS/dal

cc: Ian M. Borden, P.P., A.I.C.P., C.F., Professional Design Services, LLC  
Brandy C. Boyington, Secretary, MHMUA  
Richard A. Alaimo, P.E., P.P., President, RAAA  
Jeffrey A. Paul, Chief Field Representative, RAAA

**PDS**

**PROFESSIONAL DESIGN SERVICES, L.L.C.**

1245 AIRPORT ROAD • SUITE 1 • LAKEWOOD • NEW JERSEY 08701 • 732-363-0060 • FAX 732-363-0073  
ENGINEERING@PDS-NJ.COM

IAN M. BORDEN, P.P., A.I.C.P., C.F.  
PRESIDENT

SEAN D. COUGHLAN  
ASSOCIATE

WILLIAM A. STEVENS, P.E., P.P.  
VICE PRESIDENT

GRAHAM J. MACFARLANE, P.E., P.P., C.M.E.  
ASSOCIATE

January 31, 2018

Robert Maybury  
Mount Holly Municipal Utilities Authority  
1 Park Drive  
P.O. Box 486  
Mount Holly, New Jersey 08060

Re: Sewer Service Application  
Fernmoor Properties, LLC  
Block: 44 – Lots: 13, 14, 15, 16 & 17  
Mount Holly Township, Burlington County  
**PDS Ref. #16637**

**RECEIVED**  
FEB - 2 2018  
ALAIMO GROUP  
MT. HOLLY NEW JERSEY

Dear Mr. Maybury,

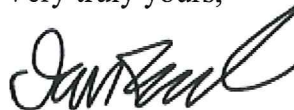
Enclosed you will find the following information for your continued review of the above referenced project:

1. Three (3) copies of Utility and Construction Detail Plans, sheet 5 & 9 of 11
2. Three (3) sets of Plumbing Plans prepared by Miller Purdy Architects

Please be advised the estimated average daily flow is 5,775 GPD for the 31 – one bedroom apartments and 5- two bedroom apartments. As a result a Treatment Works Approval from NJDEP is not required.

If you have any questions or require additional information, please do not hesitate to contact this office.

Very truly yours,



Ian M. Borden, P.P., AICP President  
Professional Design Services, L.L.C.

IMB/mar  
Enclosure

cc: Fernmoor Properties, LLC  
David J. Skibicki, P.E., Richard A. Alaimo Associates w/encl ✓

200 High St.  
Mt. Holly, NJ 08060



RESOLUTION 2018-36

RESOLUTION OF THE  
MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
AUTHORIZING COLLECTIVE BARGAINING AGREEMENT  
WITH THE CONSTRUCTION AND GENERAL LABORERS' UNION,  
LOCAL 172 OF SOUTH JERSEY

WHEREAS, the Mount Holly MUA has reached an agreement with representatives of the Construction and General Laborers' Union, Local 172 of South Jersey ("Local 172") on the terms of a four-year contract for the period of January 1, 2017 through December 31, 2020; and

WHEREAS, the Board has reviewed the proposed four-year contract between the Mount Holly MUA and Local 172; and

WHEREAS, the Board finds the terms of the agreement to be acceptable and recommends the formal ratification of said agreement.

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

1. The four-year contract between the Mount Holly MUA and Local 172 is hereby ratified and approved in full for the period of January 1, 2017 through December 31, 2020.
2. The terms of the agreement shall be retroactive to January 1, 2017.
3. The Chairman, Secretary, and/or Executive Director of the Authority are hereby authorized and directed to execute the aforementioned collective bargaining agreement with Local 172.
4. All resolutions or parts of resolutions inconsistent herewith are repealed to the extent of such inconsistency.

Motion:

Second:

Record Vote

AYE

NO

ABSTAIN

ABSENT

Mr. Thiessen  
Mr. Silcox  
Mr. Banks  
Mr. Jones  
Ms. LaPlaca

The foregoing is a true copy of a Resolution adopted by the Mount Holly Municipal Utilities Authority on March 08, 2018.

THE MOUNT HOLLY MUNICIPAL  
UTILITIES AUTHORITY

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

[SEAL]

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

## MEMORANDUM OF UNDERSTANDING ("MOA")

### Mount Holly Municipal Utilities Authority & Construction & General Laborers Union Local 172 of South Jersey

The following represents the understanding reached in connection with resolution of the expired collectively negotiated agreement between the Mount Holly Municipal Utilities Authority ("MHMUA") and Construction & General Laborers Union Local 172 of South Jersey ("Local 172"):

1. The duration of the agreement: January 1, 2017 through December 31, 2020.

2. Article IV, Management Rights Clause: Add to Section I:

All leave time, whether paid or unpaid (including but not limited to sick leave, State temporary disability benefits or workers' compensation benefits), that is used or allowed in connection with an event that is also covered under federal and/or state leave laws shall run contemporaneously with leave under federal and/or state leave laws, if permitted under those leave laws, in accordance with the MHMUA's policies, including but not limited to its FMLA, NJFLA and NJ-SAFE policies. The Employer will require employees to use all accumulated leave (vacation, sick, personal) to run concurrently with FMLA, NJFLA and NJ-SAFE leave. All other terms of the Employment Practices Liability policy pertaining to leaves of absence shall remain status quo except to the extent its terms are inconsistent with the collective negotiations agreement.

3. Article VII –Section I.

- Employees will continue to pay premium contributions at the percentages that are currently being paid (per Tier 4 of Chapter 78) unless a different amount is being mandated by law.
- Include provision requiring employee to pay the difference in costs should the employee select a plan subject to an excise tax (Affordable Care Act Cadillac Tax).
- Add third plan available through provider-open access POS plan. List additional plans (employees remain free to select their plan subject to the above)

4. Article XI, Section II, Sick Days: Adjust schedule for new hires to cap the maximum number of sick says to 12 days after seven years for employees hired after 01/01/2018.

5. Article XV, Section VI: Commercial Driver's License

Revise to read:

Employees hired by the Authority may be required to obtain a commercial driver's license with tanker endorsement (CDL/TE). Collection system operators must obtain and maintain a CDL/TE within six months from the date of hire. ~~Plant operators and, Collection system operators wishing to progress to a Grade IV must obtain and maintain a CDL/TE.~~

6. Article XIV- Wages and Pay (Section II-Appendix B) Increases to base wages of existing unit members effective on the following dates.

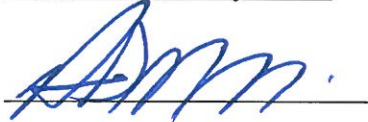
2017 - 2.00 % - No retro pay for 2017. See below.  
2018 - January 1, 2018- 2.00 % retroactive to 01/01/2018.  
2019 - January 1, 2019- 2.00 %  
2020 - January 1, 2020- 2.00 %

Freeze starting rates at 2017 rates for new hires after January 1, 2018.

No retroactive pay for 2017. Instead, a flat rate of \$600.00 to each bargaining unit member for 2017 payable within 14 days after the collective negotiations agreement is executed.

7. Appendix A, Eliminate longevity/length of service bonus for new hires hired after 01/01/2018. Revise second paragraph to state that all persons hired on or after January 1, 2018, shall not be entitled to the bonus or other payments based on length of service.
8. All parties acknowledge these terms and conditions are subject to ratification by the MHMUA Board of Commissioners and by the membership of Local 172.
9. Negotiation representatives of the Mount Holly MUA and Local 172 agree to recommend for ratification the terms and conditions contained herein to their respective constituents.
10. All other terms and conditions not contained herein shall remain status quo.
11. All other proposals are hereby withdrawn by both parties.

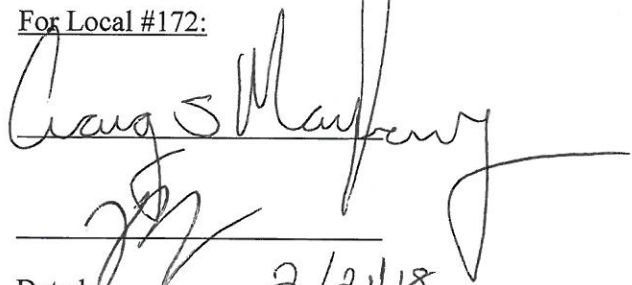
For the Mount Holly MUA:



Dated:

2/21/2018

For Local #172:



Dated:

2/21/18



**RESOLUTION 2018-37**

**A RESOLUTION APPROVING SALARIES AND WAGES FOR MANAGEMENT  
AND OTHER NON-UNION PERSONNEL**

**WHEREAS**, the Mount Holly Municipal Utilities Authority (“Authority”) conducts annual evaluations of its management and other non-union personnel in order to determine if salary increases were warranted; and

**WHEREAS**, the Authority also plans to consider and implement salary and wage increases which encompass a reasonable cost of living adjustment; and

**WHEREAS**, the Authority did not approve salary and wage increase for Management and Non-Union staff for the 2017 fiscal year; and

**WHEREAS**, based on the foregoing, the Executive Director has made recommendations regarding salary increases, and has requested that the Board consider and approve the recommendations; and

**WHEREAS**, the salary adjustments are within budget and adequate funds are available for the recommended adjustments; and

**WHEREAS**, the Board has reviewed the adjustment recommendations and desires to adopt the recommendations and approve the adjustments, based on merit, cost of living increases, or both.

**BE IT RESOLVED** by the Mount Holly Municipal Utilities Authority this 8th day of March 2018, as follows:

1. All Management and Non-Union personnel shall receive a two percent (2%) increase to their current base wage rate for the fiscal year 2017 with no retroactive payment to be made.
2. All Management and Non-Union personnel will receive a six hundred-dollar (\$600) payment in lieu of retroactive pay for 2017.
3. All Management and Non-Union personnel shall receive a two percent (2%) increase to their 2017 base wage rate for the fiscal year 2018 with a payment to be made retroactively to January 1, 2018.

**THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

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

Attest:

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

**RESOLUTION 2018-38**

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION AUTHORIZING CHANGE ORDER No. 2 TO  
CONTRACT 2017-14 FOR HIGH STREET**

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

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

**WHEREAS**, changes to the aforesaid contract as detailed in the attached Contract Change Order acceptance letter dated March 05, 2018 has been recommended by the consulting engineer, Richard A. Alaimo Associates, which indicate that there will be an increase to the contract, all of which has been reviewed and approved by MHMUA personnel; and

**WHEREAS**, Change Order No. 2 represents an increase of \$ 19,408.50 to the original contract amount of \$219,034.40;

**WHEREAS**, the net result of Change Order No. 2 brings the new contract amount to \$257,791.81; and

**WHEREAS**, Change Order No. 2 satisfies each of the requirements of N.J.A.C. 5:30-11.3.

**NOW, THEREFORE, BE IT RESOLVED** by the MHMUA that Change Order No. 2 to the contract with North American Pipeline Services LLC, a copy of which is attached hereto, be and the same is hereby approved; and

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

MOTION: \_\_\_\_\_ SECONDED: \_\_\_\_\_

AYES                  ABSTAIN                  NAYES                  ABSENT

Chairman Thiessen  
Commissioner Silcox  
Commissioner Jones  
Commissioner Banks  
Commissioner LaPlaca

The foregoing is a true copy of a Resolution adopted by the Mount Holly Municipal Utilities Authority at a meeting thereof duly called and held on March 8, 2018.

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

M:\Projects\M00300318000\Estimates\Project Forms.xlsm/Bidtab Form

M:\Projects\M00300318000\Estimates\Project Forms.xlsm/Bidtab Form

**RESOLUTION 2018-39**

**A Resolution Awarding the Monmouth Rd Sanitary Sewer Main Improvements  
Contract 2017-15**

WHEREAS, The Mount Holly Municipal Utilities Authority has duly advertised, according to the Local Public Contracts Law, for bids on Contract No. 2017-15, Monmouth Rd Sanitary Sewer Main Improvements; and

WHEREAS, bids were received, opened and announced by the MHMUA at its offices on \_\_\_\_\_ and

WHEREAS, \_\_\_\_\_ is the lowest responsible bidder on the aforesaid contract with a bid price of \$ \_\_\_\_\_ and

WHEREAS, the MHMUA's Engineer has recommended the award of this contract; and

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

NOW, THEREFORE, BE IT RESOLVED by THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY this \_\_\_\_th day of \_\_\_\_\_, that Contract No. 2017-15, Monmouth Rd Sanitary Sewer Main Improvements and the same is hereby awarded to \_\_\_\_\_ for the bid price of \$ \_\_\_\_\_.

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

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: \_\_\_\_\_

Jules K. Thiessen, Chairman

Attest:

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

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

\_\_\_\_\_  
Thomas Coleman, Solicitor



(Engineering services to design and construct a permanent PAA storage and metering facility)

**TOTAL** \$ \_\_\_\_\_

STATE OF NEW JERSEY            }  
COUNTY OF BURLINGTON } :SS

Brandy C Boyington, Secretary

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

## **CERTIFICATION OF ENVIRONMENTAL ENGINEER**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Engineer

## **RESOLUTION 2018-31**

**A RESOLUTION APPROVING THE ANTICIPATED PAYROLL  
FOR MARCH AND THE ACTUAL PAYROLL FOR THE MONTH  
OF FEBRUARY 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 \$459,937.02 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 8<sup>th</sup> day of March, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the  
seal of said MUA this 8<sup>th</sup> day of March, 2018.

Brandy C. Boyington, Secretary

P.O. Type: All	Include Project Line Items: Yes	Open: N	Paid: Y	Void: N
Range: First	to Last	Rcvd: Y	Held: Y	Aprv: Y
Format: Condensed	Paid Date Range: 02/16/18 to 03/08/18	Bid: Y	State: Y	Other: Y
Include Non-Budgeted: Y	Prior Year Only: N			Exempt: Y

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
AMERI065 AMERICAN WATER						
18-00271	03/01/18	AMERICAN WATER BILLING	Open	461.60	0.00	
AMERI080 AMERIGAS						
18-00179	02/07/18	PROPANE	Open	841.70	0.00	
18-00207	02/13/18	PROPANE FOR MAINT HEAT	Open	799.46	0.00	
18-00252	02/27/18	PROPANE - MAINT	Open	347.04	0.00	
				1,988.20		
ANALY005 ANALYTICAL LABORATORY SERVICES						
18-00018	01/05/18	EFFLUENT QUARTERLY SAMPLING	Open	969.00	0.00	
ATCC0005 ATCC						
17-00999	10/20/17	LABORATORY CONTROLS FOR MICRO	Open	209.50	0.00	
BERGE005 BERGEY'S TRUCK CENTERS						
18-00076	01/22/18	STARTER MOTOR FOR ROLL- OFF	Open	289.95	0.00	
BRENT BRENT W. LEE & CO., LLC						
18-00234	02/23/18	AUDIT SERVICES	Open	20,200.00	0.00	
BUDGE005 BUDGET PRINTING						
18-00204	02/13/18	ENVELOPES WITH PERMIT IMPRINT	Open	1,320.00	0.00	
CINTA005 CINTAS CORPORATION						
18-00112	01/30/18	UNIFORM SHIRTS - PLANT/OFFICE	Open	854.00	0.00	
18-00151	02/06/18	UNIFORM RENTAL	Open	296.36	0.00	
18-00206	02/13/18	UNIFORM RENTAL	Open	296.36	0.00	
				1,446.72		
CITYE005 CITY ELECTRIC SUPPLY CO						
17-00907	10/03/17	GFEP CIRCUIT BREAKER	Open	162.50	0.00	
18-00052	01/17/18	18/2 SHIELDED WIRE	Open	115.00	0.00	
				277.50		
WEEK0005 COURIER-POST & THIS WEEK						
18-00272	03/01/18	LEGAL NOTICES	Open	281.04	0.00	
CUMMI010 CUMMINS POWER SYSTEMS INC						
17-00542	07/12/17	WATER PUMP FOR GENERATOR "B"	Open	627.25	0.00	
DEJAN005 DEJANA TRUCK EQUIPMENT						
18-00100	01/24/18	UTILITY BODY REPLACEMENT-TRK55	Open	6,700.00	0.00	
EASTE005 EASTERN AUTOPARTS WAREHOUSE						
17-01078	11/07/17	WIX OIL FILTERS-PORT 150KW GEN	Open	97.68	0.00	
18-00093	01/23/18	AIR FILTER TRUCK# 89	Open	99.46	0.00	
18-00109	01/29/18	FILTER,CARB CLEANER,WIPERBLDS	Open	174.16	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
EASTE005 EASTERN AUTOPARTS WAREHOUSE Continued						
18-00134	02/05/18	OIL/AIR FILTERS, BRAKE PADS	Open	83.67	0.00	
				454.97		
EVOQU005 EVOQUA WATER TECHNOLOGIES, LLC						
18-00123	02/01/18	BIOXIDE	Open	6,874.07	0.00	
FRANK020 FRANKLIN-GRIFFITH, LLC						
17-00961	10/13/17	LAMPS, SOCKET, 3/4" CONNECTOR...	Open	142.72	0.00	
18-00077	01/22/18	WIREDUCT, HEATSHRINK, EYELETS	Open	129.24	0.00	
18-00094	01/23/18	12-2 UF WIRE	Open	10.26	0.00	
18-00114	01/31/18	CAT 5E JACK, WALL PLATE	Open	11.11	0.00	
18-00128	02/02/18	MOTION DETECTOR, LAMPS	Open	129.83	0.00	
18-00132	02/02/18	ALUMINUM CONDUIT	Open	108.72	0.00	
18-00200	02/09/18	WIRE, COVERS, BUSHINGS	Open	219.93	0.00	
18-00215	02/15/18	LED WALL PACK LIGHTS	Open	388.00	0.00	
				1,139.81		
GLOBA005 GLOBAL EQUIPMENT COMPANY						
17-00697	08/10/17	WHITE RAGS	Open	381.37	0.00	
GRAIN005 GRAINGER						
18-00055	01/17/18	PUMP STATION 228 PARTS	Open	930.43	0.00	
18-00101	01/25/18	DRILL BITS, MOTOR OVERLOADS	Open	161.35	0.00	
18-00133	02/02/18	SCREWS, PUSH BUTTONS	Open	292.20	0.00	
				1,383.98		
HACHC005 HACH COMPANY						
18-00195	02/08/18	LABORATORY SUPPLIES	Open	404.27	0.00	
HENKE005 HENKELS & MCCOY, INC.						
17-01280	12/29/17	OAK STREET SEWER REPAIR	Open	5,138.97	0.00	
HOMED005 HOME DEPOT CREDIT SERVICE						
18-00022	01/08/18	PALLET OF ICE MELT	Open	1,098.35	0.00	
HOOVE005 HOOVER TRUCK CENTER						
18-00142	02/05/18	FUEL/ WATER SEPARATOR- TRK #5	Open	16.78	0.00	
HUBER005 HUBER TECHNOLOGY						
18-00129	02/02/18	RST WATER VALVE PARTS	Open	303.73	0.00	
JHBER005 J & H BERGE INC						
18-00071	01/19/18	LABORATORY SUPPLIES	Open	690.08	0.00	
JOSEP010 JOSEPH FAZZIO, INC.						
18-00193	02/08/18	2" SCH 10 PIPE- PS#223 RAILS	Open	444.08	0.00	
LABOR005 LABORATORY SUPPLY						
18-00073	01/19/18	LABORATORY SUPPLIES	Open	203.12	0.00	
LINES005 LINE SYSTEMS, INC.						
18-00268	03/01/18	PHONE BILLING	Open	731.96	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
LOWES005 LOWE'S						
18-00010	01/03/18	MILK HOUSE SPACE HEATERS	Open	74.24	0.00	
18-00027	01/09/18	2X4,SCREWS,HINGES,INSULATION	Open	336.79	0.00	
18-00069	01/19/18	DOOR LATCH,BOLTS,LINERS,ROLLER	Open	39.33	0.00	
18-00072	01/19/18	WOOD GLUE, NAILS	Open	<u>3.31</u>	0.00	
				453.67		
MCMAS005 MCMASTER-CARR SUPPLY CO.						
18-00122	02/01/18	GASKET MATERIAL, CABLE LOOPS	Open	139.69	0.00	
18-00166	02/06/18	WHEEL CHOCKS- 150KW PORT GEN	Open	52.15	0.00	
18-00233	02/23/18	DRILL BITS	Open	<u>47.96</u>	0.00	
				239.80		
METLI005 METLIFE						
18-00270	03/01/18	3/18 DISABILITY INS BILLING	Open	7,603.83	0.00	
MIDDL010 MIDDLESEX WELDING SALES						
18-00061	01/18/18	WELDING GAS AND ALUM WIRE	Open	157.70	0.00	
18-00253	02/27/18	CYLINDER RENTAL	Open	<u>61.50</u>	0.00	
				219.20		
MISSION005 MISSION COMMUNICATIONS, LLC						
18-00254	02/27/18	SERVICE PACKAGE RENEWAL	Open	3,440.40	0.00	
TOILE005 MR. BOB PORTABLE TOILETS						
18-00171	02/07/18	PORTABLE TOILET RENTAL	Open	99.96	0.00	
NEWJE005 NEW JERSEY AMERICAN WATER						
18-00264	03/01/18	NJ AMERICAN WATER BILLING	Open	1,765.26	0.00	
COMMI005 NJ MOTOR VEHICLE COMMISSION						
18-00180	02/07/18	IN TRANSIT TAGS RENEWAL	Open	135.00	0.00	
NORTH015 NORTH AMERICAN PIPELINE SERV.						
18-00282	03/01/18	HIGH STREET SANITARY SEWER	Open	95,072.45	0.00	
PENNO005 PENNONI ASSOCIATES, INC.						
18-00273	03/01/18	PAA CHEMICAL FEED	Open	1,690.00	0.00	
PEROX010 PEROXYCHEM LLC						
17-00872	09/26/17	PAA TRIAL	Open	17,889.70	0.00	
17-01144	11/27/17	VIGOROX WMT II 3K LB OWT	Open	4,500.00	0.00	
17-01161	11/30/17	PAA CHEMICAL TOTES	Open	<u>4,500.00</u>	0.00	
				26,889.70		
BOWES005 PITNEY BOWES						
18-00174	02/07/18	POSTAGE MACHINE	Open	297.00	0.00	
POSTM005 POSTMASTER						
18-00220	02/16/18	MAILING CYCLES 1 & 4	Open	1,358.43	0.00	
18-00230	02/23/18	MAILING 1ST PRETAX LUMBERTON	Open	280.30	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
POSTM005 POSTMASTER Continued						
18-00262	02/28/18	ANNUAL MAILING & PRESORT FEE	Open	225.00	0.00	
				1,863.73		
PRIOR005 PRIOR-NAMI BUSINESS						
18-00099	01/24/18	MAINTENANCE CONTRACT/HP CP4525	Open	399.00	0.00	
PSEGC005 PSE&G COMPANY						
18-00265	03/01/18	GAS & ELECTRIC BILLING	Open	29,225.72	0.00	
RICHA005 RICHARD A. ALAIMO ASSOCIATES						
18-00279	03/01/18	ENGINEERING SERVICES	Open	12,278.58	0.00	
RIGGI005 RIGGINS INC.						
18-00172	02/07/18	ULS DIESEL	Open	138.12	0.00	
18-00251	02/27/18	ULS DIESEL	Open	811.67	0.00	
				949.79		
RUSSE015 RUSSELL REID INC.						
18-00216	02/15/18	MAPLE AVE. GRIT HAULING	Open	196.00	0.00	
18-00247	02/27/18	JANUARY GRIT & TRASH DISPOSAL	Open	392.00	0.00	
				588.00		
SAVEA005 SAVE A LIFE						
18-00226	02/21/18	FLOATATION DEVICE	Open	80.00	0.00	
SCIEN010 SCIENTIFIC APPARATUS						
18-00145	02/06/18	YEARLY SPECTROPHOTOMER CAL	Open	157.00	0.00	
SHERW005 SHERWIN-WILLIAMS						
18-00197	02/09/18	PAINT AND ROLLERS	Open	57.69	0.00	
18-00213	02/14/18	BLUE PAINT,PRIMER,BLACK PAINT	Open	147.02	0.00	
18-00219	02/16/18	BROWN PAINT	Open	258.80	0.00	
18-00224	02/21/18	HIGH HEAT BLACK PAINT	Open	25.96	0.00	
				489.47		
SPOTT005 SPOTTS HARDWARE						
18-00199	02/09/18	ACID MAGIC	Open	119.88	0.00	
SPRIN005 SPRINT						
18-00235	02/26/18	PCS CONNECTION CARD/PLANT	Open	59.38	0.00	
ADVAN020 STAPLES ADVANTAGE						
18-00046	01/16/18	OFFICE SUPPLIES	Open	54.07	0.00	
18-00049	01/16/18	OFFICE SUPPLIES	Open	225.90	0.00	
				279.97		
STAPL005 STAPLES CREDIT PLAN						
18-00050	01/09/18	OFFICE SUPPLIES	Open	33.70	0.00	
STEVE005 STEVENSON SUPPLY CO. INC.						
18-00131	02/02/18	SUMP PUMP, CABLE TIES	Open	169.93	0.00	

Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
STEVE005 STEVENSON SUPPLY CO. INC. Continued							
18-00138	02/05/18	SLUDGE JUDGE CHECK VALVES/BSH	Open	184.08	0.00		
				354.01			
STEW005 STEWART C LA VINE INC. T/							
17-00918	10/03/17	SECURITY CAMERAS	Open	4,408.00	0.00		
18-00277	03/01/18	SECURITY CAMERA/ADDTL CHGS	Open	357.96	0.00		
				4,765.96			
SUMMI010 SUMMIT WATER NEXUS, MOUNT HOLL							
18-00280	03/01/18	2/18 BILLING	Open	6,211.21	0.00		
TOWNS010 TOWNSHIP OF MOORESTOWN							
18-00278	03/01/18	PS @ LAUREL CREEK WATER BILL	Open	269.00	0.00		
TRIJA005 TRIJAY SYSTEMS, INC.							
17-00215	05/02/17	SCADA UPGRADE	Open	33,221.93	0.00		
UNITE020 UNITED PARCEL SERVICE							
18-00063	01/18/18	SHIPPING CHARGE	Open	3.71	0.00		
VERIZ015 VERIZON							
18-00140	02/05/18	FIOS TV/1 PARK & 300 RANCOCAS	Open	127.71	0.00		
18-00237	02/26/18	FIOS INTERNET BILLING	Open	324.23	0.00		
				451.94			
VERIZ035 VERIZON WIRELESS							
18-00173	02/07/18	CELL PHONE BILLING	Open	384.38	0.00		
18-00236	02/26/18	CELL PHONE BILLING	Open	218.60	0.00		
				602.98			
VISIO005 VISION SERVICE PLAN							
18-00269	03/01/18	3/18 VISION BILLING	Open	1,329.35	0.00		
WBMAS005 W.B. MASON COMPANY, INC.							
17-01258	12/19/17	OFFICE SUPPLIES	Open	91.14	0.00		
17-01259	12/20/17	CALENDARS	Open	76.89	0.00		
17-01260	12/20/17	OFFICE SUPPLIES	Open	54.32	0.00		
				222.35			
WATER010 WATER ENVIRONMENT							
18-00281	03/01/18	MEMBERSHIP RENEWAL/R. MAYBURY	Open	172.00	0.00		
GASKI015 WAYNE GASKILL							
18-00214	02/14/18	WORK BOOTS	Open	125.00	0.00		
WHELT005 WHEL-TECH, INC.							
18-00075	01/22/18	MISSION M800 UNIT	Open	3,229.60	0.00		
WOOLS005 WOOLSTON COMPANY, INC.							
18-00208	02/13/18	JANUARY SLUDGE HAULING	Open	6,056.90	0.00		





Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	7-01	71,501.97	0.00	0.00	71,501.97
	8-01	223,980.76	0.00	0.00	223,980.76
Total of All Funds:		295,482.73	0.00	0.00	295,482.73

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	01	295,482.73	0.00	0.00	295,482.73
Total of All Funds:		<u>295,482.73</u>	<u>0.00</u>	<u>0.00</u>	<u>295,482.73</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
	7-01	71,501.97	0.00	0.00	0.00	71,501.97
	8-01	223,980.76	0.00	0.00	0.00	223,980.76
Total of All Funds:		<u>295,482.73</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>295,482.73</u>
						A

Total Per Report:	\$295,482.73 (A)
Less Improvements:	(\$107,003.53) Resolution #2018-34
Add Payroll:	\$271,457.82
Total Operating Expenses:	\$459,937.02 Resolution #2018-31

## **RESOLUTION 2018-32**

## A RESOLUTION APPROVING SEWER REFUNDS

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

**TOTAL REFUNDS AS PER THE ATTACHED REPORT: \$279.46**

## 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 8<sup>th</sup> day of March, 2018.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MUA  
this March 8, 2018.

Brandy C. Boyington, Secretary

Tracking Id	Description
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Tracking Id Description									Purch.	First	Status
P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Type	Encumber Date		
SWR REFUND											
18-00257	1	JORGE005	JORGE & MADELINE VILLENEVA	SEWER REFUND/7 RIDGLEY STREET	01-000-2020	1.00	59.98	other	02/28/18	Open	
18-00258	1	JEFFR010	JEFFREY IBACH	SEWER REFUND/15 RIDGLEY STREET	01-000-2020	1.00	76.99	other	02/28/18	Open	
18-00259	1	CHRIS020	CHRISTOPHER & CATHY PETROSKI	SEWER REFUND/17 NEW YORK AVE	01-000-2020	1.00	92.33	other	02/28/18	Open	
18-00260	1	JEFFR015	JEFFREY SHARPE	SEWER REFUND/220 HARROGATE DR	01-000-2020	1.00	26.66	other	02/28/18	Open	
18-00283	1	JOANB005	JOAN BENEDICT	SWR REFUND P&H/120 REDWOOD CT	01-000-2020	1.00	23.50	other	03/02/18	Open	
Bid:		0.00	State:	0.00	Other:	279.46	Exempt:	0.00	Total:	5.00	279.46

Total Tracking Ids:	1	Total Qty:	5.00	Total Amount:	279.46
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Total Bid:	0.00	Total State:	0.00	Total Other:	279.46	Total Exempt:	0.00
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**RESOLUTION 2018-33**  
**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 for the month of February 2018 are hereby approved:

**For Engineering Services rendered through December 31, 2017:**

**Richard A. Alaimo Associates: \$2,982.50 (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 8<sup>th</sup> day of March, 2018.

Brandy C. Boyington, Secretary

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Tracking Id Description											Purch.	First	Status
P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Type	Encumber	Date			
ESCROW													
18-00261	1	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVC/WEST RANOCAS REDEV 3B	0000000156	1.00	82.50	other	02/28/18	Open			
18-00261	2	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVC/QUAKER STEAK & LUBE	0000000138	1.00	910.00	other	02/28/18	Open			
18-00261	3	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVC/THE LOFTS AT MI-PLACE	0000000113	1.00	1,090.00	other	02/28/18	Open			
18-00261	4	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVC/LENNAR @ RANOCAS	0000000108	1.00	360.00	other	02/28/18	Open			
18-00261	5	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVC/EASTAMPTON PLACE WEST	0000000048	1.00	180.00	other	02/28/18	Open			
18-00261	6	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVC/W RANOCAS REDEV	0000000167	1.00	360.00	other	02/28/18	Open			
Bid:		0.00	State:	0.00	Other:	2,982.50	Exempt:	0.00	Total:	6.00	2,982.50		

Total Tracking Ids:	1	Total Qty:	6.00	Total Amount:	2,982.50
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Total Bid:	0.00	Total State:	0.00	Total Other:	2,982.50	Total Exempt:	0.00
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**RESOLUTION 2018-34**

**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)	\$ 107,003.53
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<b><u>TOTAL</u></b>	<b><u>\$ 107,003.53</u></b>
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**CERTIFICATION**

STATE OF NEW JERSEY	}	
		:ss
COUNTY OF BURLINGTON	}	

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby certify the foregoing to be a true copy of the Resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting thereof, held on the 8<sup>th</sup> day of March, 2018.

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



Tracking Id Range: RENEWREPLA to RENEWREPLA Vendor Range: First to Last Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: Y  
Account Type: Expenditure First Encumber Date Range: 02/16/18 to 03/08/18 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											
18-00279	2	RICHA005	RICHARD A. ALAIMO ASSOCIATES	TURBO BLOWER SPECIFICATIONS	01-010-6303	1.00	11,931.08	other	03/01/18	Rcvd	
18-00282	1	NORTH015	NORTH AMERICAN PIPELINE SERV.	HIGH STREET SANITARY SEWER	01-010-6303	1.00	95,072.45	other	03/01/18	Rcvd	
Bid:		0.00	State:	0.00	other:	107,003.53	Exempt:	0.00	Total:	2.00	107,003.53
Total Tracking Ids:		1	Total Qty:			2.00	Total Amount:		107,003.53		
Total Bid:		0.00	Total State:		0.00	Total Other:		107,003.53	Total Exempt:		0.00

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

**REQUISITION NO. 2018-34**

**DATE: March 8, 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:

<b>PAYEE</b>	<b>AMOUNT TO BE PAID</b>	<b>PURPOSE OF DISBURSEMENT</b>
<b>North American Pipeline</b>	<b>\$ 95,072.45</b>	<b>High Street Sanitary Sewer</b>
<b>Richard A. Alaimo Associates</b>	<b>\$ 11,931.08</b>	<b>Turbo Blower Specification</b>

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

Dated:

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

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

**March 08, 2018**

**Executive Director's Report**

- NJPDES Permit Renewal Status Engineering - Resolution # 2015-94: On Monday February 26, the Authority Staff met with Environmental Resolutions Inc. (ERI) to explain the current needs relating to the NJPDES Permit renewal and the use of PAA as a disinfection chemical in lieu of sodium hypochlorite. On March 02, 2018 a proposal for engineering services to design and construct a permanent PAA storage and metering facility was received from ERI. A resolution will appear on the March 08, 2018 Board Agenda for discussion and approval consideration for engineering services to design and construct a permanent PAA storage and metering facility. The engineering proposals from Pennoni and ERI are available and will be presented to the Commissioners prior to March 8<sup>th</sup> meeting.
- Eastampton Township - Monmouth Road Sewer Main Replacement Project Resolution # 2017-67: Public bids were opened for this project on March 1, 2018 and seven bids were received in total. The lowest bid was provided by Booth Mechanical at \$86,942.00 and the highest bid amount was from Crown Pipeline Construction Company at \$ 233,859.00. The apparent low bidder is Booth Mechanical. Dave Skibicki of Alaimo Associates is verifying qualifications and assembling the bid tabulations for an award recommendation under Resolution # 2018-39 and Contract # 2017-15.
- Mount Holly - High Street Sewer Main Repair Project Resolution # 2017-49: This project is significantly complete. Alaimo's Inspectors are reviewing the videos from the construction and assembling a punch list for items that are missed or deficient. There is one manhole that needs to be installed on Murrell Street and this will be installed after New Jersey American Water relocates a water main that is in close proximity and causing a conflict.
- Postage and Handling Fee Credit - Resolution 2017-110: Since the December 21, 2017 approval of the postage and handling credit, the Authority has received and processed more than 2,500 credit certification forms with \$59,000.00 in credits back to the customers as of March 2<sup>nd</sup>.
- Maple Avenue Turbo Blower Replacement Status - Resolution 2017-103 (Contract 2017-17): The Bid Specification for the replacement blower were received on March 1<sup>st</sup> and the Authority staff is reviewing for completeness. Once the specifications are verified, they will be advertised on the Authority's Website, in the newspapers and then publicly opened. The target date for consideration of award for this project is April 12, 2018.
- Mount Holly - Pump Station 213 (Garden Street) Resolution # 2017-29: Alaimo Associates has prepared bid documents for Authority to review and Board approval. No change in status for this project since the February 15, 2018 meeting.

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
ENGINEER'S STATUS REPORT  
March 2, 2018**

- M-0030-0317      Garden Street Pump Station Replacement
- Alaimo received MHMUA comments on June 1, 2017. Alaimo submitted a proposal to MHMUA to complete the final design on August 22, 2017. Project review meeting with MHMUA was held on October 18, 2017. Proposal for final design will be revised and submitted to MHMUA.
- M-0030-0318      Sanitary Sewer Replacement – Monmouth Road
- Bids were accepted on March 1, 2018. Bid tabulation and recommendation letter will be issued the week of March 5, 2018.**
- M-0030-0319      High Street Sanitary Sewer Improvements
- All project work has been completed except for the installation of the manhole on Murrell Street.**
- M-0030-0324      Turbo Blower Replacement
- Design documents were submitted for MHMUA review on March 1, 2018.** After receipt of MHMUA comments, bid schedule will be established.
- 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.

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 to be issued the week of March 5, 2018.**

M-0031-0224

Eastampton Place West

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

M-0031-0226

West Rancocas Phase 1B-2-3C

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

DJS/dal



## **SUPERINTENDENT OF OPERATION'S REPORT**

**FOR  
March 2, 2018**

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### **PLANT OPERATIONS**

1. The **MONTHLY DISCHARGE MONITORING REPORT** summary for February, 2018 is included. There were **no violations** for the period.
2. The **YEAR TO DATE CONSUMABLES USAGE REPORT** for February, 2018 is attached.
3. The **SLUDGE QUALITY** data summaries through February, 2018 are attached. There were no significant changes in sludge quality for the period covered.
4. The **COLLECTION SYSTEM OPERATIONS** report for February, 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 February, 2018 is attached.

Respectfully submitted,

---

Joel Hervey  
Superintendent of Operations

**Mount Holly Municipal Utilities Authority**

Report Date: 03/01/2018

Receipt Summary Report for the Period

2/1/2018 Through 2/28/2018

Page 1

Source Name	Waste Type	Flow, gpd	Total Gallons	Total Tons	No. of Trucks	Average % Solids	Amount Charged
A & L SEPTIC SERVICES	Septage	8469	262,550		49	0.4	\$10,502.00
A-Action Plumbing, Inc.	Septage	194	6,000		3	0.4	\$240.00
BEMS / BIG HILL LANDFILL	Leachate	161	4,999		1	1.7	\$194.96
Burlington County RRF PO# 13-09265	Leachate	30680	951,068		152	0.4	\$17,121.11
Cella's Septic Company	Septage	4526	140,300		30	0.9	\$6,274.70
Champion Contracting, LLC	Septage	1084	33,600		8	0.5	\$1,344.00
Cinnaminson GW Contamination Site	Groundwater	129	4,000		1	0.1	\$70.00
Deckers Septic	Septage	532	16,500		5	0.4	\$660.00
Dey Farms	Miscellaneous	903	28,000		4	0.1	\$1,400.00
Dolan Septic LLC	Septage	671	20,800		5	1.0	\$832.00
Don E. Miller Cesspool Service	Septage	2194	68,000		17	0.5	\$2,649.96
Drayton	Septage	7029	217,900		48	0.4	\$8,716.00
Drayton Transfer Station	Septage	3000	93,000		19	0.5	\$3,720.00
Fieldsboro	Sludge	323	10,000		2	2.1	\$800.00
GROWS Landfill Stormwater	Miscellaneous	76186	2,361,764		440	0.1	\$42,511.75
Homestead Treatment Utilities, Inc.	Sludge	1516	47,000		8	0.5	\$1,927.00
Jackson Transfer Station	Septage	452	14,000		2	6.7	\$2,793.00
John Holm & Son	Septage	161	5,000		1	3.3	\$495.00
LOGAN TOWNSHIP MUA	Sludge	1255	38,900		6	1.8	\$1,750.50
Laird & Company	Miscellaneous	400	12,402		2	0.4	\$570.49
Mansfield Farms	Sludge	1697	52,600		8	0.9	\$2,156.60
Mobile Estates of Southampton, Inc.	Sludge	323	10,000		2	2.4	\$800.00
NEW EGYPT SCHOOL PO#15-1280	Sludge	139	4,300		1	1.6	\$344.00
Puglisi Egg Farms. Inc.	Septage	968	30,000		5	0.6	\$1,200.00
Russell Reid	Septage	452	14,000		2	0.1	\$560.00
Seneca High School	Sludge	161	5,000		1	1.1	\$425.00
State Environmental Services	Septage	139	4,300		1	0.1	\$172.00
Waste Management/Parklands Landfill	Leachate	3300	102,300		24	0.2	\$2,557.50

Total  
Gallons  
4,558,283

Total  
Tons  
0

No. of  
Trucks  
847

Amount  
Charged  
\$112,787.58

**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											744.47	372.24	\$444.30	4466.82	\$2,665.80	\$15,000.00
040-6045	Diesel Fuel (gal) Vehicles	2.8266	116.68	98.23											214.91	107.46	\$607.46	1,289.46	\$3,644.79	\$10,600.00
020-6044	Diesel Fuel (gal) Gen	2.2414	43.00	130.00											173.00	86.50	\$387.76	1,038.00	\$2,326.57	\$20,000.00
022-6044	Diesel Fuel (gal) Maple Ave	2.2414	10.00	2.00											12.00	6.00	\$26.90	72.00	\$161.38	\$5,000.00
020-6106	Ecogrow Nutrients	5.7500	15.00	15.00											30.00	15.00	\$172.50	180.00	\$1,035.00	\$2,000.00
020-6041	Electric (100 kwhr)	2.8010	2,492.00	2,016.00											4,508.00	2,254.00	\$12,626.91	27,048.00	\$75,761.45	\$380,000.00
022-6041	Electric (100 kwhr)Maple Ave	10.721	733.91	561.21											1,295.12	647.56	\$13,884.98	7,770.72	\$83,309.89	\$200,000.00
020-6102	Hypochlorite (gal)	1.0850	0.00	0.00											0.00	0.00	\$0.00	0.00	\$0.00	\$82,000.00
022-6102	Hypochlorite - Maple Ave	1.0850	10.00	88.00											98.00	49.00	\$106.33	588.00	\$637.98	\$2,100.00
020-6105	Lime (lbs)	0.0810	1,100.00	650.00											1,750.00	875.00	\$141.75	10,500.00	\$850.50	\$1,000.00
020-6104	MgOH (gal)	2.2512	1,320.00	110.00											1,430.00	715.00	\$3,219.17	8,580.00	\$19,315.04	\$63,000.00
020-6046	Natural Gas (ccf)	1.0315	12.74	78.20											90.94	45.47	\$93.80	545.64	\$562.83	\$7,500.00
022-6045	Natural Gas (ccf) Maple Ave	1.0315	990.221	748.808											1,739.03	869.51	\$1,793.81	10,434.17	\$10,762.85	\$5,000.00
020-6101	Polymer (lbs)	1.2900	1,670.00	1,170.00											2,840.00	1,420.00	\$3,663.60	17,040.00	\$21,981.60	\$55,000.00
020-6103	Sodium Bisulfite (gal)	2.2330	0.00	0.00											0.00	0.00	\$0.00	0.00	\$0.00	\$25,000.00
040-6045	Unleaded-MUA (gal) P/t Tank	1.6677	29.60	6.50											36.10	18.05	\$60.20	216.60	\$361.22	\$139,400.00
040-6045	Unleaded-MUA (gal)	2.4160	317.33	563.81											881.14	440.57	\$2,128.83	5,286.84	\$12,773.01	
Subtotal																	\$39,358.32		\$236,149.90	\$1,012,600.00
<b>Collection System Consumables</b>																				
040-6104	Bioxide (gals)	2.8300	1,373.00	1,399.50											2,772.50	1,386.25	\$7,846.18	16,635.00	\$47,077.05	\$90,000.00
040-6044	Diesel Fuel (gal) P/S Gen	2.2414	23.00	25.10											48.10	24.05	\$107.81	288.60	\$646.87	\$500.00
040-6046	Natural Gas (ccf)	1.0225	95.00	81.00											176.00	88.00	\$179.96	1,056.00	\$1,079.76	\$3,500.00
Subtotal																	8,133.95		48,803.68	
Total																	\$10,262.78		\$284,953.58	\$1,016,100.00



## MONTHLY AVERAGE VALUES

PARAMETER	10/16	11/16	12/16	01/17	02/17	03/17	04/17	05/17	06/17	07/17	08/17	09/17	YEARLY AVERAGE		Limits
													This Reporting Period	Last Reporting Period	
POTW Flow	2.88	2.88	2.97	3.43	3.46									2.968	5
CBOD5(influent)	278	331	237	286	263									286.6	n/a
CBOD5(effluent)	< 2	< 2	2.64	3.02	3.14									2.3	15
COD(influent)	849	1035	967	789	820									896.0	n/a
COD(effluent)	25.5	27.7	36.5	35.4	30									36.4	n/a
TSS(influent)	404	580	496	466	618									538.5	n/a
TSS(effluent)	1	1	2	3	2									1.9	30
pH(influent-Max)	9	7.4	7.2	7.2	7.1									8.1	n/a
pH(influent-Min)	6.3	6.7	6.9	6.8	6.5									5.8	n/a
pH(effluent-Max)	7.3	7.2	7.2	7.2	7.2									7.1	9
pH(effluent-Min)	6.7	6.9	6.8	6.7	6.6									6.3	6
Oil & Grease (effluent)	< 2.2	< 2.2	< 2.1	4	< 2.2									1.7	10
SQAR															
Arsenic	< 12.7	< 11.7	< 12	< 15.1	< 12.3									<13.1	41
Beryllium	< 6.3	< 5.8	< 6	< 7.5	< 6.2									<6.5	n/a
Cadmium	< 3.2	< 2.9	< 3	< 3.8	< 3.1									<3.3	39
Chromium	19.6	23.4	21.5	21.6	21.1									26.68	n/a
Copper	685	901	676	631	551									903.8	1500
Lead	23.3	26.9	26.1	21.9	16.8									31.02	300
Mercury	0.86	0.76	0.84	0.48	0.64									0.67	17
Molybdenum	< 12.7	< 11.7	< 12	< 15.1	< 12.3									7.44	75
Nickel	15	18.8	16.5	15.3	14.9									19.92	420
Selenium	< 31.7	< 29.2	< 30.1	< 37.7	< 30.8									<32.6	100
Zinc	1150	1400	1210	1160	960									1570.0	2800
Cyanide	N/A	N/A	1.9	N/A	N/A									1.70	n/a

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

FORM AR-5a

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

**YEARLY TOTALS OF COLLECTION SYSTEM WORK**

**R-23A**

**YEAR 2018**

<b>MONTH</b>		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
1)	MISCELLANEOUS BEEPER CALL	7	6											13
2)	MISCELLANEOUS CALLS NOT OURS	2	1											3
3)	NUMBER OF OVERTIME CALLS	5	4											9
4)	ACTUAL OTHER BILLABLE MANHOURS	0	0											0
5)	NUMBER OF FEET OF PIPE CLEANED	15,514	26,608											42,122
6)	MANHOLE OVERFLOW INCIDENTS	1	0											1
7)	LATERAL INSPECTIONS	4	4											8
8)	MANHOLE INSPECTIONS	24	22											46
9)	TOTAL NUMBER OF SERVICE CALLS (STOPPAGE)	14	11											25
10)	NUMBER OF SERVICE CALLS NOT OUR PROBLEM	12	10											22
11)	NUMBER OF OVERTIME SERVICE	6	6											12
12)	NUMBER OF REPEAT SERVICE CALLS **	0	0											0
13)	NUMBER OF SECOND WATER METER READINGS	0	6											6
14)	NUMBER OF FEET OF PIPE SMOKE TESTED	0	0											0
15)	NUMBER OF FEET OF PIPE TELEVISED	0	0											0
16)	MARK OUT REQUESTS	329	364											693

\*\* SAME MAIN IN A 3 MONTH PERIOD

## FEBRUARY 2018 COLLECTION SYSTEM COMMENTS

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
201	2-27-2018			P-2 check valve and pump			
202	2-13-2018			P-1 check valve and pump			
208	2-25-2018	Responded for numerous low and high level alarms. Levels were normal. Techs found a bad pump controller in the dry well with erratic level displays causing the alarms. Disabled the controller and normal condition resumed.					
214	2-21-2018	Techs began moving control cabinet so hole in drywell can behind cabinet can be repaired.					
217	2-18-2018			P-2 check valve and pump			
218	2-7-2018						Responded to extended run alarm after generator ran. Reset P-2 breaker and corrected alarm status.
223	2-12-2018		Installed new pump guide rails for both pumps to replace existing ones.	Pulled both pumps.			
241	2-1-2018						Noticed on mission website P-2 was tripped. Reset overload.

## **FEBRUARY 2018 COLLECTION SYSTEM COMMENTS**

**THERE WAS ONE BIOXIDE DELIVERY MADE IN THE MONTH OF FEBRUARY ON 2-1-2018 .**

<b><u>PUMP STATIONS</u></b>	<b><u>GALLONS</u></b>
P/S # 15	
P/S # 19	1104
P/S # 21	389
P/S # 22	
P/S # 24	
P/S # 25	
P/S # 26	469.5
C.O.B	306

**THERE WAS TOTAL OF 2,268.5 GALLONS OF BIOXIDE DELIVERED IN THE MONTH OF FEBRUARY.**

**THERE WERE NOFUEL ADDITIONS MADE IN THE MONTH OF FEBRUARY.**

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

TABLE AR-4  
SUMMARY OF IWPT MONITORING PROGRAM

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

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

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

Bulk Waste Monitoring February, 2018

	February	January	October 2017- September 2018	October 2016- September 2017
1. Number of bulk delivery pH, T.S. and sensory checks:	10	608	3,224	5,951
2. Number of bulk delivery conventional pollutant checks:	10	9	51	108
3. Number of bulk septage sources:	14	15	19	20
4. Number of bulk sludge sources:	7	6	12	13

Sampling (February): None  
Inspections (February): None

TABLE AR-7  
Mount Holly Sewerage Authority NJPDES 0024015  
SUMMARY OF VIOLATIONS OF LOCAL, STATE, AND FEDERAL PRETREATMENT REGULATIONS  
February, 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	2	0	0	0	0
Landfill & Development	0	0	0	0	0	0	0	0
Metal Etching Technology Assoc	0	0	1	0	0	0	0	0
Parklands Landfill	0	0	0	0	0	0	0	0

This Reporting Period	0	0	1	2	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  
February, 2018

Administrative										Legal/Judicial									
FAC Name	NV	CS	AM	AR	W	AS	SC	O	I	CA	CP	CAA	CAP	SI	SA	PC	CAF	MA	
Burl. Co. Resource Recovery	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0	0	\$0	0	0	
Dey Farms	0	0	0	0	0	0	0	0	0	0	0	0	\$0	0	0	\$0	0	0	
GROWS Stormwater	1	0	0	0	0	0	0	0	0	0	0	0	\$6,000	0	0	\$6,000	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	1	0	0	0	0	0	0	0	0	0	0	0	\$250	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	2	0	0	0	0	0	0	0	0	0	\$0	0	\$6,250	0	\$0	\$6,000	0	0
Last Reporting Period	0	0	0	0	0	0	0	0	0	0	\$0	0	\$0	0	\$0	\$0	0	0



**March 1, 2018**  
**MHMUA STATUS REPORT**  
**Safety Director and Special Projects**  
**MONTHLY UPDATE for February 2018**

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

AED Units & First Aid Kits:

- FA Kits were restocked as needed
- Additional eyewash bottles and holders were mounted in facilities without running water so that flushing of eyes can take place as an employee moves to a fixed eyewash facility
- Additional safety equipment (gloves, N95 respirator masks, etc.) were received and distributed to appropriate departments
- Safety and First Aid supplies were relocated and centralized to the Lab loft and breakroom which are much cleaner locations for these items

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

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

Confined Space:

- Assisted the electricians with restoring and calibrating the fixed H2S monitoring system in the grit & screen building

Database:

- Worked with Pat and John to update the Permits, License Application & Renewal spreadsheet by grouping items into similar categories to improve document function and management

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

- Relocated large format scanner to empty office and set up table for object layout and scanning prep. Will be relocating the Fujitsu Scanner to that office so that all scanning can be centralized at one location
- Spoke with and exchanged emails with Angelique Mansell, Senior Account Executive at GRM Document Management regarding the scope of the Authority project and provided her links to the States website for more information on requirements and file/folder coding.
  - Received emails as a follow-up to conference call with GRM and forwarded the information to Mike and John for review
  - At Brandy's request, I spoke with New Jersey Wage and Hour, New Jersey Department of Treasury, New Jersey Division of Records Management Federal Wage and Hour for confirmation of recordkeeping requirement information previously discussed
    - Ms. Marcella Campbell at New Jersey Department of Treasury advised to follow the Municipal Tables provided by the Division of Records Management for all recordkeeping issues and when submitting for record destruction approval

Emergency Action and Response and Plan:

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

Environmental Stewardship – ESP:

- Completed the draft of the MHMUA Green Purchasing Policy and Guideline
- Developed a draft Environmental Stewardship & Management System policy as required by the ESP
- Continued developing public information bulletins for website or mailers pertaining to reduction of sewer backups, FOG and backwater devices as part of the ESP for COMMUNITY OUTREACH PROGRAMS
- Completed draft response to the ESP 23 part questionnaire



#### MHMUA Fueling System – AST Removal:

- Monitored the residual product removal and cleaning of the two AST's by Monarch Environmental
- Scott Crane picked and removed the 8000 gallon gasoline AST that was transport by Oxford Engineering to Ameri-Cycle for disposal
  - Unfortunately Robert Dusz, Oxford Engineering project manager was injured when he was removing the fixed metal steps on the gasoline AST
    - We required that the contractor and sub-contractors provide valid certificates of insurance as part of the project indemnifying the Authority for any such liability
      - He was transported by one of his employees to the hospital and treated for three broken/displaced ribs and bruising of the right lung
      - ✓ The incident was documented internally with copies of the information added to the General Liability file, and emailed to Oxford Engineering and Brian Monaghan, Authority Risk Manager

#### Interstate Mobile Care:

- Scheduled physicals, audiometric testing and pulmonary function tests for employees requiring same for March
- Notices are being emailed to employees to advise of the date and time they are to report

#### NJUA JIF:

- Bob, Mike and I attended the annual NJUA Safety and Awards breakfast
  - I am happy to report that the Authority received recognition for outstanding achievement in the Safety Incentive Program for the 17<sup>th</sup> CONSECUTIVE YEAR. **ALL** Authority employees should be congratulated. If not for their awareness, cooperation and understanding of the need for a safe work environment, this achievement would not be possible.
- Received the 2018 Safety Incentive Program
  - The focus this year will be on an increased workplace presence by completing Job Safety Observations (we already have in place) as a means to identify at "risk activities and/or behaviors" and correct them not just for the "at risk employee", but for employees as a whole
- Attended the Executive Safety Committee meeting that followed the ceremony where the focus of discussion was on PEOH inspections, LOTO and the upcoming JIF Safety Expo
  - The next Executive Safety Committee meeting will be hosted by Deptford MUA with a focus on chemical safety, offloading and transfer
- Updated the Release for Property Damage Claims pertinent to sewer backup claims, scanned and emailed to PERMA, T.C. Irons and Qual Lynx to determine if the Release is still being used at settlement. The release required that property owners agree to install a backwater device as part of the claim settlement with the NJUA.

#### Qualified Purchasing Agent (QPA):

- Attend a QPA continuing education seminar "Ethical Government" as part of the three year renewal process

#### Peracetic Acid (PAA) Trial:

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

#### Right-To-Know:

- Received an email from New Jersey Right-To-Know indicating that 2017 chemical inventories can be uploaded to the database
  - We are no longer required to send a copy of the survey to the County Lead Agent, local health department, local fire and police departments or the Local Emergency Planning Committee for the communities we service as they will now be able to access the information online
    - This will save a significant amount of manpower and paper

#### Safety Committee Activities:

- Emailed the agenda on February 14<sup>th</sup> and held the Safety Committee meeting on Tuesday February 20<sup>th</sup>
  - Minutes of the meeting and attachments were distributed to all Committee members for review and comment
- Still researching options to install davit base anchors at both treatment plants so that a davit base and retrieval device could be used to improve employee safety when entering the tanks
  - Hilti bolts - B7 stainless steel rod embedded 5 and 5/8 inches. The rod is threaded the entire length and set with HY200 epoxy
- Continuing to develop several safety bulletins regarding work related topics, including office safety to be distributed to exposed employees as a means to enhance the Authority Safety Program

#### Safety Equipment:

- New fire extinguishers were purchased and mounted where needed to replace expired extinguishers that can no longer be used because of age and hydro-test requirements
- Ordered the Arc Flash/Electrically safe full body harnesses and chokers for the electricians as an enhancement to the Authority non-entry confined space rescue program
- The Rancocas Road davit winch was returned to the manufacturer for cleaning, inspection and recertification and has been returned to the confined space trailer.
- Completed research and acquired required paperwork for Save A Life and ordered the ResQ Disc as a trial and test as a replacement for the large life rings that need to be replaced at both plants.
  - Initial training was conducted with several plant operators and will continue so an informed decision can be made before any final decision or additional purchases are made.

#### Safety Manual:

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

#### Training:

- In the process of developing an Emergency Preparedness program for employees as recommended by Homeland Security and the Federal Bureau of Investigation for government sector employers/employees to include, but not be limited to the following emergency situations: Evacuations, Lockdown/Lock-in, Lockout and Shelter-In-Place, Active Shooter, Terrorism, Workplace Violence, etc.
  - 2018 Training cycle will commence in March after the Tech Transfer seminars
- Updated the AED/CPR/First Aid programs with recent information made available through the American Heart Instructor Network
  - Compiled and submitted AHA instructor recertification paperwork
- Received confirmation from NJDEP Licensing Unit that the Authority has received Total Contact Hour (TCH) credit approval for three additional programs. This brings the total of approved programs to 15.

### **2018 Activity**

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

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

#### **2018 General Liability – \* Indicates submission to Qual Lynx\***

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

2/3/18	201 Canary Lane, Mount Holly	Sewer backup into basement from surcharged line in street. Called All Risk for emergency cleanup response. Processed and submitted all claim forms, pictures and related information via email to Qual Lynx, Brian Monaghan, Authority RMC and Authority management. Completed a follow-up visit to the site to meet with All Risk to review progress of cleanup. Filed final paperwork for the Authority to recoup overtime, equipment and material costs. Provided a detailed response to NJUA Safety Director in response to several questions that were asked at the Claims Committee meeting.
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**2018 Property/Automobile Damage – \* Indicates submission to Qual Lynx\***

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

**2018 Training Programs**

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

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

<b><u>BANK ACCOUNTS</u></b>	<b><u>REGISTRATION</u></b>	<b><u>AMOUNT</u></b>	
Beneficial Bank	MHMUA Escrow Account	\$	228,077.85
Beneficial Bank	MHMUA Self Insured UE Fund	\$	37,357.83
Beneficial Bank	MHMUA Payroll	\$	9,834.02
Beneficial Bank	MHMUA Operating Fund	\$	684,229.97
Beneficial Bank	MHMUA Trustee Deposit Account	\$	1,325,311.36
Beneficial Bank	MHMUA FSA Account	\$	5,101.96
		<b>\$</b>	<b><u>2,289,912.99</u></b>

**ACCOUNTS HELD IN TRUST**

T.D. Wealth Management	Debt Service Reserve	\$	3,936,743.25	In Trust
T.D. Wealth Management	Revenue Fund	\$	2,400,483.50	In Trust
T.D. Wealth Management	Renewal & Replacement	\$	10,101,556.28	In Trust
T.D. Wealth Management	Debt Service Fund	\$	1,558,655.93	In Trust
		<b>\$</b>	<b><u>17,997,438.96</u></b>	

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<b>Debt Service payment June 1, 2018:</b>		<b><u>DEBT SERVICE SCHEDULED PAYMENTS (P&amp;I) FOR 2018:</u></b>		<b><u>NJEIT FEES</u></b>
		Due 2.1.18	\$ 310,433.64	18,960.00
Total Debt Payment 6/1/2018	\$ 428,393.76	Due 6.1.18	\$ 428,393.76	
Balance 2/28/2018	\$ 1,558,655.93	Due 8.1.18	\$ 1,293,432.57	18,960.00
		Due 12.1.18	\$ 968,393.76	
<b>Debt Service (Required)/Available</b>	<b>\$ <u>1,130,262.17</u></b>		<b>\$ <u>3,000,653.73</u></b>	<b>\$ <u>37,920.00</u></b>

[illegible]

[illegible]