

TO: MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
FROM: ROBERT G. MAYBURY, EXECUTIVE DIRECTOR  
DATE: NOVEMBER 12, 2015  
SUBJECT: REGULAR MEETING

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There will be a REGULAR MEETING of the Mount Holly Municipal Utilities Authority held on Thursday, November 12, 2015 at 6:00 PM in the Administrative Office of the Mount Holly Municipal Utilities Authority, 37 Washington Street, Mount Holly, New Jersey. The agenda for this meeting is as follows:

- A. ROLL CALL  
Mr. Thiessen\_\_\_\_, Mr. Jones\_\_\_\_, Mr. Silcox\_\_\_\_, Mr. Brown\_\_\_\_, Mr. Banks\_\_\_\_
- B. VERIFICATION OF NOTICE



- C. PLEDGE OF ALLEGIANCE
- D. PUBLIC COMMENTS ON AGENDA ACTION ITEMS ONLY
- E. APPROVAL OF MINUTES  
Regular Meeting                      October 8, 2015  
Executive Session                      October 8, 2015 (RES 2015-99)

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

- F. OLD BUSINESS:
- G. NEW BUSINESS:

**RESOLUTION 2015-100**     A RESOLUTION APPROVING THE MT.HOLLY MUNICIPAL UTILITIES AUTHORITY 2016 BUDGET.

**RESOLUTION 2015-101**     A RESOLUTION APPROVING S-1 APPLICATION FOR A BETTER LUMBERTON.

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

- H. CONSENT AGENDA:  
“All items listed with an asterisk (\*) are considered routine by the Authority and will be enacted by one motion. Should a Commissioner wish to discuss a consent agenda item separately, that item can be removed from the consent agenda and considered in its normal sequence.”  
**\*RESOLUTION 2015-102**     A RESOLUTION APPROVING THE OPERATING EXPENSES FOR THE MONTH OF OCTOBER 2015

**\*RESOLUTION 2015-102A**     A RESOLUTION APPROVING THE SEWER REFUNDS FOR THE MONTH OF OCTOBER 2015

**\*RESOLUTION 2015-103**     A RESOLUTION APPROVING THE ESCROW EXPENSES FOR THE MONTH OF OCTOBER 2015

**\*RESOLUTION 2015-104**     A RESOLUTION APPROVING THE EXPENDITURES FOR THE MONTH OF OCTOBER 2015 FROM THE IMPROVEMENT AND REPLACEMENT FUND

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

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

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

## **OPEN PUBLIC MEETINGS ACT STATEMENT**

### **REGULAR MEETING**

“In compliance with the Open Public Meetings Act, adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 19, 2015, and the Courier-Post on February 19, 2015. On Monday, November 09, 2015 advanced written notice of this meeting was (1) posted on the Administrative Bulletin Board at the Township Building and (2) advanced written notice of this meeting was mailed to all persons who, according to the records of the MUA, requested such notice.”

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

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

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
October 08, 2015**

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday October 08, 2015; at 6:00 P.M. Chairman Thiessen called the meeting to order with the following roll call:

PRESENT: Mr. Jules Thiessen, Chairman  
Mr. Robert Silcox, Vice Chairman  
Mr. Christopher Banks, Commissioner  
Mr. Joshua Brown, Commissioner

ALSO Robert Maybury, Executive Director  
PRESENT: George Morris, Esq., Solicitor -Parker McCay  
Katelyn McElmoyl., Solicitor –Parker McCay  
Albert Marmero, Esq., Long Marmero & Associates, LLP, Special Counsel  
David Skibicki, R. A. Alaimo Associates, Engineer  
Cheryl Wurst, Finance Administrator/Treasurer  
Anthony Stagliano, Deputy Director of Regulatory Affairs & Qualified Purchasing Agent  
Joel Hervey, Deputy Director for Plant Operations  
Brandy C. Boyington, Board Secretary

ABSENT: Mr. Jason Jones, Commissioner

**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 19, 2015 and the Courier Post on February 19, 2015. On Monday, October 05, 2015, advanced written notice of this meeting was posted on the Administrative Bulletin Board at the Township Building and advanced written notice of this meeting was mailed to all persons who, according to the records of the Authority, requested such notice."

**MANDATORY AFFIRMATIVE ACTION COMPLIANCE NOTICE**

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

**PLEDGE OF ALLEGIANCE** ☐

**PUBLIC COMMENTS ON ACTION ITEMS**

**APPROVAL OF MINUTES**

Commissioner Brown moved for the approval of Regular Meeting Minutes and Executive Meeting Minutes of September 10, 2015. Commissioner Banks seconded the motion. At the call of the roll the vote was:

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

Commissioner Brown moved for the approval of Special Meeting Minutes and Special Meeting Minutes of August 26, 2015. Commissioner Banks seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Brown, Commissioner Banks  
NAYES:  
ABSTAIN: Commissioner Silcox

ABSENT: Commissioner Jones

## OLD BUSINESS

**RESOLUTION 2015-72** A RESOLUTION APPROVING S-3 APPLICATION FOR SEWERAGE SERVICE BETWEEN THE MHMUA AND MOUT HOLLY TOWNSHIP FOR WEST RANOCAS REDEVELOPMENT OF MOUNT HOLLY Block 12.03 Lot 3-14, Block 12.04 Lots 40-45, Block 12.05, Lots 27

Executive Director Maybury explained that the S-3 application is approving the sewer plans. This application is for 40 homes with in this development; approximately 18 are existing residents.

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

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Jones

## NEW BUSINESS:

**RESOLUTION 2015-90** A RESOLUTION APPROVING THE INDUSTRIAL WASTE SERVICE AGREEMENT WITH PSE&G.

Executive Director Maybury explained that this agreement is an update from an existing agreement that currently allows PSE&G to discharge up to 25,000 gallons of ground water per day to the sanitary sewer. This resolution, if approved would allow discharge of up to 100,000 gallons of per day.

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

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Jones

**RESOLUTUION 2015-91** A RESOLUTION APPROVING S-1 APPLICATION FOR SEWERAGE SERVICE BETWEEN THE MHMUA AND HAINESPORT TOWNSHIP SCHOOL.

Executive Director Maybury clarified this Resolution is for Hainesport Township School, who has been connected to the sanitary sewer system by use of a pumping station operated by the MHMUA since 1994. A gravity main was installed in front of the school in 2003 and now they would like to connect a lateral to the gravity main and decommission the pump station.

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

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Jones

**RESOLUTION 2015-92-** A RESOLUTION RELEASING PERFORMANCE BOND FOR WEST RANOCAS REDEVELOPMENT PARKER'S MILL EAST IN THE AMOUNT OF \$77,819.73.

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

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Jones

**RESOLUTION 2015-93- A RESOLUTION RELEASING THE PREFORMANCE BOND FOR WOODS AT CREEKVIEW, HAINESPORT NJ- (MAINTENACE BOND WAIVED.)**

Executive Director Maybury stated that this bond is for a developer's project that was completed about 8 years ago. There were some outstanding issues relating to easements and as built drawings that have been resolved. The maintenance bond has been waived because of the length of time this project has been complete.

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

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

**RESOLUTION 2015-94 A RESOLUTION OF THE MT. HOLLY MUNICIPAL UTILITIES AUTHORITY AUTHORIZING ENGINEERING SERVICES WITH PENNONI ASSOCAITES FOR NJPDES PERMIT RENEWAL.**

Executive Director Maybury stated that this Resolution is for the New Jersey Pollution Discharge Elimination System (NJPDES) Permit Renewal is for the Rancocas Road Treatment Facility effluent. This permit is 5 years and the MHMUA requires technical assistance from the Engineer to perform the local limit studies, sampling plans and pollution plan management. This permit has a special compliance requirement for a pollutant of concern (Bromodichloromethane) that has never been targeted within the discharge permit before. Once the new permit takes effect, the MHMUA has 3 years to comply and this is a big project. Omni Environmental has previously performed the renewal requirements. If approved, Pennoni will work with the MHMUA staff for the permit renewal and the total cost would be \$78,500.

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

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

**RESOLUTION 2015-95 A RESOLUTION APPOINTING SHERRILL COX AS QUALIFIED PURCHASING AGENT.**

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

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

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

**\*RESOLUTION 2015-96**  
**A RESOLUTION APPROVING THE OPERATING EXPENSES FOR**  
**THE MONTH OF SEPTEMBER 2015**

**\*RESOLUTION 2015-96A**  
**A RESOLUTION APPROVING THE SEWER REFUNDS FOR**  
**THE MONTH OF SEPTEMBER 2015**

**\*RESOLUTION 2015-97**  
**A RESOLUTION THE ESCROW EXPENSES FOR THE MONTH OF SEPTEMBER 2015**

**\*RESOLUTION 2015-98**  
**A RESOLUTION APPROVING THE EXPENDITURES FOR THE MONTH OF SEPTEMBER**  
**2015 FROM THE IMPROVEMENT AND REPLACEMENT FUND**

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

AYES: Chairman Thiessen, Commissioner Brown, Commissioner Banks, Commissioner Silcox  
NAYS:  
ABSTAIN:  
ABSENT: Commissioner Jones

**COMMUNICATIONS**   None

**MATTERS TO BE PRESENTED BY THE PUBLIC**   None

**REPORT OF THE EXECUTIVE DIRECTOR**   Executive Director Maybury stated there was nothing further, but would like to note that Timothy Kiel from Bowman is with us tonight to discuss some of the MHMUA’s 2016 budget issues. Chairman Thiessen suggested setting up a meeting with two commissioners, Timothy Kiel and the Interim Finance Administrator. Commissioner Banks and Commissioner Silcox agreed to meet with Mr. Kiel. Date to be determined.

**REPORT OF THE ENGINEER**  
The Report of the Engineer was received. Mr. Skibicki added that we are waiting on Lumberton Force Main Insertion Valve shipment. We should have installed this month. Mr. Skibicki also stated that there was a design review meeting with Alaimo and the MHMUA for the Belt Filter Press on September 30<sup>th</sup>, 2015 and should expect to have new drawings by end of this month.  
Commissioner Silcox asked what, if any, the status of Wellington Farms was. Executive Director Maybury explained that the 211 acres behind Walmart in Lumberton is still in the planning process. There was a meeting with Nicholson Associates and Mr. Fooks from Alaimo to discuss the route of the proposed flow. The original plan was presented to the MHMUA being routed through the Country Estates Pump Station and then into the Hollybrook Pumps Station. The MHMUA would like to see it routed to existing 18” gravity main in the Bobby’s Run Development, then into the recently upgraded Edward Street Pump Station. Chairman Thiessen asked what our position is on the decision of flow route. Executive Director Maybury explained the MHMUA is in the driver’s seat and ~~we~~ will decide ~~how to~~ the most appropriate route based on hydraulic calculations and studies from Alaimo.

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

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

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

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

**REPORT OF THE SOLICITOR**

The Report of the Solicitor was received.

**REPORT OF THE FINANCE ADMINISTRATOR/BOARD TREASURER**

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

**OTHER NEW BUSINESS**

**MATTERS TO BE PRESENTED BY COMMISONERS**   None

**Executive Session**

Commissioner Silcox moved for approval of Resolution 2015-99. Commissioner Silcox seconded the Motion. At the call of roll, the vote was:

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

NAYS:           ----

ABSTAIN:       ----

ABSENT:       Commissioner Jones

At 6:20 P.M. the Authority Commissioners retired to Executive Session for a discussion of the matter listed in the below resolution.

**RESOLUTION 2015-99  
AUTHORIZING EXECUTIVE SESSION**

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

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

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

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

- \_\_\_\_\_Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: \_\_\_\_\_);
- \_\_\_\_\_Any matter in which the release of information would impair a right to receive funds from the federal government;
- \_\_\_\_\_Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;
- \_\_\_\_\_Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: negotiations with bargaining units);
- \_\_\_\_\_Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;
- \_\_\_\_\_Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;
- \_\_\_\_\_Any investigations of violations or possible violations of the law;

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 entitled: Hainesport Township connection fee matter, legal issues related with the development of the 2016 budget

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

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

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

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

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

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

I, Brandy C. 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 October 08, 2015.

\_\_\_\_\_  
Brandy C. Boyington

## ADJOURNMENT

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

Respectfully submitted,

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



**Executive Session**

Commissioner Silcox moved for approval of Resolution 2015-99. Commissioner Silcox seconded the Motion. At the call of roll, the vote was:

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

NAYS: ----

ABSTAIN: ----

ABSENT: Commissioner Jones

At 6:20 P.M. the Authority Commissioners retired to Executive Session for a discussion of the matter listed in the below resolution.

**RESOLUTION 2015-99  
AUTHORIZING EXECUTIVE SESSION**

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

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

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

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

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

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

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

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

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

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

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

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 entitled: Hainesport Township connection fee matter).

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

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

\_\_X\_\_ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is hiring of Finance Administrator; change of job descriptions for various employment positions, organizational chart harassment complaint investigation.

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

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

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

I, Brandy Boyington, do hereby certify the above to be a true and correct copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at its meeting held on October 08, 2015.

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Brandy C. Boyington

# **2016 AUTHORITY BUDGET RESOLUTION # 2015-100**

## **MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

**FISCAL YEAR: FROM: JANUARY 1, 2016 TO: December 31, 2016**

WHEREAS, the Annual Budget and Capital Budget for the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1 ,2016 and ending, December 31, 2016 has been presented before the governing body of the Mount Holly Municipal Utilities Authority at its open public meeting of November 12, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$14,108,000, Total Appropriations, including any Accumulated Deficit if any, of \$14,919,356 and Total Unrestricted Net Position utilized of \$811,356; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,158,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Mount Holly Municipal Utilities Authority, at an open public meeting held on November 12, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Mount Holly Municipal Utilities Authority for the fiscal year beginning, January 1 ,2016 and ending, December 31, 2016 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Mount Holly Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 10, 2016.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body  
Member:  
Chairman Thiessen  
Commissioner Silcox  
Commissioner Banks  
Commissioner Brown  
Commissioner Jones

Recorded Vote		Abstain	Absent
Aye	Nay		

**RESOLUTION 2015-101**

A RESOLUTION APPROVING S-1 APPLICATION FOR SEWERAGE SERVICE BETWEEN THE MHMUA AND A BETTER LUMBERTON FOR BLOCK 19.58 LOT 1 & 2

**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 A Better Lumberton LLC** (hereinafter "Applicant") has its address or principal place of business 4 Executive Campus, Suite 200 Cherry Hill, NJ 08002; and

**WHEREAS**, the Applicant proposes sewage service between the MHMUA and A Better Lumberton District of Lumberton Township, Block 19.58 Lots 1 & 2 and;

**WHEREAS**, the Applicant has received preliminary and final approval for the Project from the Township of Hainesport Land Use Planning Board on\_\_ (PENDING) \_\_\_\_; and

**WHEREAS**, the Applicant has submitted an S-1 Application for Sewerage Service to the Authority for consideration; and

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

**WHEREAS**, the Applicant has certified the statements made on the submitted S-1 Application for Sewerage Service are true.

**NOW, THEREFORE, BE IT RESOLVED** by the Mount Holly Municipal Utilities Authority, the S-1 Application for Sewerage Service as submitted by the Applicant is hereby approved.

Record Vote

	AYE	NAYS	ABSTAIN	ABSENT
Chairman Theissen				
Commissioner Silcox				
Commissioner Jones				
Commissioner Brown				
Commissioner Banks				

The foregoing is a true copy of a Resolution adopted by the Authority on November 12, 2015.

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

[SEAL]

THE MOUNT HOLLY MUNICIPAL  
UTILITIES AUTHORITY

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

**RESOLUTION 2015-102**

**A RESOLUTION APPROVING THE ANTICIPATED PAYROLL  
FOR NOVEMBER AND THE ACTUAL PAYROLL FOR THE MONTH  
OF OCTOBER 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 \$335,000.00

BE IT FURTHER RESOLVED by the Mount Holly Municipal Utilities Authority that the payroll and Operating Expenditures in the amount of **\$855,611.70** per attached listings are hereby approved.

**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 12<sup>th</sup> day of November, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the seal of said MUA this 12<sup>th</sup> day of November, 2015.

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

**RESOLUTION 2015-102A**

**A RESOLUTION APPROVING SEWER REFUNDS**

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

**RESOLUTION 2015-102A**

**A RESOLUTION APPROVING SEWER REFUNDS**

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

**RESOLUTION 2015-102A**

**A RESOLUTION APPROVING SEWER REFUNDS**

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

<b><u>RESOLUTION 2015-102A</u></b>			
<b>A RESOLUTION APPROVING SEWER REFUNDS</b>			
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<b><u>ACCOUNT NUMBER</u></b>	<b><u>ADDRESS</u></b>	<b><u>NAME</u></b>	<b><u>AMOUNT</u></b>
383837.02	98 Hastings Lane	Brian Budnis	\$ 94.45
404284	107 Harrogate Drive	Maxine Boulden	\$ 63.10
ENVIRO	Enviro-Waste Solutions	Environmental Resolutions, Inc.	<b><u>\$ 1,500.00</u></b>
<b>TOTAL REFUNDS</b>			<b><u>\$ 1,657.55</u></b>

<b><u>RESOLUTION 2015-102A</u></b>			
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<b>TOTAL REFUNDS</b>			<b>\$ 1,657.55</b>
<b>CERTIFICATION</b>			

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STATE OF NEW JERSEY }			

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**CERTIFICATION**

STATE OF NEW JERSEY      }

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**CERTIFICATION**

STATE OF NEW JERSEY     }

:SS

COUNTY OF BURLINGTON }

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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 a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting, held on the 12<sup>th</sup> day of November, 2015.

**RESOLUTION 2015-102A**

**A RESOLUTION APPROVING SEWER REFUNDS**

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IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MUA this November 12, 2015.

**RESOLUTION 2015-102A**

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**CERTIFICATION**

STATE OF NEW JERSEY     }

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COUNTY OF BURLINGTON }

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IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MUA this November 12, 2015.

Brandy C. Boyington, Secretary

**RESOLUTION 2015-103**  
**A RESOLUTION APPROVING EXPENDITURES**  
**FROM THE ESCROW FUND**

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

**ACCOUNT #   INV #   AMOUNT                      PURPOSE**

**Richard A. Alaimo Associates Engineering Services Ending 09-30-2015:**

M-031-190-000	086458	1,261.25	Laurel Creek Mews
M-031-208-004	086460	170.00	Parkers Mill Blvd.-East
M-031-209-000	086461	222.30	Washington Street Development
M-031-210-000	086462	680.00	Eastampton Village II
M-031-213-000	086463	683.75	West Rancocas Redev Phase 3B
M-031-214-000	086464	2,553.00	Hampton Hospital Expansion
M-031-215-000	086465	1,404.00	Wellington Farms
M-031-216-000	086466	1,007.50	W. Rancocas Redev San Sewer Ext.
M-031-217-000	086467	<u>1,514.75</u>	Hainesport Twp. School District

**SUB TOTAL                      \$   9,496.55**

**GRAND TOTAL                \$   9,496.55**

**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 12<sup>th</sup> day of November 2015.

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

**RESOLUTION 2015-104**

**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 -	\$	28,308.36
Replacement -	\$	<u>7,995.00</u>

<b>TOTAL</b>	<b>\$</b>	<b>36,303.36</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 12<sup>th</sup> day of November, 2015.

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



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

**REQUISITION NO. 2015-104**

**DATE: November 12, 2015**

**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>Hawkins Technologies, LLC</b>	<b>\$ 2,395.00</b>	<b>Purchase Computers/ L. Byran/Maint. Dept.</b>
<b>Pulsair Systems, Inc.</b>	<b>\$ 4,543.36</b>	<b>Purchase Pulsair Tank Mixer with Accumulator Plate</b>
<b>Swerp, Inc.</b>	<b>\$ 23,765.00</b>	<b>Installation of Cure In Place Pipe Lining</b>
<b>Air Comfort of South Jersey</b>	<b>\$ 5,600.00</b>	<b>Install Heat Pump/ Rancocas Rd. Lab</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 #9500087607 at Beneficial Bank.

Dated:

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

Mount Holly Municipal Utilities Authority  
Regular Meeting of the Board of Commissioners  
November 12, 2015

Executive Director's Report

- Hainesport Sewer Project: There has been no change in status with the Hainesport Sewer project since the October 08, 2015 meeting.
- NJPDES Permit Renewal Status Engineering Resolution # 2015-94: A kickoff meeting was held on October 23, 2015 with Pennoni to define the responsibilities, goals and deadlines required for the upcoming NJPDES Permit Renewal. It is likely the new permit will take effect January 01, 2016. There are several deadlines the MHMUA must meet as set within the parameters of the new permit.
- Accounting and the 2016 Budget: A review of the proposed 2016 budget was held on October 28, 2015 between Chairman Thiessen, Commissioner Bank's, Tim Kiel of Bowman and Company, Acting CFO Cheryl Wurst and myself. Michelle Nocito, the MHMUA's new CFO was also present.
- Rancocas Road Belt Filter Press Installation - Contract No. 2014-14: Significant design progress has been made, the second round of design plan reviews are expected soon and this project should be ready for bid early December.
- Force Main Valve Insertion Project - Contract No. 2015-12: The insertion valves were installed on Tuesday 11/03/15 and concrete supports were poured on Wednesday 11/04/15. This project will be complete once the restoration work is finished.
- Surplus Equipment Auction per Resolution 2015-84: An auction to sell surplus MHMUA equipment ended on October 14, 2015 with a total sale amount of \$26,631.00.
- 37 Washington Street Status: The sale of this property remains unchanged since the October 08, 2015 meeting.
- Affordable Care Act Reporting (ACA): The Federal ACA requires extensive reporting of employee health care benefits. It requires complex reporting consisting of 17 pages of instructions and new 1094C and 1095C forms. The reporting and forms are similar to the existing Federal W-2 tax law and must be completed by the end of January 2016. Cheryl Wurst is assembling the necessary data for this project and Primepoint was hired for \$1,680.00 to complete the reporting obligation in entirety before the deadline.
- Municipal Excess Liability (MEL) Joint Insurance Fund training: This year's elected officials training program will focus on Public Officials & Employment Practices Liability. The MEL will reduce each member's 2016 liability claims premium by \$250 for each municipal elected official and authority commissioner who completes the course by May 1, 2016. Upcoming Elected Official's training seminars will be held at the 2015 League of Municipalities convention:
  - November 17, 2015– Tuesday, 3:45 PM, Palladium C - Caesars, Atlantic City
  - November 18, 2015 –Wednesday, 3:45 PM, Atlantic City Convention Center Room 302*Pre-registration is not required.*

- Meeting with Dave Skibicki of Alaimo Associates: A meeting was held on November 4, 2015 with Karen Donnelly of Keating Development, Pennoni, Alaimo and the MHMUA Staff to complete the West Rancocas Redevelopment plans for 2 current projects: 1) The sanitary sewer main running the length of Levis Drive will be replaced from Wallace Road, near the Holbein School to Rancocas Road. 2) There are 40 townhomes homes proposed for Phase 3B and construction will be starting in the near future for 6 of these units.
- Second Meter Program cost analysis: The MHMUA's Second Meter Program was in place to credit customers for water use such as; lawn sprinklers or swimming pools that do not go to the sanitary sewer system. The program started in 1986 at \$12.00 per quarter. Subsequently, the annual fee was changed to \$18.00 per year, and then in 2003 it was increased to the current rate of \$36.00 per year. Since 2009, the program has had postage paid postcards and electronic readings since and the annual cost remained the same. The postcard and electronic readings are successful and have grown throughout the program. Reducing the annual cost for customers who read their own meters is being investigated, since this would benefit the MHMUA in reduced labor. A recommendation will be offered to the Board in the upcoming months.
- MHMUA Draft Revised Rules & Regulations: The Authority's revised Rules & Regulations are in draft status. Upon final review by MHMUA staff and MHMUA professionals, the Rules & Regulations will be presented to the Board of Commissioners for approval. The anticipated submission date to the Board for review is winter 2016.

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**  
**ENGINEER'S STATUS REPORT**  
**November 6, 2015**

M-0030-0007      Miscellaneous Services

As requested by the Authority, A letter will be sent to NJDEP, on behalf of the Authority, requesting a TWA determination to abandon one (1) of the two (2) dry wells at the Garden Street Pumping Station.

M-0030-0312      Lumberton Force Main Insertion Valves

**Contractor completed installation of insertion valves on November 3, 2015.**

M-0030-0314      Belt Filter Press Installation

Project meeting was held with MHMUA on September 30, 2015.  
**Meeting to discuss general arrangement comments to be held on November 10, 2015.**

M-0031-0194      Creekview, Sections 4 and 5

Letter was issued on September 21, 2015 to release developer from Performance Bond.

M-0031-0204      Eastampton Towne Center

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

M-0031-0207      Navy Building P237

Letter was issued on March 10, 2015 to release the Performance Bond and establish a Maintenance Bond.

M-0031-0208-004      Parker's Mill East

Letter was issued on August 7, 2015 releasing Performance Bond for project upon receipt of Maintenance Bond of \$19,661.77.

M-0031-0209      Washington Street Subdivision (Hainesport)

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

M-0031-0210      Eastampton Village II Subdivision

Issued review and comment letter on April 27, 2015. Revised documents were received for review and approval on June 3, 2015. Alaimo issued review and comment letter on July 1, 2015; documents were designated "approved as corrected." TWA was signed off and preconstruction meeting is to be scheduled.

M-0031-0213      West Rancocas Redevelopment, Phase 3B

Review letter on submitted documents was issued on July 27, 2015. Documents were designated "Revise and Resubmit". Documents were resubmitted on August 17, 2015. Review and comment letter was issued on September 28, 2015. Documents have been noted "Revise and Resubmit". **Meeting was held on November 4, 2015 to go over changes to documents.**

M-0031-0214      Hampton Hospital Expansion

Review and comment letter on submitted documents was issued on August 10, 2015. Documents were designated "Revise and Resubmit". Letter was issued on August 26, 2015 and documents included drawings were deemed "Approved as Noted". Another review and comment letter was issued on September 11, 2015. Revised Utility Plan was issued for review on September 30, 2015. **Awaiting Dewberry Engineer comments on review letter.**

M-0031-0215      Wellington Farms

Concept Plan and documents were reviewed and comment letter was issued on August 31, 2015. MHMUA and Alaimo met with Nicholson Associates on September 17, 2015 to review project options.

M-0031-0216      West Rancocas Redevelopment Sanitary Sewer Extension

**Second review and comment letter was issued on November 2, 2015. Documents have been noted "Approved as Noted". Meeting was held on November 4, 2015 to go over MHMUA comments.**

M-0031-0217      Hainesport School District Sewer Conversion

**Second review and comment letter was issued on October 30, 2015. Documents have been noted as "Approved".**

M-0031-0218      A Better Lumberton, LLC

**Comment letter was issued on October 14, 2015.**

DJS/dal



## DEPUTY DIRECTOR FOR PLANT OPERATION'S REPORT

FOR

November 12, 2015

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### PLANT OPERATIONS

1. The **MONTHLY DISCHARGE MONITORING REPORT** summary for October, 2015 is included and indicates no violations for the period.
2. The **YEAR TO DATE CONSUMABLES USAGE REPORT** for October, 2015 is attached.
3. The **SLUDGE QUALITY** data summaries through October, 2015 are attached.
  - a. The sludge data shows no significant changes in sludge characteristics.
4. The **COLLECTION SYSTEM OPERATIONS** report for October, 2015 is attached.
  - a. Normal seasonal main cleaning activities are taking place.
  - b. Alarm monitoring system conversions are continuing.
  - c. Pump station back flow preventer installations are continuing.
5. There was **ONE ODOR COMPLAINT** received during the period covered by this report.
  - a. The odor complaint was attributed to the residence's plumbing and was not related to Authority operation or maintenance activity.
6. The **YEAR TO DATE INDUSTRIAL PRETREATMENT ACTIVITIES REPORT** summary for October, 2015 is attached.

Respectfully submitted,

Joel L. Hervey  
Deputy Director for Plant Operations

## MONTHLY AVERAGE VALUES

PARAMETER	10/15	11/15	12/15	01/16	02/16	03/16	04/16	05/16	06/16	07/16	08/16	09/16	YEARLY AVERAGE		
													This Reporting Period	Last Reporting Period	Limits
POTW Flow	2.96													3.053	5
CBOD5(influent)	222													227.3	n/a
CBOD5(effluent)	< 2													1.7	15
COD(influent)	916													767.0	n/a
COD(effluent)	31.2													36.3	n/a
TKN(influent)	not yet													68.4	n/a
TKN(effluent)	available													2.3	15
TSS(influent)	432													435.0	n/a
TSS(effluent)	1													1.5	30
pH(influent-Max)	6.8													8.5	n/a
pH(influent-Min)	6.3													5.9	n/a
pH(effluent-Max)	7													7.2	9
pH(effluent-Min)	6.5													6.4	6
Oil & Grease (effluent)	< 2.3													1.6	10
SQAR															
Arsenic	< 11.5													<11.8	41
Beryllium	< 5.8													<5.9	n/a
Cadmium	< 2.9													1.40	39
Chromium	26.2													22.10	n/a
Copper	974													774.7	1500
Lead	49.7													27.33	300
Mercury	1.8													0.70	17
Molybdenum	< 11.5													6.50	75
Nickel	22.2													21.31	420
Selenium	< 28.8													<29.4	100
Zinc	1600													1349.9	2800
Cyanide	N/A													<1.6	n/a

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

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



**Annual Consumables Summary- 2015**

Fund Number	Consumable Name	Unit Price	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual YTDTOT	Actual YTD AVE	Actual YTD COST	Projected 2015 Quantity	Projected 2015 Costs	2015 Budget
020-6042	City H2O (100 gal)	0.5968	870.40	793.47	940.16	849.64	1,001.48	811.40	1,873.30	745.56	672.43	677.09			9234.93	923.49	\$5,511.41	11081.92	\$6,613.69	\$15,000.00
040-6045	Diesel Fuel (gal) Vehicles	2.3427	534.10	916.10	532.60	173.00	477.50	284.10	181.30	230.60	143.70	399.60			3,872.60	387.26	\$9,072.34	4,647.12	\$10,886.81	\$36,000.00
020-6044	Diesel Fuel (gal) Gen	2.3427	59.00	82.00	83.00	88.00	62.00	308.00	535.00	199.00	72.00	111.00			1,599.00	159.90	\$3,745.98	1,918.80	\$4,495.17	\$20,000.00
022-6044	Diesel Fuel (gal) Maple Ave	2.3427	44.00	37.00	20.00	36.00	27.00	197.00	27.00	41.00	59.00	48.00			538.00	53.80	\$1,255.69	643.20	\$1,506.82	\$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			150.00	15.00	\$862.50	180.00	\$1,035.00	\$2,000.00
020-6041	Electric (100 kwhr)	11.6830	2,772.00	2,716.00	2,576.00	2,128.00	1,998.00	1,904.00	1,988.00	1,860.00	1,820.00	1,932.00			21,794.00	2,179.40	\$254,619.30	26,152.80	\$305,543.16	\$380,000.00
022-6041	Electric (100 kwhr)Maple Ave	4.8110	703.34	981.28	776.53	900.72	734.36	760.99	794.71	708.19	702.87	889.31			7,952.30	795.23	\$38,258.52	9,542.76	\$45,910.22	\$200,000.00
020-6102	Hypochlorite (gal)	1.0580	2,854.00	2,643.00	3,080.00	3,403.00	4,208.00	4,875.00	5,330.00	586.00	4,348.00	4,445.00			35,772.00	3,577.20	\$37,846.78	42,926.40	\$45,416.13	\$80,000.00
022-6102	Hypochlorite - Maple Ave	1.0580	68.00	78.00	78.00	205.00	419.00	459.00	516.00	4,970.00	526.00	527.00			7,846.00	784.60	\$8,301.07	9,415.20	\$9,961.28	\$10,000.00
020-6105	Lime (lbs)	0.0800	900.00	1,350.00	800.00	950.00	1,600.00	750.00	1,500.00	750.00	1,500.00	1,250.00			11,350.00	1,135.00	\$908.00	13,620.00	\$1,089.60	\$1,000.00
020-6104	MgOH (gal)	2.1010	1,636.00	1,540.00	1,912.00	1,595.00	1,127.00	852.00	1,733.00	1,416.00	1,932.00	1,021.00			14,764.00	1,476.40	\$31,019.16	17,716.80	\$37,223.00	\$55,000.00
020-6046	Natural Gas (ccf)	1.1160	769.00	1,020.00	409.00	49.00	5.00	5.00	5.00	4.00	5.00	14.00			2,285.00	228.50	\$2,550.06	2,742.00	\$3,060.07	\$7,500.00
022-6045	Natural Gas (ccf) Maple Ave	1.1160	238.209	269.186	688.989	235.004	54.478	8.546	6.409	4.273	5.341	6.409			1,516.844	151.684	\$1,692.80	1,820.21	\$2,031.36	\$5,000.00
020-6101	Polymer (lbs)	1.7500	1,670.00	1,710.00	2,020.00	1,906.00	1,770.00	1,740.00	2,210.00	1,830.00	1,240.00	1,210.00			17,306.00	1,730.60	\$30,285.50	20,767.20	\$36,342.60	\$55,000.00
020-6103	Sodium Bisulfite (gal)	2.2580	646.00	715.00	708.00	691.00	691.00	675.00	727.00	723.00	791.00	1,132.00			7,499.00	749.90	\$16,932.74	8,998.80	\$20,319.29	\$25,000.00
040-6045	Unleaded-MUA (gal)**	2.9433	689.70	877.00	722.80	721.60	693.30	732.80	832.90	773.80	735.30	778.60			7,557.80	755.78	\$22,244.87	9,069.36	\$26,693.85	\$114,000.00
<b>Subtotal</b>																	<b>\$465,106.71</b>	<b>\$558,128.05</b>	<b>\$1,010,500.00</b>	
<b>Collection System Consumables</b>																				
040-6104	Bioxide (gals)	2.6300	2,073.00	2,163.70	2,060.00	2,193.20	1,493.25	1,598.30	2,049.00	2,417.80	2,250.70	2,012.00			20,310.95	2,031.10	\$53,417.80	24,373.14	\$64,101.36	\$60,000.00
040-6044	Diesel Fuel (gal) P/S Gen	3.1590	41.3	34.0	16.9	21.4	11.7	41.3	19.1	22.9	16.2	38.4			263.2	26.3	\$831.45	315.8	\$997.74	\$500.00
040-6046	Natural Gas (ccf)	1.1160	92.64	124.24	95.30	58.07	53.11	84.79	30.79	39.27	3,437.00	5,014.00			9,029.21	902.92	\$10,076.60	10,835.05	\$12,091.92	\$3,500.00
<b>Subtotal</b>																	<b>64,325.85</b>	<b>77,191.01</b>	<b>64,000.00</b>	
<b>Total</b>																	<b>\$529,432.55</b>	<b>\$635,319.07</b>	<b>\$1,074,500.00</b>	

Mount Holly Municipal Utilities Authority

Report Date: 11/03/2015

Receipt Summary Report for the Period

10/1/2015 Through 10/31/2015

Page 1

Source Name	Waste Type	Flow, gpd	Total Gallons	Total Tons	No. of Trucks	Average % Solids	Amount Charged
A & L SEPTIC SERVICES	Septage	11784	365,300		65	0.4	\$14,612.00
Accurate Waste Systems	Septage	968	30,000		4	0.7	\$1,200.00
Accurate Waste Transfer Station	Septage	968	30,000		4	1.1	\$1,200.00
BEMS / BIG HILL LANDFILL	Leachate	1451	44,991		9	1.0	\$1,754.65
Burlington County RRF PO# 13-09265	Leachate	30836	955,910		147	0.5	\$17,244.99
Cella's Septic Company	Septage	1590	49,300		11	0.6	\$1,972.00
DREDGE HARBOR BOAT CENTER LLC	Septage	452	14,000		2	0.2	\$560.00
Deckers Septic	Septage	1065	33,000		10	0.4	\$1,320.00
Dey Farms	Miscellaneous	1129	35,000		5	0.1	\$1,750.00
Drayton	Septage	12574	389,800		95	0.5	\$15,696.00
Drayton Transfer Station	Septage	5235	162,300		35	0.6	\$6,492.00
Fieldsboro	Sludge	323	10,000		2	1.7	\$800.00
Homestead Treatment Utilities, Inc.	Sludge	2452	76,000		12	0.7	\$3,116.00
JL Septic of SJ, Inc.	Septage	465	14,400		4	0.6	\$576.00
Johnny On The Spot	Septage	1806	56,000		14	1.3	\$2,624.00
Laird & Company	Miscellaneous	882	27,332		5	0.3	\$1,257.27
Mansfield Farms	Sludge	452	14,000		2	1.3	\$574.00
Mobile Estates of Southampton, Inc.	Sludge	484	15,000		3	1.9	\$1,200.00
Monmouth County Rec. LF	Leachate	7226	224,000		40	0.9	\$4,256.00
Palmyra	Sludge	4613	143,000		22	1.2	\$7,150.00
Puglisi Egg Farms. Inc.	Septage	968	30,000		5	0.9	\$1,200.00
Seneca High School	Sludge	116	3,600		1	1.4	\$306.00
State Environmental Services	Septage	555	17,200		4	0.3	\$688.00
Waste Management/Parklands Landfill	Leachate	1248	38,700		9	0.4	\$967.50

Total  
Gallons  
2,778,833

Total  
Tons  
0

No. of  
Trucks  
510

Amount  
Charged  
\$88,516.41

**YEARLY TOTALS OF COLLECTION SYSTEM WORK**

**R-23A**

**YEAR 2015**

<b>MONTH</b>		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
1)	MISCELLANEOUS BEEPER CALL	8	9	11	4	7	9	13	6	13	13			93
2)	MISCELLANEOUS CALLS NOT OURS	0	1	2	1	1	4	0	0	5	1			15
3)	NUMBER OF OVERTIME CALLS	8	7	6	2	4	6	12	5	7	10			67
4)	ACTUAL OTHER BILLABLE MANHOURS													0
5)	NUMBER OF FEET OF PIPE CLEANED	28,455	6,578	40,280	37,720	47,888	46,827	38,514	72,860	51,137	14,906			385,165
6)	MANHOLE OVERFLOW INCIDENTS	2	0	0	0	0	0	0	0	0	0			2
7)	LATERAL INSPECTIONS	1	5	2	3	23	4	5	10	2	4			59
8)	MANHOLE INSPECTIONS	22	10	12	4	16	13	9	9	7	14			116
9)	TOTAL NUMBER OF SERVICE CALLS (STOPPAGE)	11	5	6	2	8	7	5	5	4	7			60
10)	NUMBER OF SERVICE CALLS NOT OUR PROBLEM	9	5	6	2	8	7	5	4	4	7			57
11)	NUMBER OF OVERTIME SERVICE	6	0	2	1	5	0	2	4	1	3			24
12)	NUMBER OF REPEAT SERVICE CALLS **													0
13)	NUMBER OF SECOND WATER METER READINGS	7	3	10	9	47	29	20	15	160	113			413
14)	NUMBER OF FEET OF PIPE SMOKE TESTED	0	0	0	0	0	0	0	0	0	0			0
15)	NUMBER OF FEET OF PIPE TELEVISED	0	0	0	0	15	0	0	0	0	0			15
16)	MARK OUT REQUESTS	182	175	302	397	479	485	430	365	360	356			3,531

\*\* SAME MAIN IN A 3 MONTH PERIOD

COLLECTION SYSTEM COMMENTS  
OCTOBER 2015

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
206	10-8-15						Responded for active # 1 alarm. Found both pump starters tripped.
209	10-9-15			Yes, P-1			
213	10-16-15	Yes, Techs replaced wiring to both pump starters.					
233	10-8-15		Maintenance replaced dead battery on station generator.				
233	10-29-15	Yes, Pulled pump # 1 for seal fail alarm.	Maintenance changed oil in pump # 1.				
234	10-18-15						Responded for # 2 alarms. Found faulty pump run timer for Pump # 2. Techs replaced.
234	10-26-15			Yes, Pump # 1 check valve.			
236	10-13-15						Responded for # 1. Found problem with low level float.
238	10-24-15						Responded for # 1 and # 2 alarms. Found wet well empty and Pump # 2 running. Cleaned wet well probe.
239	10-20-15			Yes, Pump # 1			
242	10-2-15	Yes, changed dialer battery.					

COLLECTION SYSTEM COMMENTS  
OCTOBER 2015

**THERE WAS ONE BIOXIDE DELIVERY MADE IN THE MONTH OF SEPTEMBER ON 10-1-2015.**

<u>PUMP STATIONS</u>	<u>GALLONS</u>
P/S # 15	
P/S # 19	1230
P/S # 21	632
P/S # 22	
P/S # 24	
P/S # 25	
P/S # 26	585.5
C.O.B	

**THERE WAS 2,447.5 TOTAL GALLONS OF BIOXIDE DELIVERED IN THE MONTH OF OCTOBER 10-1-2015.**

**THERE WERE FIVE FUEL ADDITIONS MADE IN THE MONTH OCTOBER.**

<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	44.1
P/S # 11	1.8	E.A.S.	
P/S # 14		H.A.I	
P/S # 15		20 KW	
P/S # 17	22.1	100 KW	
P/S # 18	24.8	150KW	
P/S # 19			
P/S # 20	27.4		

**THERE WAS 120.2 TOTAL GALLONS OF FUEL ADDED IN THE MONTH OF OCTOBER ON 10-1-2015.**

# Odor Complaint Record

Odor Complaint Instructions

The Shift Supervisor or other qualified employee of the MHMUA must complete this form and investigate the complaint within 2-hours of receipt of an odor complaint.

Name of MHMUA employee taking call: Pat McTague Date: 10/21/2015 Time: 11:15  
Caller: Name: Kathy Verity Telephone: (856)465-1929  
Address: 6 Manor Terrace Township: Mt. Holly  
Select check box on all odor complaints to send an email ☐

ANY ODOR CONTROL COMPLAINT FROM SOUTH HUNTERDON AVENUE IN HAINESPORT  
CALL JOEL'S CELL PHONE @ (609) 969-2009 IMMEDIATELY!

## Questions to be asked of caller by MHMUA employee

What time did you first detect an odor: Do you still smell the odor: Yes  
Have you smelled the odor before: Yes Where: downstairs bathroom  
When: this time last year  
Is the odor constant or intermittent: Intermittent Describe the odor: sewer smell  
Caller comments: Stated that they are smelling sewer odor in downstairs bathroom. Had the same thing happen this time last year.

**If the caller indicates that they no longer detect an odor, advise them that we cannot investigate an odor complaint unless the odor is currently present. Advise them that if the odor returns t please call back as soon as possible so that we can investigate.**

Name of MHMUA investigator: Jason Corn Time Investigated: 11:40 Date: 10/21/2015  
Weather Conditions: Sunny Humidity Level: 41%  
Wind Information: Speed: Calm MP Direction: N/A Gusting: No GustingTo: N/A MP  
Did you investigate the complaint: Yes Did you detect an odor: No

**If you do not detect an odor, advise the resident of that and that they should call if they detect another odor. Do not make any unsubstantiated statements.**

## If an odor is detected:

Print Current Record

Did you isolate the source of the odor: No Did you speak with the caller: Yes  
What did you tell the caller about your findings: Upon my arrival the resident let me in and she took me to a downstairs bathroom. She told me that the odor comes from the drain in the shower stall. I actually smelled the drain of the shower stall and it smelled of soap or shampoo. I informed her of what it smelled in the drain and I told her that I did not detect an odor anywhere else in the bathroom. The resident agreed she could not detect an odor either at this time.  
What corrective actions, if any are needed:

I explained to her that the Authority can do not really do a lot when an odor is detected in the house. Unless we can see something obvious it's hard to detect where odors may enter the bathroom or any room in a house. The resident called in with the same problem back on 10-19-2015 and she asked what we did last year. I told her I reviewed the report from then and we inspected the upstream manhole and could smell an odor from the manhole. The resident's granddaughter was there last year when she called and when the manhole was opened she said the odor smelled like the odor they had smell in the bathroom last year. I informed the resident that if she is detecting a sewer odor from the bathroom drain or anywhere else in the house then there is something that is leaking, faulty or broken that is allowing the odors into the house. She did say there was an upstairs tub that was not used that often and she asked if that could be the culprit. I told her it could be. I suggested that she run some water in the tub everyday and see if the condition gets any better. If it did not she may want to contact a plumber to have the plumbing checked.

**If the odor is emanating from the plant, then the source must be identified and corrected:**

Name of Supervisor contacted: Time:  
Supervisor's response or comments:

Please write additional information and note notification procedures:

TABLE AR-4  
SUMMARY OF IWPT MONITORING PROGRAM

October 2015 through September 2016  
POTW: Mount Holly Municipal Utilities Authority

	CATEGORICAL IUs		NON-SIGNIFICANT CATEGORIAL IUs		SIGNIFICANT/ MAJOR IUs		OTHER REGULATED	
	This Period	Last Period	This Period	Last Period	This Period	Last Period	This Period	Last Period
Number of Industrial Users (IUs) included in POTW Monitoring Program	2	2	0	0	2	2	2	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		2		2
Total number of POTW sampling visits to IUs.		3		0	1 <sup>1</sup>	13 <sup>1</sup>		2
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: Monmouth County Reclamation Center, Dey Farm

Bulk Waste Monitoring October, 2016

	October	September	October 2014-September 2015	October 2014-September 2015
1. Number of bulk delivery pH, T.S. and sensory checks:	510	353	510	5,850
2. Number of bulk delivery SQAR sampling checks:	0	0	0	0
3. Number of bulk delivery conventional pollutant checks:	10	11	10	111
4. Number of bulk septage sources:	12	9	12	17
5. Number of bulk sludge sources:	6	5	6	16

Sampling (October): MCRC

Inspections (October): None

# MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

## **MONTHLY REPORT – Deputy Director for Regulatory Affairs, Human Resources & Qualified Purchasing Agent** **November 2, 2015**

**For the Period October 1, 2015 – October 31, 2015**

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

**New Jersey Utilities Authority JIF** – On October 23, I conducted the 4<sup>th</sup> quarter supervisor training seminar, Performance Coaching for the central and northern JIF members at the Middlesex County Fire Academy as part of the JIF Safety Program. The seminar was preceded by a conference call from the JIF Safety Director on October 31<sup>st</sup> and was followed by a 2016 planning meeting. I will be conducting the 3<sup>rd</sup> and 4<sup>th</sup> quarter seminars for the central and southern members on December 4<sup>th</sup> in Deptford. Seminar attendance has been outstanding with 127 individuals attending from the NJUA membership. There will be an additional 2016 planning meeting scheduled for November 6<sup>th</sup> in Toms River. Submitted the 3<sup>rd</sup> quarter Safety Incentive report to the JIF showing completed and scheduled training.

**Employment Practices Liability Manual** – The draft manual is complete with the exception of the section for the Donated Sick Leave program. I was advised there were revisions made to the draft document initially submitted. Same was requested for inclusion in the draft manual but has not been provided. The draft manual was sent to the ED and solicitor on October 1, 2015 for review and discussion. Five EPL training programs discussing Hostile Work Environment and CEPA are scheduled for all operational personnel on Nov. 3<sup>rd</sup> & 4<sup>th</sup>. An additional seminar will be scheduled for office administration.

**Human Resources Manual** – I am proceeding with developing a Human Resource manual. This will be an intensive process that will take some time to complete.

**Other Manual Updates** – The Authority’s Emergency Response & Action Plan and Vulnerability Assessment plans were updated along with an abbreviated version developed and posted earlier in the month in preparation for Hurricane Joaquin. I am also in the process of updating the Authority Safety Manual

**NJDEP & Employee Training** – The Authority had previously received confirmation that training contacts hours (TCH) were approved for eight of the Authority’s training programs at 1 credit per training hour. The NJDEP-TCH committee met October 22. I am waiting to hear if the four additional programs submitted were approved for TCH credits.

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

<b>2015 Confined Space Entry Activity by Department/Location</b>													
<b>Rancocas Road Treatment Plant</b>													
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTAL</b>
Grit/Screen	1	1	1	0	0	0	1	0	1	0			5
Trickling Filters	16	10	5	2	5	4	3	4	4	2			55
Other	0	0	0	0	2	1	1	4	1	0			9
<b>TOTAL</b>	<b>17</b>	<b>11</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>8</b>	<b>6</b>	<b>2</b>			<b>69</b>
<b>Maple Avenue Treatment Plant</b>													
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTAL</b>



<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>			<b>4</b>
<b>Collection System – (To be reported quarterly) ** Air Relief Valves/Contract Stations</b>													
	<b>Jan – Mar</b>			<b>April – June</b>			<b>July – Sept</b>			<b>Oct – Dec</b>			
Pump Stations	79	80	78	121	60	77	86	66	71	53			771
<b>Combined Totals</b>	<b>96</b>	<b>91</b>	<b>84</b>	<b>124</b>	<b>67</b>	<b>82</b>	<b>91</b>	<b>75</b>	<b>79</b>	<b>55</b>			<b>844</b>

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

	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Plant R &amp; M</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>			<b>9</b>

#### **Claims/Insurance Activity**

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

<b>Coverage</b>	<b>Frequency</b>	<b>Type/Status</b>
Automobile Liability	0 - YTD. = 0	Nothing reported for period
General Liability	0 - YTD. = 0	Nothing reported for period
Property/Equipment Loss/Damage	0 - YTD. = 0	Nothing reported for period
Worker Compensation	1 - YTD. = 13	An electrician suffered a lumbar sprain/strain while bending, twisting and attempting to lift at the same time. This resulted in an aggravation of a preexisting problem the employee has had for years. He was treated offsite by Virtua-At-Work and was initially given restrictions the Authority could not accommodate. He returned to full duty without restrictions after six days, meeting the criteria for a lost time injury

<b>Personal Injury Incident Activity - January 1, 2015 through December 31, 2015</b>			
<b>Type of Injury</b>	<b>Frequency</b>	<b>Department</b>	<b>Frequency</b>
Cut/Puncture/Scrape	3	Plant	8
Slip/Trip/Fall	2	Mechanical Maintenance	1
Exposure		Electrical Maintenance	2
Not Work Related		Plant Administration	
Sprain/Strain	2	Collection Operators	2
Animal/Insect/Foliage	1	Office Administration	
Struck by or against	5	Support Services	
Foreign Body in Eye		Laboratory	
Horse Play		Painter	
Burn (Thermal/Chemical)			
Unknown			
<b>Totals</b>	<b>13</b>		<b>13</b>