

To: Mount Holly Municipal Utilities Authority
From: Robert Maybury, Executive Director
Date: January 11, 2018
Subject: Regular Meeting

There will be a REGULAR MEETING of the Mount Holly Municipal Utilities Authority held on January 11, 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

APPROVAL OF MINUTES

Regular Meeting Minutes	December 21,2017
Executive Meeting Minutes	December 21,2017 Res 2017-116

NEW BUSINESS

Resolution 2018-05	A resolution of the Mt. Holly M.U.A approving the change order for High Street project.
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CONSENT AGENDA:

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

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

Communications
Matters 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 & Special Projects
Report of the Solicitor
Report of Finance Administrator/Treasurer
Other New Business
Matters to be presented by the Commissioners
Executive Session (2017-____ *proposed Resolution*)
Adjournment

**indicates addendum to original agenda

Mount Holly Municipal Utilities Authority Regular Meeting Minutes for December 21,2017

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday December 21, 2017; at 6:00 P.M. Chairman Thiessen called the meeting to order with the following roll call:

PRESENT: Mr. Jules Thiessen, Chairman
Mr. Robert Silcox, Vice Chairman
Mr. Christopher Banks, Commissioner
Mr. Robert G. Maybury, Executive Director
Mr. Stephen E. Raymond, Raymond Coleman Heinold, LLP
Ms. Anne Rowan, Rainine Coughlin Minchello, LLC; Special Counsel
Mr. Dan Hornickel, Labor/Employment Counsel
Mr. Dave Skibicki, R. A. Alaimo Associates, Engineer
Mr. Anthony Stagliano, Safety Director & Special Projects
Mr. Michael B. Dehoff, Finance Administrator/Treasurer
Mrs. Brandy C. Boyington, Board Secretary

ABSENT: Ms. Gina LaPlaca, Commissioner
Mr. Jason Jones, Commissioner
Mr. Joel Hervey, Operations Superintendent

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 December 18, 2017, advanced written notice of this meeting was posted on the Administrative Bulletin Board at the Township Building and advanced written notice of this meeting was mailed to all persons who, according to the records of the Authority, requested such notice."

Mandatory Affirmative Action Compliance Notice

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

Pledge of Allegiance



Public Comments on Action Items

Approval of Minutes

Commissioner Silcox moved for the approval of Regular Meeting Minutes of November 09, 2017. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Vice Chairman Silcox, Commissioner Banks

Nays:

Abstain:

Absent: Commissioner LaPlaca, Commission Jones

New Business

- | | |
|---------------------|--|
| Resolution 2017-104 | A resolution of the Mt. Holly M.U.A approving the S-1 West Rancocas Redevelopment Phase 2 Apartments Phase 1 |
| Resolution 2017-105 | A resolution of the Mt. Holly M.U.A approving the S-1 West Rancocas Redevelopment Phase 2 Apartments Phase 2 |
| Resolution 2017-106 | A resolution of the Mt. Holly M.U.A approving the S-1 West Rancocas Redevelopment Phase Townhouses Phase 2 |
| Resolution 2017-107 | A resolution of the Mt. Holly M.U.A approving the S-2 West Rancocas Redevelopment Phase 2 Apartments Phase 1 |
| Resolution 2017-108 | A resolution of the Mt. Holly M.U.A approving the S-2 West Rancocas Redevelopment Phase 2 Apartments Phase 2 |
| Resolution 2017-109 | A resolution of the Mt. Holly M.U.A approving the S-2 West Rancocas Redevelopment Phase 2 Townhouses |

Commissioner Silcox moved for the approval of resolutions 2017-104 through 2017-109. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Vice Chairman Silcox, Commissioner Banks

Nays:

Abstain:

Absent: Commissioner LaPlaca, Commission Jones

Resolution 2017-110 A resolution of the Mt. Holly MUA authorizing a credit for postage and handling charges for certain accounts. Chairman Thiessen confirmed that the rate payers eligible for the credit would receive notification in their next bill, the notice would also be posted on the website and a press release will be distributed announcing the credit.

Commissioner Silcox moved for the approval of resolution 2017-110. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Vice Chairman Silcox, Commissioner Banks

Nays:

Abstain:

Absent: Commissioner LaPlaca, Commission Jones

Resolution 2017-111 A resolution of the Mt. Holly MUA adopting the 2018 annual budget and capital budget/program. Executive Director Maybury added that this was the second fiscal budget lower than the previous year's budget. Commissioner Silcox commended everyone involved for working so hard to present a budget without an increase and Chairman Thiessen thanked all involved as well.

Commissioner Silcox moved for the approval of resolution 2017-111. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Vice Chairman Silcox, Commissioner Banks

Nays:

Abstain:

Absent: Commissioner LaPlaca, Commission Jones

CONSENT AGENDA:

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

*Resolution 2017-112 A resolution approving the operating expenses for the month of November 2017.

*Resolution 2017-113 A resolution approving the sewer refunds for the month of November 2017.

*Resolution 2017-114 A resolution approving the expenditures for the month of November 2017 from the escrow fund.

*Resolution 2017-115 A resolution approving the expenditures for the month of November 2017 from the improvement replacement fund.

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

Ayes: Chairman Thiessen, Vice Chairman Silcox, Commissioner Banks

Nays:

Abstain:

Absent: Commissioner LaPlaca, Commission Jones

Communications- None.

Matters to be presented by the Public-None.

Report of the Executive Director The Report of the Executive Director was received. Executive Director Maybury notified the board that the RFP's for the MHMUA's professional appointments have been posted on the MHMUA's website and placed in the papers, they are scheduled to be opened January 17, 2018. Executive Director Maybury continued by informing the board that there is a cost issue with the High Street Sewer Main project and a change order will be issued due to increased cost of police coverage for traffic control.

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

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

Report of the Safety Director and Special Projects The Report of the Safety Director and Special Projects was received. Mr. Stagliano informed the board that there was a sewer backup on December 09, 2017 at 26 Estate Road Lumberton. Mr. Stagliano continued stating the homeowner refused the cleaning services that were suggested to him and decided to clean it up himself.

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

Report of the Finance Administrator/Board Treasurer The Report of the Finance Administrator/Board Treasurer was received. Nothing to add.

Other New Business-None

Matters to be presented by Commissioners-None.

Executive Session

Resolution 2017-116- A resolution approving Executive Session for contract negotiations, legal advice and litigation, no action to be taken at 6:25 P.M. Commissioner Silcox moved for the approval to go into Executive Session. Commissioner Banks seconded the motion. At the call of the roll, the vote was:

Ayes: Chairman Thiessen, Vice Chairman Silcox, Commissioner Banks

Nays:

Abstain:

Absent: Commissioner LaPlaca, Commissioner Banks

Adjournment

Commissioner Silcox moved for adjournment. Commissioner Banks seconded the motion. Chairman Thiessen adjourned the meeting at 6:46P.M.

Respectfully submitted,

Brandy C. Boyington, Secretary

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
RESOLUTION 2017-116
AUTHORIZING EXECUTIVE SESSION**

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

WHEREAS, the Board of the Mount Holly MUA has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of this Board will reconvene at the conclusion of closed session, at approximately 6:25 p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Mount Holly Municipal Utilities Authority, in the Township of Mount Holly, County of Burlington, State of New Jersey will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

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

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

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

 X Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: MHMUA Collective Bargaining Agreement and legal advice);

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

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

_____ Any investigations of violations or possible violations of the law;

 X Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. (If pending or anticipated litigation, the matter is: legal advice) *Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Authority's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact*);

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

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

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

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

I, Brandy Boyington, do hereby certify the above to be a true and correct copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at its meeting held on December 21, 2017.

Brandy C. Boyington

RESOLUTION 2018-05

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

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

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

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

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

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

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

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

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

MOTION: _____ SECONDED: _____

AYES ABSTAIN NAYES ABSENT

Chairman Thiessen
Commissioner Silcox
Commissioner Jones
Commissioner Banks
Commissioner LaPlaca

The foregoing is a true copy of a Resolution adopted by the Mount Holly Municipal Utilities Authority at a meeting thereof duly called and held on January 11, 2018.

Brandy C. Boyington, Secretary



Richard A. Alaimo Associates

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

January 3, 2018

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

Mount Holly Municipal Utilities Authority

37 Washington Street

P.O. Box 486

Mount Holly, NJ 08060

Re: Mount Holly Municipal Utilities Authority
High Street Sanitary Sewer Main
Improvements

Change Order No. 1

Contract No. 2017-14

File No. M-0030-0319-000

Dear Mr. Maybury:

Please find enclosed four (4) copies of Change Order No. 1 for approval at your next meeting. This Change Order No. 1 provides for additional traffic directors and manhole conflicts. Please return three (3) executed copies to our office for distribution and retain one (1) copy for your records.

Should there be any questions, please do not hesitate to call me at this office.

Very truly yours,

RICHARD A. ALAIMO ASSOCIATES

Gary W. Latimer,
Senior Project Manager

GWL/dal
Enclosure

cc: North American Pipeline Services, LLC
David J. Skibicki, P.E., Associate, RAAA
Jack Nagle, P.E., Construction Manager, Senior Project Engineer, RAAA

M:\Projects\M00300319000\Corresp\LTR.Maybury.CO #1.docx

- Consulting Engineers -

Civil • Structural • Mechanical • Electrical • Environmental • Planners

Richard A. Alaimo Associates
Consulting Engineers
200 High Street
Mount Holly, NJ 08060

CONTRACT CHANGE ORDER

Date: December 29, 2017

No.: 1

To: North American Pipeline Services, LLC
210 Bennett Road
Freehold, NJ 07728

Project High Street Sanitary Sewer
Project No. M-0030-0319-000
Contract No. C2017-14
Location Mount Holly MUA

In accordance with NJAC 5:34-4 et. seq. and with the provisions of the Standard Specifications for the above Contract, you are hereby advised of the following changes in the Contract quantities, or in the case of supplementary work, you agree to its performance by your firm at the prices stated.

Nature and Reason of Change:

- | | | | |
|----|---|------|-------------|
| 1) | Excavation for new manhole on Murrell Street, encountered uncharted active N.J. American Water main in conflict with manhole installation. NJ American investigated and found this main will be eliminated in two (2) to three (3) months and tied into the new main, excavation backfilled and repaved for installation in the future. | 1 LS | \$5,180.00 |
| 2) | Bid Item #14 - Uniformed Traffic Directors, Allowance (Over Allowance) | 1 LS | \$14,168.91 |

TOTAL CHANGE ORDER NO. 1 \$19,348.91

Amount of Original Contract \$219,034.40

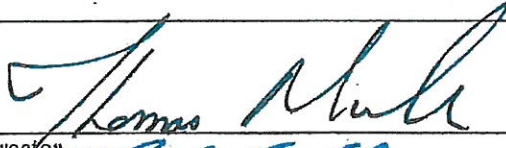

Amount of Contract with Previous Change Orders Adjustment \$219,034.40

Adjustment Based on Change Order No. 1 \$19,348.91

Adjusted Contract Total \$238,383.31

The time provided for completion in the Contract is to be determined. This document shall become an amendment to the Contract and all provisions of the Contract will apply hereto. The Contractor waives any claim for additional compensation for this work.

ACCEPTED:


Contractor

Engineer

Date: 1/3/18
Date: 1/2/18

Owner

Date: _____

Gary Lattimer

From: Justin Bucchianico <JustinB@napipellc.com>
Sent: Wednesday, December 13, 2017 4:18 PM
To: Gary Lattimer
Cc: Bill Jones; Tom Mullen; Meghan Wisnieski
Subject: Murrell Street Manhole, Mt. Holly

Hi Gary,

I have listed below a breakdown of our costs for your review regarding Murrell Street and the inability to install Proposed Manhole due to existing utility conflict. Please advise

1 Working Foreman w/ Labor 8 hours \$1840.00
1 Backhoe w/ Operator 8 hours \$1,800
1 Dump Truck w/ driver 8 hours \$1,000.00
2 Tons DGA \$165.00
2 Tons I-5 Asphalt \$125.00
1 Vibratory Plate Compactor @\$250.00

TOTAL \$5,180

Thank you,
Justin Bucchianico
North American Pipeline Services LLC
Excavating Services LLC
[210 BENNETT ROAD](#)
[FREEHOLD, NJ 07728](#)
P: 732-625-9300
F: [732-625-9309](#)
C: 732-902-1379



**NORTH AMERICAN
PIPELINE SERVICES LLC**

Mount HollyTownshjp
23 Washington Street
P.O. Box 411
Mount Holly, New Jersey 08060
(609) 845-1107
kknaub@twp.mountholly.nj.us

Invoice

TO: North American Pipe
210 Bennett Rd
Freehold, NJ 07728
Email: MeghanW@napipello.com

Invoice Date: 11/02/17
Invoice Number: 7-40211

For: Pay # 22 from: 10/14-10/27/17

Hrs./Wages	Description	Unit Price	TOTAL
30.00	Wages	70.00	2,100.00
2,100.06	FICA - wages subjected to FICA	6.20%	130.20
2,100.06	Medicare - wages subjected to Medicare	1.45%	30.44
4.00	Mileage	0.50	2.00
30.00	Vehicle Fee - 10/hr per vehicle	10.00	300.00
2,562.64	Administrative Fee \$5.00 per hour or 10% of total contract amount, whichever is greater	0.10	256.26

Total 2,818.90

Please make check payable to:

Mount Holly Township
Attention: Finance Office
23 Washington Street
P.O. Box 411
Mount Holly, New Jersey 08060

Pay Period #22

North American Pipe

7-40211

Sat Oct-14 17 to Fri Oct-27 17

Employee	Oct-26 17	Oct-27 17	Totals
Totals	14.00	16.00	30.00

Gallagher Jr, Richard	3.00	8.00	11.00
Giorgi, Joseph	4.00		4.00
LeMay, William	7.00		7.00
Perro Jr, Jeffery T		8.00	8.00

Mount Holly Township
23 Washington Street
P.O. Box 411
Mount Holly, New Jersey 08060
(609) 845-1107
kknaub@twp.mountholly.nj.us

Invoice

TO: North American Pipe
210 Bennett Rd
Freehold, NJ 07728
Email: MeghanW@napipello.com

Invoice Date: 11/22/17
Invoice Number: 7-40214

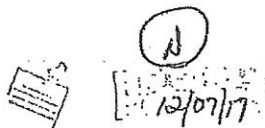
For: Pay # 23 from: 10/28-11/10/17

Hrs./Wages	Description	Unit Price	TOTAL
110.00	Wages	70.00	7,700.00
7,700.11	FICA - wages subjected to FICA	6.20%	477.41
7,700.11	Medicare - wages subjected to Medicare	1.45%	111.64
42.00	Mileage	0.50	21.00
110.00	Vehicle Fee - 10/hr per vehicle	10.00	1,100.00
9,410.05	Administrative Fee \$5.00 per hour or 10% of total contract amount, whichever is greater	0.10	941.00

Total 10,351.05

Please make check payable to:

Mount Holly Township
Attention: Finance Office
23 Washington Street
P.O. Box 411
Mount Holly, New Jersey 08060



DEC 07 2017

2-099926001-2 American Pipe Inv# 7-40214

Sat Oct-28-17 to Fri Nov-10-17

Employee	Oct-30-17	Oct-31-17	Nov-01-17	Nov-02-17	Nov-03-17	Nov-06-17	Nov-07-17	Totals
Totals	16.00	14.00	16.00	16.00	16.00	16.00	14.00	110.00

Fenton Jr, Thomas E	8.00	7.00	9.00		2.00	7.00		22.00
Gallagher Jr, Richard		7.00				7.00		25.00
LeMay, William	8.00				8.00	9.00		40.00
Lines, Alexandra S			9.00	8.00				17.00
Petro Jr, Jeffrey T					6.00			6.00

Mount Holly Township
23 Washington Street
P.O. Box 411
Mount Holly, New Jersey 08060
(609) 845-1107
kknaub@twp.mountholly.nj.us

Invoice

TO: North American Pipe
210 Bennett Rd
Freehold, NJ 07728
Email: MeghanW@napipellc.com

Invoice Date: 12/12/17
Invoice Number: 7-40226

For: Pay # 25 from: 11/25-12/8/17

Hrs./Wages	Description	Unit Price	TOTAL
64.00	Wages	70.00	4,480.00
4,200.10	FICA - wages subjected to FICA	6.20%	260.40
4,461.15	Medicare - wages subjected to Medicare	1.45%	64.70
17.00	Mileage	0.50	8.50
64.00	Vehicle Fee - 10/hr per vehicle	10.00	640.00
5,453.59	Administrative Fee \$5.00 per hour or 10% of total contract amount, whichever is greater	0.10	545.36

Total 5,998.96

Please make check payable to:

Mount Holly Township
Attention: Finance Office
23 Washington Street
P.O. Box 411
Mount Holly, New Jersey 08060

7-099926001-7

North American Pipeline 7-40226

Sat Nov-25 17 to Fri Dec-08 17

Employee	Nov-27-17	Nov-28-17	Nov-29-17	Nov-30-17	Totals
Totals	17.00	17.00	16.00	14.00	64.00
Blocker, Robert L				3.00	3.00
Fenton Jr, Thomas E	8.50				8.50
Gallagher Jr, Richard	8.50		4.00	4.00	16.50
Greenwich, Thomas F			4.00		4.00
Lemay, William		8.50		7.00	15.50
Lines, Alexandria S			8.00		8.00
Petro Jr, Jeffrey T		8.50			8.50

RESOLUTION 2018-01

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

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

BE IT FURTHER RESOLVED by the Mount Holly Municipal Utilities Authority that the payroll and Operating Expenditures in the amount of \$532,170.05 per attached listings are hereby approved.

CERTIFICATION

[illegible]

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

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

Brandy C. Boyington, Secretary

P.O. Type: All	Include Project Line Items: No	Open: N	Paid: Y	Void: N
Range: First	to Last	Rcvd: Y	Held: Y	Aprv: Y
Format: Condensed	Received Date Range: 12/22/17 to 01/11/18	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
AIRGA010 AIRGAS USA, LLC						
17-01129	11/22/17	LOCKOUT BREAKER	Open	53.16	0.00	
AMERI080 AMERIGAS						
17-01269	12/22/17	PROPANE	Open	391.64	0.00	
ANALY005 ANALYTICAL LABORATORY SERVICES						
17-01069	11/03/17	MONTHLY PERMIT SAMPLING	Open	322.00	0.00	
ARMAN005 ARMANDO V. RICCIO, LLC						
17-01297	12/31/17	LEGAL FEES - LABOR COUNSEL	Open	1,627.50	0.00	
AUTOP005 AUTO PARTS CONNECTION - MT. HO						
17-01164	11/30/17	12 VOLT DC RELAYS	Open	55.47	0.00	
AUTOM010 AUTOMATIONDIRECT.COM INC.						
17-00964	10/17/17	C-MORE 15" HMI TOUCH SCREEN	Open	2,093.30	0.00	
17-01004	10/25/17	15" C-MORE TOUCH SCREEN	Open	<u>1,999.00</u>	0.00	
				4,092.30		
BRUCE005 BRUCE REED BUILDING MAINT						
17-01298	12/31/17	NOVEMBER, 2017 OFFICE CLEAN	Open	235.00	0.00	
BURLI005 BURLINGTON COUNTY AUTO PARTS						
17-01249	12/18/17	5W-20 SYNTH BLEND MOTOR OIL	Open	168.84	0.00	
BYERL005 BYER LOCK SHOP						
17-01284	12/31/17	FIRE ALARM INSPECTION	Open	150.00	0.00	
18-00030	01/09/18	MONITOR SECURITY	Open	<u>300.00</u>	0.00	
				450.00		
CINTA005 CINTAS CORPORATION						
17-01224	12/12/17	UNIFORM RENTAL	Open	296.36	0.00	
17-01252	12/19/17	UNIFORM RENTAL	Open	<u>296.36</u>	0.00	
				592.72		
CITYE005 CITY ELECTRIC SUPPLY CO						
17-00988	10/20/17	LIGHT BALLASTS	Open	36.90	0.00	
17-01029	10/31/17	GFEP BREAKER FOR HEAT TRACE	Open	<u>107.00</u>	0.00	
				143.90		
WEEK0005 COURIER-POST & THIS WEEK						
18-00032	12/31/17	PUBLIC NOTICES	Open	145.36	0.00	
DORIS010 DORIS LEHAN						
17-01291	12/31/17	SEWER REFUND/429 PENNINGTON DR	Open	46.77	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
EASTE005 EASTERN AUTOPARTS WAREHOUSE						
17-01147	11/28/17	FILTERS FOR PORTABLE GEN SETS	Open	57.96	0.00	
17-01148	11/28/17	FILTERS FOR PORTABLE GEN SETS	Open	82.44	0.00	
17-01169	12/01/17	BATTERY FOR 100KW GEN-DEK908D	Open	168.95	0.00	
17-01170	12/01/17	FILTERS FOR PORTABLE GEN SETS	Open	89.25	0.00	
17-01208	12/11/17	5/8" & 3/4" HEATER HOSE- GENS	Open	14.88	0.00	
17-01210	12/11/17	20W-50 MOTOR OIL- FOR GENS	Open	33.48	0.00	
17-01212	12/11/17	OIL FILTER- WIX 57099-	Open	8.14	0.00	
17-01216	12/11/17	WIX46603 AIR FILTER FOR GEN	Open	57.41	0.00	
17-01225	12/13/17	DEKA 1131PMF BATTERY- PS242	Open	96.95	0.00	
				609.46		
GRAIN005 GRAINGER						
17-01189	12/06/17	HEATER BLOWER MOTOR	Open	585.52	0.00	
17-01190	12/06/17	FILTERS, THERMOSTAT	Open	287.87	0.00	
				873.39		
HACHC005 HACH COMPANY						
17-01196	12/06/17	LABORATORY SUPPLIES	Open	446.86	0.00	
HAINE020 HAINESPORT ENTERPRISES INC.						
17-01250	12/18/17	MEYERS PLOW PIVOT PINS	Open	30.24	0.00	
HALLI005 HALLIDAY PRODUCTS						
17-01198	12/07/17	WET WELL DEBRIS BASKET	Open	698.39	0.00	
HOMEL005 HOMELAND INDUSTRIAL SUPPLY						
17-01199	12/07/17	HAND CLEANER, COIL CLEANER, ET	Open	862.57	0.00	
IATL0005 IATL						
17-01100	11/15/17	ASBESTOS IN WATER	Open	95.00	0.00	
INTER020 INTERSTATE MOBILE CARE, INC.						
17-01285	12/31/17	RANDOM DRUG & AUDIO TESTING	Open	763.00	0.00	
JHBER005 J & H BERGE INC						
17-01205	12/08/17	LABORATORY SUPPLIES	Open	329.66	0.00	
JUSTI005 JUSTIN PERDUE						
17-01292	12/31/17	SEWER REFUND/ 23 KENSINGTON	Open	55.40	0.00	
MCMAS005 MCMASTER-CARR SUPPLY CO.						
17-01168	12/01/17	INSULATION TAPE, SCREW ANCHORS	Open	66.74	0.00	
17-01192	12/06/17	COTTER PINS	Open	19.10	0.00	
				85.84		
MIDDL010 MIDDLESEX WELDING SALES						
17-01241	12/14/17	CYLINDER RENTAL	Open	61.50	0.00	
MOUNT020 MOUNT HOLLY TOWNSHIP						
17-01290	12/31/17	SEWER REFUND/16 REGENCY DR.	Open	425.03	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
TOILE005 MR. BOB PORTABLE TOILETS						
17-01270	12/22/17	PORTABLE TOILET RENTAL	Open	100.16	0.00	
UTILI005 NEW JERSEY UTILITY						
18-00031	01/09/18	NJUAJIF 1ST INSTALLMENT	Open	105,649.75	0.00	
COMMI005 NJ MOTOR VEHICLE COMMISSION						
18-00006	01/03/18	ONLINE ACCESS ACCT # 0L023450	Open	150.00	0.00	
NORRI005 NORRIS SALES COMPANY, INC.						
17-01107	11/16/17	WIRE HARNESS, FUEL NOZZLE	Open	48.69	0.00	
17-01172	12/01/17	BOOM LIFT RENTAL	Open	<u>1,170.00</u>	0.00	
				1,218.69		
NORTH015 NORTH AMERICAN PIPELINE SERV.						
17-01289	12/31/17	HIGH STREET SEWER MAIN IMPR	Open	15,092.00	0.00	
OFFIC005 OFFICE BASICS, INC.						
17-01272	12/22/17	OFFICE SUPPLIES	Open	100.97	0.00	
ONECA005 ONE CALL CONCEPTS, INC.						
17-01296	12/31/17	MARKOUT REQUESTS FOR MHMUA	Open	363.75	0.00	
PHOEN005 PHOENIX ADVISORS, LLC						
17-01223	12/12/17	PROFESSIONAL SERVICES	Open	950.00	0.00	
PRIME005 PRIMEPOINT LLC						
17-01264	12/21/17	PAYROLL PROCESSING	Open	908.80	0.00	
RAINO005 RAINONE, COUGHLIN MINCHELLO LLC						
17-01274	12/22/17	SPECIAL COUNSEL - LEGAL	Open	1,000.00	0.00	
RAYMO005 RAYMOND, COLEMAN, HEINOLD & NO						
18-00026	01/08/18	PROFESSIONAL SERVICE - LEGAL	Open	3,500.00	0.00	
RICHA005 RICHARD A. ALAIMO ASSOCIATES						
17-01305	12/31/17	ENGINEERING SERVICES	Open	594.29	0.00	
17-01306	12/31/17	ENGINEERING SERVICES	Open	<u>4,068.92</u>	0.00	
				4,663.21		
RIGGI005 RIGGINS INC.						
17-01242	12/14/17	ULS DIESEL	Open	314.28	0.00	
RUMSE005 RUMSEY ELECTRIC						
17-01256	12/19/17	ALLEN BRADLEY RELAYS	Open	379.96	0.00	
SAFEG005 SAFEGUARD BUSINESS SYSTEM INC.						
17-01263	12/21/17	REVENUE ACCT DEPOSIT TICKETS	Open	157.32	0.00	
SHERW005 SHERWIN-WILLIAMS						
17-01229	12/13/17	BROWN PAINT FOR PIPING	Open	69.81	0.00	

Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
SHERW005 SHERWIN-WILLIAMS Continued							
17-01266	12/22/17	RED PAINT AND SUPPLIES	Open	79.28	0.00		
				149.09			
ADVAN020 STAPLES ADVANTAGE							
17-01295	12/31/17	OFFICE SUPPLIES	Open	124.79	0.00		
SURSE005 SUR-SEAL, INC.							
17-01251	12/19/17	MOYNO PUMP PARTS- POLYMER PMPS	Open	816.99	0.00		
TRAPR005 TRAP ROCK INDUSTRIES LLC							
17-01231	12/13/17	EXCAVATED ASPHALT	Open	2.80	0.00		
TREAS015 TREASURER OF BURLINGTON							
17-01287	12/31/17	DECEMBER SLUDGE DISPOSAL	Open	41,095.31	0.00		
17-01288	12/31/17	DECEMBER GRIT&TRASH DISPOSAL	Open	1,301.86	0.00		
				42,397.17			
USABL005 U.S.A. BLUE BOOK							
17-01194	12/06/17	SALT BRIDGE SENSOR	Open	179.57	0.00		
USBAN005 US BANK CUST BV002 TRST&CRDTRS							
17-01293	12/31/17	SEWER REFUND/3 CHASE CT	Open	349.98	0.00		
VERIZ015 VERIZON							
17-01267	12/22/17	FIOS INTERNET BILING	Open	324.24	0.00		
WBMAS005 W.B. MASON COMPANY, INC.							
17-00809	09/11/17	OFFICE SUPPLIES	Open	1,264.27	0.00		
17-00814	09/11/17	HP 64A	Open	426.63	0.00		
17-00851	09/21/17	LETTER SIZE COPIER PAPER	Open	100.80	0.00		
17-01019	10/30/17	LASER JET TONER CARTRIDGES	Open	246.42	0.00		
17-01037	11/01/17	EXPO MARKER SET, POST IT NOTES	Open	15.71	0.00		
17-01068	11/03/17	CALCULATOR ADD ROLLS	Open	8.30	0.00		
17-01083	11/07/17	COPIER PAPER	Open	100.80	0.00		
				2,162.93			
WOOLS005 WOOLSTON COMPANY, INC.							
17-01275	12/22/17	NOVEMBER SLUDGE HAULING FEES	Open	3,852.00	0.00		
Total Purchase Orders: 75 Total P.O. Line Items: 0 Total List Amount: 198,569.45 Total Void Amount: 0.00							

A

P.O. Type: All	Include Project Line Items: No	Open: N	Paid: Y	Void: N
Range: First	to Last	Rcvd: N	Held: N	Aprv: N
Format: Condensed	Paid Date Range: 12/15/17 to 12/15/17	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
POSTM005 POSTMASTER							
17-01246	12/15/17	MAILING CYCLE "B" BILLING	Open	2,176.67	0.00		

Total Purchase Orders:	1	Total P.O. Line Items:	0	Total List Amount:	2,176.67	Total Void Amount:	0.00
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B

Total Per Reports:	\$200,746.12 (A+B)
Less: Sewer Refunds:	\$ (877.19) Resolution #2018-02
Less: Imp/Replacement:	\$ (19,160.92) Resolution #2018-04
Total Operating Expenses:	\$182,708.01
Add December Payroll:	\$349,462.04
Total:	\$532,170.05 Resolution 2018-01

RESOLUTION 2018-02

A RESOLUTION APPROVING SEWER REFUNDS

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

TOTAL REFUNDS AS PER THE ATTACHED REPORT: \$877.18

CERTIFICATION

STATE OF NEW JERSEY }

$$:SS$$

COUNTY OF BURLINGTON }

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

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

Brandy C. Boyington, Secretary

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P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	Received Date	Status
SWR REFUND										
17-01290	1	MOUNT020	MOUNT HOLLY TOWNSHIP	SEWER REFUND/16 REGENCY DR.	01-000-2020	1.00	425.03	other	12/31/17	Rcvd
17-01291	1	DORIS010	DORIS LEHAN	SEWER REFUND/429 PENNINGTON DR	01-000-2020	1.00	46.77	other	12/31/17	Rcvd
17-01292	1	JUSTI005	JUSTIN PERDUE	SEWER REFUND/23 KENSINGTON	01-000-2020	1.00	55.40	other	12/31/17	Rcvd
17-01293	1	USBAN005	US BANK CUST BV002 TRST&CRDTRS	SEWER REFUND/3 CHASE CT	01-000-2020	1.00	349.98	other	12/31/17	Rcvd
Bid:		0.00	State:	0.00	other:	877.18	Exempt:	0.00	Total:	4.00
							877.18			

Total Tracking Ids:	1	Total Qty:	4.00	Total Amount:	877.18
Total Bid:	0.00	Total State:	0.00	Total Other:	877.18
				Total Exempt:	0.00

RESOLUTION 2018-03
A RESOLUTION APPROVING EXPENDITURES
FROM THE ESCROW FUND

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

For Engineering Services through November 30, 2017:

Richard A. Alaimo Associates: \$3,720.18 (per attached report)

CERTIFICATION

STATE OF NEW JERSEY }

SS:

COUNTY OF BURLINGTON }

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

Brandy C. Boyington, Secretary

Tracking Id Range: ESCROW to ESCROW Vendor Range: First to Last Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: Y
Account Type: Project Received Date Range: 12/22/17 to 01/11/18 Include Items Without Tracking Id: N
Account Range: First to Last

Tracking Id Description

P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	Received Date	Status
ESCROW										
18-00029	1	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVCS - STARBUCKS	0000000165	1.00	185.00	other	01/09/18	Rcvd
18-00029	2	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVCS - EA PLACE WEST	0000000048	1.00	780.00	other	01/09/18	Rcvd
18-00029	3	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVCS - LENNAR	0000000108	1.00	1,080.00	other	01/09/18	Rcvd
18-00029	4	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVCS - LOFTS MI PLACE	0000000113	1.00	1,050.00	other	01/09/18	Rcvd
18-00029	5	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVCS - QUAKER STEAK	0000000138	1.00	360.00	other	01/09/18	Rcvd
18-00029	6	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVCS - BETTER LUMBERTON	0000000002	1.00	221.43	other	01/09/18	Rcvd
18-00029	7	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENG SVCS - W.RANCOCAS SEWER	0000000109	1.00	43.75	other	01/09/18	Rcvd
Bid:		0.00	State:	0.00	Other:	3,720.18	Exempt:	0.00	Total:	7.00
										3,720.18

Total Tracking Ids: 1 Total Qty: 7.00 Total Amount: 3,720.18

Total Bid: 0.00 Total State: 0.00 Total Other: 3,720.18 Total Exempt: 0.00

RESOLUTION 2018-04

**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)	\$ 19,160.92
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<u>TOTAL</u>	<u>\$ 19,160.92</u>
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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 11th day of January 2018.

Brandy C. Boyington, Secretary

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

REQUISITION NO. 2018-02

DATE: January 11, 2018

To: TD BANK, NATIONAL ASSOCIATION, TRUSTEE

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

PAYEE	AMOUNT TO BE PAID	PURPOSE OF DISBURSEMENT
North American Pipeline	\$ 15,092.00	High Street Sanitary Sewer
Richard A. Alaimo Assoc.	\$ 4,068.92	Turbo Blower Specification

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

Dated:

By: _____
Authorized Officer

Tracking Id Range: RENEWREPLA to RENEWREPLA Vendor Range: First to Last Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: Y
Account Type: Expenditure Received Date Range: 12/22/17 to 01/11/18 Include Items Without Tracking Id: N
Account Range: First to Last

Tracking Id Description

P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	Received Date	Status
RENEWREPLA CAPITAL ITEMS - R&R RESOLUTION										
17-01289	1	NORTH015	NORTH AMERICAN PIPELINE SERV.	HIGH STREET SEWER MAIN IMPR	01-010-6303	1.00	15,092.00	other	12/31/17	Rcvd
17-01306	1	RICHA005	RICHARD A. ALAIMO ASSOCIATES	TURBO BLOWER SPECIFICATIONS	01-010-6303	1.00	4,068.92	other	12/31/17	Rcvd
Bid:		0.00	State:	0.00	other:	19,160.92	Exempt:	0.00	Total:	
Total Tracking Ids:		1	Total Qty:		2.00	Total Amount:		19,160.92		
Total Bid:		0.00	Total State:		0.00	Total Other:		19,160.92	Total Exempt: 0.00	

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

January 11, 2018

Executive Director's Report

- NJPDES Permit Renewal Status Engineering Resolution # 2015-94: The PAA disinfection trial that started in July 2017 at the Rancocas Road Treatment Facility will be complete this month. A bid opening is scheduled on January 17, 2018 for purchase of the new PAA disinfecting chemical and also for leasing of the equipment required to meter the chemical. A permanent storage and metering facility for PAA will be designed and constructed once engineering services are approved.
- 2018 Annual Budget: The 2018 budget was adopted at the December 21, 2017 Board Meeting under Resolution 2017-111. The budget will be posted on the MHMUA Website as soon as the approved certification is returned to the MHMUA from the Department of Community Affairs.
- Postage and Handling Fee Credit: A credit has been made available for rate payers who may have overpaid certain postage and handling fees. Resolution 2017-110 was approved at the monthly Authority Board Meeting on December 21, 2017 memorializing this credit. The Authority will be notifying all eligible customers on how to obtain their account credit in the next billing cycle. A press release has been posted on the MHMUA Website and was distributed to the media. It can be found on page 2 of this report.
- Maple Avenue Turbo Blower Replacement Status: The Bid Specification for the replacement blower has not been finalized. No change in status for this project since the December 21, 2017 meeting.
- Mount Holly - High Street Sewer Main Repair Project Resolution # 2017-49: North American Pipeline Services is working with Alaimo on the schedule to complete the lining of the sewer mains. The cost of police coverage for traffic control has exceeded the bid estimate for this project and a change order will be necessary for the additional cost. Details on the additional cost estimate should be available at the January 11 Board Meeting.
- 2018 Requests for Proposals (RFP's): The following professional positions have been advertised for consideration of appointment at the annual reorganization of the MHMUA on February 08, 2018: Solicitor, Risk Manager, Bond Counsel, Special Counsel, Labor Attorney, Engineer, Computer Consultant and Environmental Engineer. The deadline for RFP submissions and the scheduled opening date is Thursday January 17, 2018 at 10:00 a.m.
- Eastampton Township - Monmouth Road Sewer Main Replacement Project Resolution # 2017-67: No change in status for this project since the December 21, 2017 meeting.
- Mount Holly - Pump Station 213 (Garden Street) Resolution # 2017-29: Alaimo Associates is preparing final bid documents for Authority review and Board approval. No change in status for this project since the December 21, 2017 meeting.

The Mount Holly Municipal Utilities Authority authorizes sewer credits for postage and handling charges.

Mount Holly- The Mount Holly Municipal Utilities Authority (Authority) has announced a sewer credit which is being made available for rate payers who may have overpaid certain postage and handling fees. Resolution 2017-110 was approved at the monthly Authority Board Meeting on December 21, 2017 memorializing this credit.

The Authority recently learned of a fee discrepancy between the Sewer Service Agreements (SSA's) for the five (5) townships receiving sewer service outside of Mount Holly Township. A charge of \$1.50 per billing cycle was agreed to by each Township for postage and handling originating in the initial SSA's. In 2007, the fee was increased at a rate hearing to \$2.00 per billing cycle and then to \$2.25 per billing cycle in 2013 at a subsequent rate hearing. Although these fees were changed through the proper and legal rate hearing process, the Authority has agreed to reduce the fee to the original \$1.50 per billing cycle as listed within each SSA's because of the discrepancy.

Customers of the Authority, who lived in towns serviced by the Authority outside of Mount Holly Township for the period from January 2007 to December 2017 were charged at a rate higher than agreed for postage and handling fees. These customers were billed in excess of up to \$0.75 per billing cycle and are eligible for maximum refund of approximately \$26.50 per account.

The extra charge on the quarterly bills affected the towns serviced by the Authority are: Eastampton, Hainesport, Lumberton, a portion of Moorestown and a portion of Westampton. The Authority will be notifying all eligible customers on how to obtain their account credit in the next billing cycle. When available, customers can also go to the Authority Website and download the certification form to verify eligibility. www.MHMUA.com All credit requests must be received by the Authority on or before June 1, 2018.

Customers in the Townships outside of Mount Holly will temporarily continue to receive a charge of \$2.25 per billing cycle, but will receive a simultaneous \$0.75 credit until the fee schedule is legally changed at the Authority's June 2018 rate hearing. Effective the first billing cycle in January 2018, the total charge for postage and handling will be \$1.50 per billing cycle for all customers serviced by the Authority.

A steward of the environment, the Authority is responsible for the sewer service for 15,000 rate- payers in six (6) municipalities. The Authority was created in 1946 by Mount Holly Township Ordinance and has grown with the communities it serves. In 2010, a \$35 million-dollar state of the art treatment facility was put into service to meet the increasing regulatory demands and population growth for the upcoming decades.

Robert Maybury, Executive Director

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

Meeting was held on January 25, 2017 to plan project. 16-inch sanitary sewer replacement. Alaimo was authorized to complete design on July 13, 2017. Design documents were sent to MHMUA for review in October. Alaimo to incorporate MHMUA comment and finalize documents. Bid schedule to be finalized.

M-0030-0319 High Street Sanitary Sewer Improvements

The new manhole has been installed and 19 feet of sanitary main replaced. The area has been paved. **The sanitary sewer lining will continue the week of January 8, 2018.**

M-0030-0324 Turbo Blower Replacement

Alaimo has receive authorization to complete the design. Draft specifications and drawings to be provided to the MHMUA for review by first week of January 2018. **Meeting will be scheduled with MHMUA to go over the preliminary design the week of January 8, 2018.**

M-0031-0210 Eastampton Village II Subdivision

Sanitary sewer mains have been installed and manholes have been set. Alaimo issued a revised performance bond reduction letter on September 13, 2016. Alaimo issued a letter with a revised Punch List on March 28, 2017. Per Alaimo Field Inspection (April 7, 2017), all items on Punchlist have been completed except for as-builts. Performance Bond Reduction letter sent out on April 13, 2017.

M-0031-0218

Waverly Pointe Subdivision

Contractor has installed all of the 8" SDR PVC sanitary main. Developer has requested a Performance Bond Reduction. As-built drawings were submitted for review on June 5, 2017. Performance Bond reduction letter was issued on September 28, 2017. Received revised as-builts on November 29, 2017. **Review and comment letter to be issued in January 2018.**

M-0031-0219

Quaker Steak & Lube

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

M-0031-0221

The Lofts at the Mi-Place

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

M-0031-0223

Lennar at Rancocas Creek

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

M-0031-0224

Eastampton Place West

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

M-0031-0226

West Rancocas Phase 1B-2-3C

Received drawing package for review on November 13, 2017. Review and comment letter to be issued in January 2018.

DJS/dal



SUPERINTENDENT OF OPERATION'S REPORT

FOR

January 11, 2018

PLANT OPERATIONS

1. The **MONTHLY DISCHARGE MONITORING REPORT** summary for December, 2017 is included. There were **no violations** for the period.
2. The **YEAR TO DATE CONSUMABLES USAGE REPORT** for December, 2017 is attached.
3. The **SLUDGE QUALITY** data summaries through December, 2017 are attached. There were no significant changes in sludge quality for the period covered.
4. The **COLLECTION SYSTEM OPERATIONS** report for December, 2017 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 December, 2017 is attached.

Respectfully submitted,

Joel L. Hervey
Superintendent of Operations

Mount Holly Municipal Utilities Authority

Report Date: 01/04/2018

Receipt Summary Report for the Period

12/1/2017 Through 12/30/2017

Page 1

Source Name	Waste Type	Flow, gpd	Total Gallons	Total Tons	No. of Trucks	Average % Solids	Amount Charged
A & L SEPTIC SERVICES	Septage	10421	323,050		63	0.3	\$12,922.00
Accurate Waste Systems	Septage	452	14,000		2	0.3	\$560.00
BEMS / BIG HILL LANDFILL	Leachate	323	9,998		2	1.7	\$389.92
BROWN, ALBERT S.	Septage.	258	8,000		2	0.5	\$320.00
Burlington County RRF PO# 13-09265	Leachate	24408	756,639		126	0.6	\$13,619.50
Cella's Septic Company	Septage	1971	61,100		13	0.7	\$2,444.00
DREDGE HARBOR BOAT CENTER LLC	Septage	226	7,000		1	0.1	\$280.00
Deckers Septic	Septage	532	16,500		5	0.4	\$660.00
Dey Farms	Miscellaneous	1558	48,300		7	0.2	\$2,415.00
Don E. Miller Cesspool Service	Septage	2768	85,800		24	0.4	\$3,432.00
Drayton	Septage	6452	200,000		43	0.5	\$8,000.00
Drayton Transfer Station	Septage	3677	114,000		24	0.7	\$4,828.00
Fieldsboro	Sludge	323	10,000		2	2.0	\$800.00
GROWS Landfill Stormwater	Miscellaneous	20555	637,214		112	0.1	\$11,388.99
Helen Fort Middle School	Sludge	161	5,000		1	1.7	\$400.00
Homestead Treatment Utilities, Inc.	Sludge	761	23,600		5	0.6	\$967.60
Jackson Transfer Station	Septage	161	5,000		1	3.0	\$450.00
Laird & Company	Miscellaneous	363	11,251		2	0.7	\$517.55
Mansfield Farms	Sludge	1716	53,200		8	1.0	\$2,181.20
Medford Township STP	Sludge	1806	56,000		8	1.8	\$3,080.00
Mobile Estates of Southampton, Inc.	Sludge	323	10,000		2	2.3	\$800.00
Palmyra	Sludge	1048	32,500		5	2.3	\$1,625.00
Puglisi Egg Farms. Inc.	Septage	968	30,000		5	0.7	\$1,200.00
Russell Reid	Septage	935	29,000		5	1.5	\$2,070.00
State Environmental Services	Septage	665	20,600		5	0.4	\$824.00
Waste Management/Parklands Landfill	Leachate	3987	123,600		30	0.2	\$3,150.00

Total
Gallons
2,691,352

Total
Tons
0

No. of
Trucks
503

Amount
Charged
\$79,324.76

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											2.968	5
CBOD5(influent)	278	331	237											286.6	n/a
CBOD5(effluent)	< 2	< 2	2.64											2.3	15
COD(influent)	849	1035	967											896.0	n/a
COD(effluent)	25.5	27.7	36.5											36.4	n/a
TSS(influent)	404	580	496											538.5	n/a
TSS(effluent)	1	1	2											1.9	30
pH(influent-Max)	9	7.4	7.2											8.1	n/a
pH(influent-Min)	6.3	6.7	6.9											5.8	n/a
pH(effluent-Max)	7.3	7.2	7.2											7.1	9
pH(effluent-Min)	6.7	6.9	6.8											6.3	6
Oil & Grease (effluent)	< 2.2	< 2.2	< 2.1											1.7	10
SQAR															
Arsenic	< 12.7	< 11.7	< 12											<13.1	41
Beryllium	< 6.3	< 5.8	< 6											<6.5	n/a
Cadmium	< 3.2	< 2.9	< 3											<3.3	39
Chromium	19.6	23.4	21.5											26.68	n/a
Copper	685	901	676											903.8	1500
Lead	23.3	26.9	26.1											31.02	300
Mercury	0.86	0.76	0.84											0.67	17
Molybdenum	< 12.7	< 11.7	< 12											7.44	75
Nickel	15	18.8	16.5											19.92	420
Selenium	< 31.7	< 29.2	< 30.1											<32.6	100
Zinc	1150	1400	1210											1570.0	2800
Cyanide	N/A	N/A	1.9											1.70	n/a

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

FORM AR-5a

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

Annual Consumables Summary- 2017

Fund Number	Consumable Name	Unit													Actual	Actual	Actual	Projected 2017		2017		
		Price	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTDTOT	YTDAVE	YTDCOST	Quantity	Costs	Budget		
020-6042	City H2O (100 gal)	0.5968	180.49	169.37	311.42	285.67	304.14	220.95	175.18	185.32	188.99	170.89	188.02	327.92	2708.38	225.70	\$1,616.35	2708.38	\$1,616.35	\$15,000.00		
040-6045	Diesel Fuel (gal) Vehicles**	1.7135	744.60	645.20	473.70	208.00	1,030.90	785.60	133.10	135.70	192.40	123.10	187.10	0.00	4,659.40	388.28	\$7,983.88	4,659.40	\$7,983.88	\$11,100.00		
040-6045	Diesel Fuel (gal) Vehicles ##	2.5550									123.91	0.00	0.00	0.00	123.91	30.98	\$316.59	371.73	\$949.77			
020-6044	Diesel Fuel (gal) Gen**	1.8829	NEW SPLIT TANK											0.00	42.20	550.70	592.90	197.63	\$1,104.51		2,371.60	\$4,418.05
020-6044	Diesel Fuel (gal) Gen	1.7135	92.00	52.00	60.00	74.00	257.00	101.00	189.00	498.00	332.00	99.00	108.00	41.00	1,903.00	158.58	\$3,260.79	1,903.00	\$3,260.79			
022-6044	Diesel Fuel (gal) Maple Ave	1.7135	39.00	22.00	53.00	14.00	62.00	50.00	139.00	719.00	137.00	48.00	37.00	53.00	1,373.00	114.42	\$2,352.64	1,373.00	\$2,352.64	\$5,000.00		
020-6107	Ecogrow Nutrients	5.7500	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00	15.00	\$1,035.00	180.00	\$1,035.00	\$2,000.00		
020-6041	Electric (100 kwhr)	1.0530	2,352.00	2,016.00	2,156.00	1,876.00	1,848.00	1,876.00	1,820.00	1,764.00	1,680.00	1,792.00	1,904.00	2,324.00	23,408.00	1,950.67	\$24,648.62	23,408.00	\$24,648.62	\$380,000.00		
022-6041	Electric (100 kwhr)Maple Ave	1.0530		1,043.11	985.43		726.30	769.99	672.97	793.21	789.04	835.98	843.73		7,459.76	828.86	\$7,855.13	9,946.35	\$10,473.50	\$20,000.00		
020-6102	Hypochlorite (gal)	1.0280	2,700.00	2,303.00	2,608.00	2,435.00	2,891.00	4,037.00	1,835.00	0.00	0.00	0.00	0.00	0.00	18,609.00	1,550.75	\$19,130.05	18,609.00	\$19,130.05	\$80,000.00		
022-6102	Hypochlorite - Maple Ave	1.0280	11.00	360.00	137.00	302.00	302.00	293.00	340.00	128.00	390.00	312.00	88.00	58.00	2,721.00	226.75	\$2,797.19	2,721.00	\$2,797.19	\$0.00		
020-6105	Lime (lbs)	0.0810	1,050.00	850.00	900.00	800.00	1,450.00	1,050.00	700.00	750.00	1,050.00	1,200.00	800.00	450.00	11,050.00	920.83	\$895.05	11,050.00	\$895.05	\$1,000.00		
020-6104	MgOH (gal)	2.2512	1,100.00	1,277.00	1,568.00	1,638.00	2,599.00	2,369.00	1,017.00	1,458.00	1,416.00	591.00	0.00	3,374.00	18,405.00	1,533.75	\$41,433.34	18,405.00	\$41,433.34	\$80,000.00		
020-6046	Natural Gas (ccf)	1.0176	1,083.00	813.00	885.00	124.00	53.00	5.00	5.00	4.00	5.00	32.00	336.00	919.00	4,244.00	353.67	\$4,318.69	4,244.00	\$4,318.69	\$7,500.00		
022-6045	Natural Gas (ccf) Maple Ave	1.0176		75.949	68.790		61.956	7.477	4.273	4.273	4.273	18.159	141.002		386.15	42.91	\$392.95	514.87	\$523.93	\$5,000.00		
020-6101	Polymer (lbs)	1.2900	1,840.00	1,400.00	1,410.00	1,290.00	1,520.00	1,450.00	1,350.00	1,080.00	740.00	990.00	1,180.00	1,250.00	15,500.00	1,291.67	\$19,995.00	15,500.00	\$19,995.00	\$55,000.00		
020-6103	Sodium Bisulfite (gal)	2.2330	1,814.00	1,677.00	1,830.00	1,852.00	1,820.0	1,743.00	465.00	0.00	0.00	0.00	0.00	0.00	11,201.00	933.42	\$25,011.83	11,201.00	\$25,011.83	\$25,000.00		
040-6045	Unleaded-MUA (gal)##	2.3045									87.03	439.64	467.05	707.47	1,701.19	425.30	\$3,920.39	5,103.57	\$11,761.18	\$138,900.00		
040-6045	Unleaded-MUA (gal)**	1.6877	NEW SPLIT TANK											23.50	51.80	0.00	75.30	25.10	\$125.58		301.20	\$502.31
040-6045	Unleaded-MUA (gal)**	1.6582	3,056.00	591.20	741.30	604.50	3,303.70	2,950.40	552.40	661.10	484.30	38.70	0.00	0.00	12,983.60	1,081.97	\$21,529.41	12,983.60	\$21,529.41			
Subtotal															\$189,722.99			\$204,636.59		\$825,500.00		
Collection System Consumables																						
040-6104	Bioxide (gals)	2.8300	2,038.70	1,948.50	2,050.40	1,926.50	2,554.40	2,742.10	3,204.10	3,308.40	2,668.70	2,060.40	1,957.50	2,128.90	28,588.60	2,382.38	\$80,905.74	28,588.60	\$80,905.74	\$77,000.00		
040-6044	Diesel Fuel (gal) P/S Gen	1.8109	17.30	24.90	28.20	18.20	26.00	22.90	18.20	30.70	26.80	32.70	38.50	17.20	301.60	25.13	\$546.17	301.60	\$546.17	\$500.00		
040-6046	Natural Gas (ccf)	1.0176	80.64	68.00	85.77	48.64	58.00	60.83	29.76	143.00	55.00	49.00	53.00	85.00	814.64	67.89	\$828.98	814.64	\$828.98	\$3,500.00		
Subtotal															82,280.88			82,280.88		81,000.00		
Total															\$272,003.87			\$286,917.47		\$886,500.00		

** Vehicle gas & diesel usage show was dispensed from the tanks located at plant
 ## Vehicle gas & diesel usage shown was purchased under new swipe card system

NOTE - NOT ALL INFORMATION WAS AVAILABLE AT TIME REPORT WAS PRINTED

YEARLY TOTALS OF COLLECTION SYSTEM WORK

R-23A

YEAR 2017

MONTH		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1)	MISCELLANEOUS BEEPER CALL	4	4	7	10	9	7	5	12	8	9	7	10	92
2)	MISCELLANEOUS CALLS NOT OURS	1	1	1	3	1	0	4	0	2	4	2	1	20
3)	NUMBER OF OVERTIME CALLS	3	2	4	5	5	3	2	9	6	5	4	7	55
4)	ACTUAL OTHER BILLABLE MANHOURS	0	0	0	0	0	0	3.5	0	10.25	0	0	0	13.75
5)	NUMBER OF FEET OF PIPE CLEANED	35,111	22,488	21,027	21,210	39,997	39,986	48,093	57,527	30,120	20,119	41,035	4,847	381,560
6)	MANHOLE OVERFLOW INCIDENTS	0	0	1	1	0	0	0	0	1	0	0	0	3
7)	LATERAL INSPECTIONS	2	6	2	4	7	5	4	7	5	7	3		52
8)	MANHOLE INSPECTIONS	30	19	23	17	14	12	12	6	3	11	16	37	200
9)	TOTAL NUMBER OF SERVICE CALLS (STOPPAGE)	15	9	10	9	7	6	6	3	2	5	8	16	96
10)	NUMBER OF SERVICE CALLS NOT OUR PROBLEM	15	7	7	8	7	6	6	3	0	5	8	15	87
11)	NUMBER OF OVERTIME SERVICE	5	4	3	3	5	1	3	1	0	4	4	6	39
12)	NUMBER OF REPEAT SERVICE CALLS **	0	0	0	0	0	0	0	0	0	0	0	0	0
13)	NUMBER OF SECOND WATER METER READINGS	5	5	5	26	22	18	18	23	99	10	11	11	253
14)	NUMBER OF FEET OF PIPE SMOKE TESTED	0	0	0	0	0	0	0	0	0	0	0	0	0
15)	NUMBER OF FEET OF PIPE TELEVISED	1,114	0	0	0	108	0	0	0	0	0	0	0	1222
16)	MARK OUT REQUESTS	255	244	337	341	369	393	399	490	459	493	408	300	4,488

** SAME MAIN IN A 3 MONTH PERIOD

DECEMBER 2017 COLLECTION SYSTEM COMMENTS

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
201	12-20-2017						Fixed Sump pump
205	12-21-2017						Check arm fail to rise alarm. Cleaned ARV
206	12-4-2017						Cleaned wetwell
212	12-4-2017						Cleaned wetwell
215	12-1 and 12-4-2017			Yes, P-1 and check valve on 12-1			12-4 Had a high drywell alarm. 12-4 Cleaned wetwell
221	12-4-2017	Relocated transducer					
235	12-5 12-7 12-8 12-11 12-12 12-18,19		12-12-2017 Both check valve shafts were lubricated. 12-18,19-2017 Both check valve seats were replaced				12-5-2017 Cleaned wetwell 12-7,8-2017 Entered wetwell and re-seated p-2

DECEMBER 2017 COLLECTION SYSTEM COMMENTS

THERE WAS ONE BIOXIDE DELIVERIES MADE IN THE MONTH DECEMBER ON 12-21-2017.

<u>PUMP STATIONS</u>	<u>GALLONS</u>
P/S # 15	
P/S # 19	1152
P/S # 21	306
P/S # 22	
P/S # 24	
P/S # 25	
P/S # 26	497.2
C.O.B	487

THERE WAS TOTAL OF 2442.2 GALLONS OF BIOXIDE DELIVERED IN THE MONTH OF DECEMBER

THERE WAS ONE FUEL DELIVERY MADE IN THE MONTH OF DECEMBER ON 12-13-2017.

<u>PUMP STATION</u>	<u>GALLONS</u>	<u>PUMP STATION</u>	<u>GALLONS</u>
P/S # 01		P/S # 21	
P/S # 02		P/S # 22	
P/S # 08		P/S # 23	
P/S # 10		P/S # 24	
P/S # 11	3.4	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			

THERE WAS 3.4 TOTAL GALLONS OF FUEL DELIVERED IN THE MONTH OF DECEMBER.

**TABLE AR-4
SUMMARY OF IWPT MONITORING PROGRAM**

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

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

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

Bulk Waste Monitoring December, 2017

	December	November	October 2017- September 2018	October 2016- September 2017
1. Number of bulk delivery pH, T.S. and sensory checks:	503	675	1,769	5,951
2. Number of bulk delivery conventional pollutant checks:	10	12	32	108
3. Number of bulk septage sources:	13	12	14	20
4. Number of bulk sludge sources:	7	8	11	13

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

TABLE AR-7
Mount Holly Sewerage Authority NJPDES 0024015
SUMMARY OF VIOLATIONS OF LOCAL, STATE, AND FEDERAL PRETREATMENT REGULATIONS
December, 2017

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

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

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

TABLE AR-8
Mount Holly Sewerage Authority NJPDES 0024015
SUMMARY OF POTW COMPLIANCE ACTIONS
December, 2017

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

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

January 3, 2018
MHMUA STATUS REPORT
Safety Director and Special Projects
MONTHLY UPDATE for December 2017

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:

- Were restocked as needed and additional supplies will be ordered in January

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

- Worked with the electricians to update the Arc Flash Labels for the new service panel installed in the disc filter building
- Received the 3rd revision of the energy specific lockout procedures (LOTO) for the press room and related operations from maintenance and will put in final so that the LOTO can be reviewed and 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

Confined Space:

- Received an email from Chief Farnsworth at Westampton FD indicating that the WFD has discontinued its Confined Space Rescue services because of increased call volume
 - Was discussed at the December Safety Committee meeting
- Reviewed OSHA and NIOSH requirements for in-house CSE rescue teams and protocols, equipment, training, etc. to start addressing the establishment of an internal.
- Had discussions with Adam, Bob Young and Tony regarding the CSE issues and potential plans to address same
- Received a proposal from Pendergast Safety for the repair and recertification of the Rancocas Road davit winch.
 - To be sent out in January

Electronic Records Imaging and Information Management System:

- 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.
 - Planning to set up meeting after the holidays

Emergency Response and Action Plan:

- Dave is in the process of adding a section to the plan that addresses IPP issues as required by the.
- The table of Contents will be revised to reflect the updates and an employee training program developed and provided in 2018

Interstate Mobile Care:

- Coordinated the 4th quarter randoms and audiometric testing to comply with the agreement between the New Jersey Department of Labor, Consultation Division and the Authority as it relates to employees (collection and several plant operators) that may be exposed to noise levels exceeding permitted levels when operating the jetter/vactor or landscaping equipment

Maple Avenue:

- Byer Lock completed the annual inspection and certification of the fire detector system and will provide certificate
- Lumberton Fire Marshall completed reinspection of facility and placed the access keys in the KNOX BOX as part of the Rapid Entry System required by the New Jersey Uniform Fire Code

MHMUA Fueling System:

- Reviewed information from the American Petroleum Institute, OSHA and DEP and finalize the draft for the draft work requirements for the AST, distribution, fuel island and piping removal from Township yard
- Discussed with Adam the potential environmental concerns and the possible need for soil sampling
- Met with Richard Erickson of First Environment (New Jersey Environmental Insurance Fund [EJIF]) regarding the tank removal and the possible need for a Licensed Site Remediation Professional (LSRP)
- Made calls and sent emails to EJIF contractors to start getting prices for removal and/or tank demolition.
 - Two proposal were received and waiting for a third from Oxford Engineering, a company affiliated with the supplier of the new fuel tank.

NJUA JIF:

- Still waiting for the 2016 SIP Award Plaque that was mailed by PERMA to the Authority
- Started gathering information for the 2017 annual report highlighting activity during the last six months towards completion of the Safety Incentive Program
- I attended the December NJUAJIF Executive Safety Committee meetings on Thursday, December 14th at Evesham MUA
 - In addition to the normal agenda, Richard Erickson, EJIF/First Environment will made a presentation on environmental changes and other highlights and coverage issues that could impact Authority operations and/or coverage
- Continuing to work with the Authority Safety Committee and Department Supervisors to make sure the Authority makes every effort to remain in compliance with the JIF Safety Program requirements
- Completed Motor Vehicle Record checks as required by the NJUAJIF
- Completed an audit required by the NJ Motor Vehicle Commission related to Fleet Safety and compliance with Federal Highway Safety Administration alcohol, drug and controlled substance issues for drivers maintain a CDL license

Peracetic Acid (PAA) Trial:

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

Right-To-Know:

- Reviewed available information on custodial cleaning agents and potential hazards to employees lead and concerns for grinding, removal, or sanding of lead or oil based paints and developed safety bulletins to be emailed to operational employees
- Continuing to update the Right-To-Know folder created on the W-Drive as well as central and facility files, including department inventory spreadsheets with information as needed as new products are received
 - I spoke with the NJDOH regarding their correspondence requesting that the Authority revise the Co/Mu identification number they issued and advised them the Authority no longer operates the pump station (Charley's Other Brother) and that it should be removed from the 2018 property schedule

Safety Committee Scheduled Meeting Highlights and Upcoming Meeting Dates:

- The Committee met on Tuesday December 19th with minutes emailed to each member
- Still researching davit base options that were introduced at the October meeting as a way to improve employee safety when entering the clarifier tanks at Maple Avenue
- Developed several safety bulletins regrading work related topics to be distributed to exposed employees as a means to enhance the Authority Safety Program
- Discussion regarding enhancements to the Authority program for non-entry confined space rescue and updating training and PPE as needed for added safety

Safety Equipment:

- Ankor Fire Safety completed the annual fire extinguisher inspection and will be hydrotesting one CO2 extinguisher to be relocated to the blower room

- Expired extinguishers that can no longer be used were removed from service and replacements will be purchased
- Updated the emergency equipment inspection forms and placed on "S" drive for accessibility and emailed to all operational personnel
- Spoke with Tony to review electric shock/arc flash concerns for electricians working in confined spaces and spoke several times with John McShane at Pendergast Safety to review the availability of entry/rescue equipment that would not present an electric shock hazard to electricians
 - Pendergast will provide pricing along with manufacturer cut sheets
 - We have also requested a meeting with the equipment manufacturer (if possible) so they have a better understanding of the Authority's exposures and needs
- We received a tentative price from DBI SALA/Capital Safety/3M through Pendergast Safety for the rebuilding/recertification (\$900 - \$1000 + shipping) or replacement (\$3300 - \$3400 + shipping) of the Rancocas Road davit winch
 - We will send the winch for the rebuild/recertification in January

Safety Manual:

- Made revisions to the confined space section of the safety manual to reflect changes to internal verses external CSE rescue services and training
 - Updates/revisions will continue as needed other sections of the manual to address operational concerns or exposures

Training:

- Compiled an Excel spreadsheet showing 2017 in-house seminars conducted for operational and licensed employees to show license #'s, NJDEP Course Approval #'s, employee name, license type, course name, NJDEP Course Approval #'s, date attended, #'s of TCH's approved, and course type with all information emailed to Chrissy Gertsnick, NJDEP Licensing Unit for review, comment and credit
- Emailed Robert Holwitt at JIF regarding office safety training with copy of power point program to see if I can use bulletins instead of classroom training for office staff
 - He approved this approach so bulletins will start being emailed in January
- Emailed Chief Farnsworth to determine if the WFD can provide onsite live fire extinguisher training as we are prohibited from providing same under the New Jersey Uniform Fire Code
- Had discussions with Rob Burner of Cape May County MUA, Maria Brush at Rockaway Valley RSA and the Drexel Health Systems ER Administrator regarding the recent increase in AHA wallet cards and potential ways to offset this increase and/or other programs that might be available to use for recertifying employees for AED/CPR/First Aid
 - Will be reviewing other programs and options that are available for AED/CPR/First Aid training through the National Safety Council, American Red Cross, etc. to determine how their costs compare to AHA
 - Example – 2017 AHA cost - 36 wallet cards @ \$8 = **\$288**
2019 AHA new price structure 36 wallet cards @ \$20 = **\$720**

Claims:

- Saturday, December 9, 2017, received call and text from Mark Roberts for a backup into basement at 26 Estate Road in Lumberton, met with homeowner, schedule cleanup company (All Risk), took photos, spoke with homeowner about cleanup services to which he first agreed to and then changed his mind, call All Risk to cancel, to office to process memo and paperwork and email to Authority management and notification to Don Kellerman, Liability Supervisor at Qual Lynx and Brian Monaghan, RMC

2017 Overview

2017 Employee Incident/Injury Reports – Workers Compensation

DOL	Lost Time Days	Restricted Duty Days	DESCRIPTION	TYPE
3/28/2017	3	0	Felt weakness in knees and stiffness in lumbar area from climbing fixed ladders	Sprain/Strain
5/2/2017	0	0	Struck in hand by screw while installing wood decking	Struck By
5/15/2017	0	0	Struck by ladder blown over by wind while working on top of OSST	Struck By
5/15/2017	0	0	Struck by ladder blown over by wind while working on top of OSST	Struck By
5/27/2017	0	0	Pulled on the hatch cover chain of Mag Tank #2 and was struck by cover	Struck By
6/6/2017	0	0	Was checking air mix compressor for Mag Tank and was struck by cover	Struck By
7/14/2017	0	0	Hand scraped against metal ring on cam lock cover of bumble bee hose for disc filter	Struck Against
8/21/2017	0	0	Opening passenger side door of vehicle at construction site and hit corner of door	Struck Against
9/25/2017	0	0	Skin irritation noted after removing debris from BioAir discharge	Exposure
10/2/2017	0	0	Performing air relief valve maintenance and struck head on top of manhole	Struck Against
10/12/2017	0	0	Wood splinter went under finger nail when reaching under box on wood shelf	Cut/Puncture/Scrape
	3	0		

2017 General Liability – Submitted to Qual Lynx

DOI	DESCRIPTION
2/2/2017	39 Front Street - Raw sewage 4" – 6" backed up into an unfinished basement as a result of a surcharged line. Contacted cleanup company for emergency response
12/9/2017	26 Estate Road - Raw sewage 1" backed up into an unfinished basement as a result of a surcharged line. Homeowner decided to cleanup himself

2017 Property Damage – Submitted to Qual Lynx

DOI	DESCRIPTION
3/3/2017	Tree fell onto and damaged the fence at pump station 213
3/31/2017	A car struck the utility pole next to pump station 238 causing damage to electrical components in the station
10/17/2017	A plastic/PVC utility water line suspended from the ceiling of the press room broke at a coupling causing water damage to both touch control screens

2017 Training Programs

Program	# of Seminars
AED/CPR	9
Aerial Lift/Elevated/Boom/Bucket Lift Supported Work Platforms	4
Arc Flash/Electrical/Lock Out/Tag Out	6
Communicable (Bloodborne/Waterborne) Disease	8
Confined Space/Fall Protection/Excavation/Heavy Equipment/Meters	7
Fire Extinguisher/Hot Work	6
First Aid	9
Jetter/Vactor/Work Zone	6
Peracetic Acid Safety & PPE	7
Personal Protective Equipment	6
Right-To-Know/Global Harmonizing	6
TOTAL	76

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
BANK BALANCE REPORT
DECEMBER 31, 2017**

<u>BANK ACCOUNTS</u>	<u>REGISTRATION</u>	<u>AMOUNT</u>	
Beneficial Bank	MHMUA Escrow Account	\$	224,828.59
Beneficial Bank	MHMUA Self Insured UE Fund	\$	35,720.04
Beneficial Bank	MHMUA Payroll	\$	10,510.04
Beneficial Bank	MHMUA Operating Fund	\$	898,431.83
Beneficial Bank	MHMUA Trustee Deposit Account	\$	1,125,765.29
Beneficial Bank	MHMUA FSA Account	\$	6,273.11
		\$	<u>2,301,528.90</u>

ACCOUNTS HELD IN TRUST

T.D. Wealth Management	Debt Service Reserve	\$	3,928,482.78	In Trust
T.D. Wealth Management	Revenue Fund	\$	2,325,521.17	In Trust
T.D. Wealth Management	Renewal & Replacement	\$	10,101,556.28	In Trust
T.D. Wealth Management	Debt Service Fund	\$	694,453.72	In Trust
		\$	<u>17,050,013.95</u>	

Debt Service payment February 1, 2018:			<u>DEBT SERVICE SCHEDULED PAYMENTS (P&I) FOR 2018:</u>		<u>NJEIT FEES</u>	
			Due 2.1.18	\$	310,433.64	18,960.00
Total Debt Payment 2/1/2018	\$	329,393.64	Due 6.1.18	\$	428,393.76	
Balance 12/31/2017	\$	694,453.72	Due 8.1.18	\$	1,293,432.57	18,960.00
			Due 12.1.18	\$	968,393.76	
Debt Service (Required)/Available	\$	365,060.08		\$	3,000,653.73	\$ 37,920.00

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
SCHEDULE OF INTEREST INCOME
FOR THE YEAR 2017**

BANK ACCOUNTS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
REVENUE - TRUSTEE ACCT	130.56	92.97	99.59	78.07	73.26	54.06	68.18	104.68	85.05	123.39	116.21	111.11	1,137.13
OPERATING	50.44	55.37	51.77	55.87	45.65	39.37	40.61	47.02	51.63	49.31	49.47	67.77	604.28
ESCROW	22.29	19.68	21.08	20.19	20.36	18.90	19.42	19.14	19.02	19.36	19.08	20.16	238.68
UNEMPLOYMENT	3.19	2.93	3.33	3.28	3.45	3.38	3.54	3.56	3.46	3.58	3.46	3.51	40.67
PAYROLL	2.72	2.71	3.03	4.83	3.15	3.25	2.39	2.30	2.86	3.06	3.57	3.50	37.37
FSA ACCOUNT	0.43	0.36	0.40	0.39	0.40	0.37	0.40	0.37	0.35	0.39	0.41	0.49	4.76
REVENUE FUND (Trust Acct)	14.54	13.89	11.05	106.92	273.26	321.99	524.92	726.91	808.08	952.19	875.01	877.76	5,506.52
DEBT SERVICE RES. (Trust Acct)	1.99	5,626.14	-	3,231.25	40,231.19	1,175.45	0.14	4,062.67	0.23	3,231.44	40,255.68	2,286.43	100,102.61
DEBT SERVICE (Trust Acct)	-	5.53	10.58	128.15	361.64	435.75	631.44	875.75	518.45	516.58	566.84	580.08	4,630.79
RENEWAL & REPLACEMENT (Trust Acct)	31.20	31.20	28.18	272.98	667.41	896.22	1,650.34	2,410.30	2,689.99	2,679.45	3,262.45	3,732.92	18,352.64
TOTAL INTEREST	\$257.36	\$5,850.78	\$229.01	\$3,901.93	\$41,679.77	\$2,948.74	\$2,941.38	\$8,252.70	\$4,179.12	\$7,578.75	\$45,152.18	\$7,683.73	\$130,655.45

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
SCHEDULE OF CASH IN/OUT
FOR THE YEAR 2017**

SOURCE OF INCOME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
METER SERVICE	1,382,217.31	1,087,565.04	1,015,712.86	1,088,957.41	900,290.80	747,870.51	1,163,769.87	1,113,105.05	725,422.13	1,847,218.72	1,136,862.27	1,179,884.24	13,388,876.21
CONNECTION FEES	36,630.00	36,630.00	97,349.51	80,163.00	180,708.00	102,564.00	14,652.00	44,446.00	7,522.00	44,943.00	71,961.00	104,230.00	821,798.51
SLUDGE/SEPTAGE/LEACH.	86,926.96	50,127.34	64,797.01	88,928.46	96,276.54	82,418.07	144,517.31	70,783.60	175,698.08	64,891.23	84,919.96	67,434.84	1,077,719.40
TOTAL GAS	8,067.86	3,850.30	3,786.71	3,821.29	4,846.55	4,613.12	4,336.08	4,252.94			3,248.92	-	40,823.77
ACCOUNTS RECEIVABLE - O/S	-				1,020.81	291.66	4,110.60	1,057.89		2,608.72	581.25	-	9,670.93
MISCELLANEOUS	6,264.80	14,663.75	6,541.16	65,658.51	10,897.49	13,045.92	5,062.82	4,892.59	13,244.14	14,057.99	9,127.00	3,974.91	167,431.08
INTEREST INCOME	257.36	5,850.78	229.01	3,901.93	41,679.77	2,948.74	2,941.38	8,252.70	4,179.12	7,578.75	45,152.18	\$7,683.73	130,655.45
TOTAL CASH IN	1,520,364.29	1,198,687.21	1,188,416.26	1,331,430.60	1,235,719.96	953,752.02	1,339,390.06	1,246,790.77	926,065.47	1,981,298.41	1,351,852.58	1,363,207.72	15,636,975.35
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CHECK REGISTER	(253,582.14)	(457,793.47)	(407,843.30)	(395,418.67)	(372,827.48)	(370,252.50)	(303,405.35)	(313,008.33)	(414,178.61)	(229,690.69)	(673,669.35)	(355,638.69)	(4,547,308.58)
PAYROLL	(288,952.22)	(253,968.38)	(264,077.15)	(718,162.36)	(257,466.97)	(402,550.18)	(278,112.83)	(253,841.60)	(268,465.88)	(390,545.40)	(260,399.05)	(318,970.23)	(3,955,512.25)
BOND/LOAN PRINCIPAL	-	(145,844.34)	-					(1,078,387.61)				(915,000.00)	(2,139,231.95)
BOND/LOAN INTEREST	-	(187,525.00)	-			(453,012.51)		(180,533.35)				(453,012.51)	(1,274,083.37)
BOND/LOAN FEES		(18,960.00)	-					(18,960.00)					(37,920.00)
TOTAL CASH OUT	(542,534.36)	(1,064,091.19)	(671,920.45)	(1,113,581.03)	(630,294.45)	(1,225,815.19)	(581,518.18)	(1,825,770.89)	(682,644.49)	(620,236.09)	(934,068.40)	(2,042,621.43)	(11,916,136.15)
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DIFFERENCE (IN/OUT)	\$ 977,829.93	\$ 134,596.02	\$ 516,495.81	\$ 217,849.57	\$ 605,425.51	\$ (272,063.17)	\$ 757,871.88	\$ (578,980.12)	\$ 243,420.98	\$ 1,361,062.32	\$ 417,784.18	\$ (679,413.71)	\$ 3,720,839.20