

To: Mount Holly Municipal Utilities Authority  
From: Robert G. Maybury, Executive Director  
Date: December 10, 2020  
Subject: Regular Meeting

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There will be a Regular Meeting of the Mount Holly Municipal Utilities Authority held on Thursday, December 10, 2020 at 6:00 PM telephonically. The agenda for this meeting is as follows:

**Roll Call**  
Mr. Thiessen\_\_\_ Mr. Springer\_\_\_ Mr. Banks \_\_\_

**Verification of Notice**  
**Pledge of Allegiance**  
**Public Comments on Action Items**  
**Approval of Minutes**  
Regular Meeting Minutes November 12, 2020

**New Business**

|                     |  |
|---------------------|--|
| Resolution 2020-119 | A resolution of the Mt. Holly Municipal Utilities Authority authorizing collective bargaining agreement with the construction and general laborers’ union, Local 172 of South Jersey |
| Resolution 2020-120 | A resolution of the Mt. Holly Municipal Utilities Authority authorizing collective bargaining agreement with the Supervisor Unit.  |
| Resolution 2020-121 | A resolution approving salary and wage adjustments for management and other non-union personnel.   |
| Resolution 2020-122 | A resolution awarding a contract to PAYARGO for recognition of electronic payee and other online network payment assistance services   |
| Resolution 2020-123 | A resolution authorizing the extension of a shared service agreement with the township of Mt. Holly for the administrative use of facilities at 37 Washington Street.                |

**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 2020-115 | A resolution approving the operating expenses for the month of November.                                 |
| *Resolution 2020-116 | A resolution approving the sewer refunds for the month of November.                                      |
| *Resolution 2020-117 | A resolution approving the expenditures for the month of November from the escrow fund.                  |
| *Resolution 2020-118 | A resolution approving the expenditures for the month of November from the improvement replacement fund. |

Communications  
To be presented by the public  
Report of the Executive Director  
Report of the Engineer  
Report of the Operations Superintendent  
Report of the Safety Director and Special Projects  
Report of the Solicitor  
Report of the Finance Administrator/Treasurer  
Other new business  
Matters to be presented by the Commissioners  
Executive Session (Proposed Resolution 2020- \_\_\_)  
Adjournment 1<sup>st</sup> Motion \_\_\_\_\_ 2<sup>nd</sup> Motion \_\_\_\_\_ Time: \_: \_\_PM  
\*Indicates addendum to original agenda

## **OPEN PUBLIC MEETINGS ACT STATEMENT**

### **REGULAR MEETING**

“In compliance with the Open Public Meetings Act, adequate notice of this meeting was provided in the following manner: On October 29, 2020, notice of this meeting was published in the Burlington County Times and the Courier-Post. On Monday, December 7, 2020 advanced written notice of this meeting was mailed to all persons who, according to the records of the MUA, requested such notice.” Electronic notice of this meeting has been provided specifying time and manner on the Authority’s website.”

### **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 November 12, 2020

The regular meeting of the Mount Holly Municipal Utilities Authority was held telephonically on Thursday, November 12, 2020 at 6:00P.M. Chairman Thiessen called the meeting to order with the following roll call:

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

ABSENT:

### **Verification of Notice**

Executive Director Maybury verified that “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 Burlington County Times on October 29, 2020 and the Courier-Post on October 29, 2020. On Monday, November 09, 2020 advanced written notice of meeting was mailed to all persons who, according to the records of the MUA, requested such notice. Electronic Notice of this meeting has been provided specifying time and manner on the Authority's website.”

### **Pledge of Allegiance**

### **Public Comments on Agenda Items Only** None

### **Approval of Minutes** Regular Meeting Minutes October 08, 2020

Commissioner Springer moved for the approval of the regular minutes from the September 10th meeting.

Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Commissioner Springer, Commissioner Banks

Nays:

Absent:

Abstain:

### **New Business**

Resolution 2020-111 A resolution consenting to the proposed tri-county water quality management (WQM) plan amendment. Executive Director Maybury explained this is a small piece of land and part of a 211-acre parcel located behind the Walmart in Lumberton Township that is known as Wellington Farms/ Viking. Currently construction of 70 low and moderate apartments is taking place on a section of the large parcel. This resolution would allow addition of 2.2 acres to the Authority's sewer service area. Chairman Thiessen moved for the approval of resolution 2020-111. Commissioner Banks seconded the motion.

At the call of the roll the vote was:

Ayes: Chairman Thiessen, Commissioner Banks

Nays:

Absent:

Abstain: Commissioner Springer

Resolution 2020-112 A resolution awarding certified environmental laboratory testing services. Executive Director Maybury stated this is a five-year agreement and the recommendation is to award the contract as specified in the resolution to ALS Group USA Corp. / DBA ALS Environmental. This company is also the Authority's current provider for such laboratory testing services. Commissioner Banks moved for the approval of resolution 2020-112. Commissioner Springer seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Commissioner Banks, Commissioner Springer

Nays:

Absent:

Abstain:

Resolution 2020-113                    A resolution adopting the 2021 Budget. Executive Director Maybury stated this is part two of the approval process for the budget. At the October 8, 2020 meeting, the 2021 budget was introduced, and tonight’s resolution adopts the 2021 budget. Mr. Dehoff, Finance Administrator stated the revenues and appropriations were discussed in detail at the October meeting. The feedback from the state was for two minor issues and other than that, it was a clean review process. Chairman Thiessen thanked Mr. Dehoff for his hard work and opened the meeting up to public comment. No public members spoke. Commissioner Springer moved for the approval of resolution 2020-113. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Commissioner Banks, Commissioner Springer

Nays:

Absent:

Abstain:

Resolution 2020-114                    A resolution awarding contract for supply of PAA chemical. Executive Director Maybury informed the board this contract is for a one-year supply, or approximately 8,000 gallons of peracetic acid used for disinfection and Peroxy-Chem is the recommended supplier at \$6.74/gallon. Commissioner Banks moved for the approval of resolution 2020-112.

Commissioner Springer seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Commissioner Banks, Commissioner Springer

Nays:

Absent:

Abstain:

#### **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 2020-107                    A resolution approving the operating expenses for the month of October
- \*Resolution 2020-108                    A resolution approving the sewer refunds for the month of October
- \*Resolution 2020-109                    A resolution approving the expenditures for the month of October from the escrow fund.
- \*Resolution 2020-110                    A resolution approving the expenditures for the month of October from the improvement replacement fund.

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

Ayes: Chairman Thiessen, Commissioner Banks, Commissioner Springer

Nays:

Absent:

Abstain:

#### **Communications** None

#### **To be presented by the public** None

**Report of the Executive Director** The Report of the Executive Director was received. Executive Director Maybury recognized the hard work that David Reich, Compliance Manager and Robert Young, Operations Superintendent put into the 5-year NJPDES permit renewal, Executive Director Maybury continued by informing the board that the Authority is looking into a wellness/shower/locker room in one of the existing buildings at the Rancocas Road treatment facility. A proposal from Alaimo on October 1, 2020 and more information will be available to discuss about this project at the December meeting. Executive Director Maybury recognized Brandy Boyington, Assistant to the Executive Director, for putting out a Friday Newsletter called The Flush to help keep the employees informed and engaged. Executive Director mentioned he attend the annual Association of Environmental Authorities (AEA) conference today via Zoom and part two will take place tomorrow.

**Report of the Engineer** The Report of the Engineer was received. Mr. Skibicki stated the Garden Street Pump upgrade project final drawings will be distributed tomorrow to the Authority for final review and he is anticipating a 60% completion of the blower replacement project at Maple Avenue to the Authority by December 4, 2020.

**Report of the Operations Superintendent** The Report of the Operations Superintendent was received. Nothing to add.

**Report of the Safety Director and Special Projects** The Report of the Safety Director was received. Nothing to add.

**Report of the Solicitor**. None

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

**Other new business** None

**Matters to be presented by the Commissioners** Commissioner Springer did a shout out for everyone to be safe and hopefully someday soon we will all meet in person again.

**Executive Session** None

Adjournment Time 6:28 PM

Commissioner Banks moved for the adjournment. Commissioner Springer seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Commissioner Banks, Commissioner Springer

Nays:

Absent:

Abstain:

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

Respectfully submitted,

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

RESOLUTION 2020-119

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

WHEREAS, the Mount Holly MUA has reached an agreement with representatives of the Construction and General Laborers' Union, Local 172 of South Jersey ("Local 172") on the terms of a four-year contract for the period of January 1, 2021 through December 31, 2024; and

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

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

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

1. The four-year contract between the Mount Holly MUA and Local 172 is hereby ratified and approved in full for the period of January 1, 2021 through December 31, 2024.
2. The Chairman, Secretary, and/or Executive Director of the Authority are hereby authorized and directed to execute the aforementioned collective bargaining agreement with Local 172.
3. All resolutions or parts of resolutions inconsistent herewith are repealed to the extent of such inconsistency.

Motion:

Second:

Record Vote

AYE

NO

ABSTAIN

ABSENT

Chairman Thiessen  
Commissioner Banks  
Commissioner Springer

The foregoing is a true copy of a Resolution adopted by the Mount Holly Municipal Utilities Authority on December 10, 2020.

THE MOUNT HOLLY MUNICIPAL  
UTILITIES AUTHORITY

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

[SEAL]

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

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE MOUNT HOLLY MUNICIPAL UTILITIES  
AUTHORITY

AND

CONSTRUCTION AND GENERAL LABORERS'  
UNION, LOCAL 172 OF SOUTH JERSEY

Effective January 1, 2021 – December 31, 2024

## TABLE OF CONTENTS

| ARTICLE  | PAGE |
|--|------|
| <b>ARTICLE I – BARGAINING AGREEMENT</b> .....                        | 4    |
| SECTION I – RECOGNITION .....  | 4    |
| SECTION II – FULLY BARGAINED .....                                   | 4    |
| <b>ARTICLE II – NO STRIKE CLAUSE</b> .....                           | 5    |
| SECTION I – TREATMENT MANDATED BY STATE AND FEDERAL LAW .....        | 5    |
| SECTION II – OWNER SUBJECT TO PENALTIES .....                        | 5    |
| SECTION III – WORK STOPPAGES PROHIBITED .....                        | 5    |
| <b>ARTICLE III – COLLECTIVE BARGAINING UNIT PROVISIONS</b> .....     | 6    |
| SECTION I – EQUAL TREATMENT .....                                    | 6    |
| SECTION II – UNIT REPRESENTATIVES AND ACCESS .....                   | 6    |
| SHOP STEWARD .....   | 6    |
| ACCESS BY UNION OFFICIALS .....                                      | 6    |
| SECTION III – DUES & DEDUCTIONS .....                                | 6    |
| UNION DUES .....   | 6    |
| TERMINATION OF UNION MEMBERSHIP .....                                | 6    |
| <b>ARTICLE IV – MANAGEMENT RIGHTS</b> .....                          | 7    |
| SECTION I – AUTHORITY RESPONSIBLE .....                              | 7    |
| SECTION II – CONTRACTING WORK .....                                  | 7    |
| SECTION III – CHANGES FOR MODIFICATIONS TO RULES & REGULATIONS ..... | 7    |
| SECTION IV – CLASSIFICATION AND JOB DESCRIPTION .....                | 7    |
| SECTION V – ESTABLISHMENT OF WORK SCHEDULES .....                    | 7    |
| SECTION VI – OTHER EMPLOYMENT .....                                  | 7    |
| SECTION VII – DISCIPLINARY ACTIONS .....                             | 8    |
| SECTION VIII – NO SOLICITATION/NO DISTRIBUTION RULES .....           | 8    |
| <b>ARTICLE V – EMPLOYMENT AND SENIORITY</b> .....                    | 9    |
| SECTION I – PROBATIONARY PERIOD .....                                | 9    |
| PROBATIONARY EMPLOYEES .....   | 9    |
| SECTION II – DEFINITION OF SENIORITY .....                           | 9    |
| SECTION III – TERMINATION OF SENIORITY .....                         | 9    |
| SECTION IV – SENIORITY LIST AND UPDATES .....                        | 9    |
| SECTION V – SENIORITY TO PREVAIL .....                               | 9    |
| SECTION VI – LAYOFF .....  | 9    |
| RECALL ORDER .....   | 9    |
| SECTION VII – PERFORMANCE EVALUATION REPORTS .....                   | 10   |
| USE IN PERSONNEL ACTIONS .....                                       | 10   |
| ACKNOWLEDGEMENT BY EMPLOYEE .....                                    | 10   |
| JOB OPENING BIDS .....   | 10   |
| TRIAL PERIOD .....   | 10   |
| SECTION VIII – PROMOTIONAL REQUESTS .....                            | 10   |
| <b>ARTICLE VI – GENERAL PROVISION</b> .....                          | 11   |
| SECTION I – UNION NOTICES AND POSTING .....                          | 11   |
| SECTION II – EMERGENCY RECALL .....                                  | 11   |
| SECTION III – SAFETY AND HEALTH .....                                | 11   |
| PHYSICALS AND INOCULATIONS .....                                     | 11   |
| SAFETY COMMITTEE .....   | 11   |
| SAFETY & HEALTH EQUIPMENT USAGE MANDATED .....                       | 11   |
| SECTION IV – ACCESS TO PERSONNEL FOLDER & EVALUATIONS .....          | 11   |
| SECTION V – PRE-EXISTING WORK RECORDS .....                          | 12   |
| SECTION VI – EMPLOYEE EQUIPMENT RESPONSIBILITY .....                 | 12   |
| SECTION VII – MILEAGE ALLOWANCE .....                                | 12   |



|   |       |
|---|-------|
| <b>ARTICLE VII – INSURANCE, RETIREMENT, SEPARATION AND DEATH BENEFITS</b> | 13    |
| SECTION I – MEDICAL INSURANCE   | 13    |
| SECTION II – RETIREMENT NOTIFICATION/BENEFITS                             | 13    |
| SECTION III – RETIREE HEALTH BENEFIT COVERAGE                             | 13    |
| SECTION IV – PAYMENT FOR UNUSED SICK LEAVE                                | 13    |
| SECTION V – PAYMENT OF ACCRUED VACATION TIME                              | 14    |
| SECTION VI – PAYMENT OF ACCRUED VACATION TIME AT DEATH                    | 14    |
| SECTION VII – UNEMPLOYMENT INSURANCE                                      | 14    |
| SECTION VIII – SHORT TERM DISABILITY                                      | 14    |
| SECTION IX – DISABILITY DUE TO PREGNANCY, CHILDBIRTH                      | 14-15 |
| SECTION X – CHILD CARE & ADOPTION LEAVES                                  | 15    |
| <b>ARTICLE VIII – WORK UNIFORMS/TOOL ALLOWANCE</b>                        | 16    |
| SECTION I – INITIAL ISSUE   | 16    |
| SECTION II – TOOL ALLOWANCE   | 16    |
| <b>ARTICLE IX – HOURS OF WORK</b>   | 17    |
| SECTION I – WORK SCHEDULE POSTING   | 17    |
| SECTION II – WORKWEEK & DUTIES  | 17    |
| SECTION III – WORKDAY   | 17    |
| <b>ARTICLE X – HOLIDAYS</b>   | 18    |
| SECTION I – ELIGIBILITY   | 18    |
| SECTION II – RECOGNIZED HOLIDAYS  | 18    |
| SECTION III – CELEBRATION OF SATURDAY & SUNDAY HOLIDAYS                   | 18    |
| SECTION IV – WORK ON A HOLIDAY  | 18    |
| SECTION V – HOLIDAY DURING VACATION PERIOD                                | 18    |
| SECTION VI – HOLIDAY DURING PAID SICK LEAVE                               | 18    |
| SECTION VII – HOLIDAY DURING NON-PAID LEAVE                               | 18    |
| SECTION VIII – HOLIDAY ON UNSCHEDULED WORK DAY                            | 18    |
| <b>ARTICLE XI – PAID LEAVES OF ABSENCES</b>                               | 19    |
| SECTION I – ENTITLEMENT DAYS  | 19    |
| SECTION II – SICK LEAVE   | 19    |
| USAGE FOR APPROVED PURPOSES ONLY  | 19    |
| CARRYOVER   | 19    |
| PHYSICIAN'S CERTIFICATE   | 19    |
| ACCRUAL   | 19    |
| SECTION III – PERSONAL DAYS   | 20    |
| SECTION IV – BEREAVEMENT LEAVE  | 20    |
| SECTION V – RESTORATION CLAUSE  | 20    |
| SECTION VI – DOUBLE PAY PROHIBITED  | 20    |
| <b>ARTICLE XII – NON-PAID LEAVES OF ABSENCE</b>                           | 21    |
| SECTION I – AUTHORITY'S DISCRETION  | 21    |
| SECTION II – OCCUPATIONAL INJURY  | 21    |
| SECTION III – MILITARY LEAVE  | 21    |
| SECTION IV – JURY DUTY  | 21    |
| SECTION V – RESTORATION CLAUSE  | 21    |
| <b>ARTICLE XIII – VACATIONS</b>   | 22    |
| SECTION I – ELIGIBILITY   | 22    |
| SECTION II – CONTINUOUS SERVICE MODIFICATIONS                             | 22    |
| SECTION III – VACATION LEAVE ENTITLEMENT                                  | 22    |
| SECTION IV – CARRYOVER  | 22    |
| SECTION V – VACATION SELL BACK  | 23    |
| SECTION VI – VACATION REQUESTS  | 23    |
| SECTION VII – VACATION ACCRUAL  | 23    |

|  |       |
|--|-------|
| <b>ARTICLE XIV – WAGES AND PAY</b> .....                                   | 24    |
| SECTION I – PAYDAY .....   | 24    |
| SECTION II – WAGES .....   | 24    |
| SECTION III – DEDUCTIONS .....   | 24    |
| SECTION IV – VACATION & PAID LEAVES .....                                  | 24    |
| <b>ARTICLE XV – ADJUSTMENTS TO BASE WAGES</b> .....                        | 25    |
| SECTION I – OVERTIME PAY RATES .....                                       | 25    |
| DAILY .....  | 25    |
| WEEKLY .....   | 25    |
| HOLIDAY RATE .....   | 25    |
| NO PYRAMIDING ALLOWED .....  | 25    |
| DISTRIBUTION .....   | 25    |
| WORK DAY DEFINED .....   | 25    |
| SECTION II – CALL-IN TIME PAY .....  | 25    |
| TWO-HOUR MINIMUM .....   | 25    |
| MEETING RATE .....   | 25    |
| SECTION III – HIGHER CLASSIFICATION RATE .....                             | 25    |
| SECTION IV – PUBLIC WASTEWATER TREATMENT OR COLLECTION SYSTEM LICENSURE .. | 26    |
| SECTION V – STAND-BY TIME .....  | 26    |
| SECTION VI – COMMERCIAL DRIVERS LICENSE .....                              | 26    |
| SECTION VII – EDUCATION PAYMENT & EMPLOYEE REIMBURSEMENT .....             | 27    |
| <b>ARTICLE XVI – GRIEVANCE AND DISPUTES</b> .....                          | 28    |
| <b>ARTICLE XVII – TERM OF CONTRACT</b> .....                               | 29    |
| SECTION I – TERM OF CONTRACT .....   | 29    |
| SECTION II – SEVERABILITY & SAVINGS .....                                  | 29    |
| SECTION III – RE-OPENER CLAUSE .....                                       | 29    |
| <b>APPENDIX A</b> .....  | 30    |
| LENGTH OF SERVICE .....  | 30    |
| SHIFT DIFFERENTIAL .....   | 30    |
| <b>APPENDIX B</b> .....  | 31-32 |
| SALARY SCHEDULES .....   | 31-32 |

## **AGREEMENT**

THIS AGREEMENT, made and entered into as of \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the Mount Holly Municipal Utilities Authority, Burlington County, Mount Holly, New Jersey, (hereinafter referred to as the "Authority"), and CONSTRUCTION AND GENERAL LABORERS' UNION, LOCAL 172 OF SOUTH JERSEY (hereinafter referred to as the "Union").

## **PREAMBLE**

This Agreement represents the complete and final understanding on all bargainable issues between the Authority and the Union.

## **ARTICLE I** **COLLECTIVE BARGAINING**

### **SECTION I: RECOGNITION**

The Authority recognizes the Union as the sole and/or exclusive bargaining agent for the purposes of establishing salaries, wages, hours and other conditions of employment for all of its covered employees identified in Appendix B. This excludes managerial executives, confidential employees, and all other supervisory employees within the meaning of the New Jersey Public Authority-Employee Relations Act and all other employees of the Authority

### **SECTION II: FULLY BARGAINED**

The parties agree that they have fully bargained and agreed upon all terms and conditions of this Agreement, which incorporates the complete and final understanding, and settlement by the parties of all bargainable issues, which were or could have been the subject of negotiations.

This Agreement supersedes and cancels all prior agreements, whether written or oral, unless expressly stated to the contrary.

**ARTICLE II**  
**NO STRIKE CLAUSE**

**SECTION I: TREATMENT MANDATED BY STATE AND FEDERAL LAW**

The Authority, under the Utilities Authorities Law of the State of New Jersey and Public Law 92-500 passed by the United States Congress in 1972 and as may be amended, is charged with the responsibility of the collection, transportation and treatment and reclamation of the wastewaters in its system to abate the pollution of the waters and streams in the Burlington County area.

**SECTION II: OWNER SUBJECT TO PENALTIES**

It is recognized that the Authority is under legal obligation and subject to severe penalties to provide and continuously operate and maintain the necessary facilities to meet the conditions and standards set forth in the permits issued to the Authority by the United States Environmental Protection Agency, New Jersey Department of Environmental Protection and the Delaware River Basin Commission.

**SECTION III: WORK STOPPAGES PROHIBITED**

The Union and the Authority mutually agree that there shall be no strikes, walkouts, slowdowns, sickouts or other forms of work stoppages, as they are contrary to law and public policy.

**ARTICLE III**  
**COLLECTIVE BARGAINING UNIT PROVISIONS**

**SECTION I: EQUAL TREATMENT**

The Authority agrees there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, religion, political affiliation, union membership or union activities.

The Authority agrees not to interfere with the right of employees to become or not to become members of the Union and that there shall be no discrimination or coercion against any employee because of Union membership or non-membership.

**SECTION II: UNION REPRESENTATIVES AND ACCESS**

**SHOP STEWARD:** The Authority agrees to recognize a maximum of one shop steward and one alternate shop steward selected by the Union. A steward shall be granted a reasonable amount of time, not to exceed one hour per day and without loss of pay, to interview employees who have grievances and to discuss the grievance with the employee's immediate supervisor.

**ACCESS BY UNION OFFICIALS:** Union officials and duly authorized Union representatives, whose names and identification have been previously submitted to and acknowledged by the Authority, shall be admitted to the property of the Authority, upon reasonable written or telephonic notice. Such notice shall include the purpose of the visit, proposed time and date and the specific work units/areas involved. Permission for such visits shall not be unreasonably withheld. Nothing in this section shall be construed to limit the free flow of information between the Union and covered employees but is solely intended to allow for the orderly scheduling and progression of daily work requirements.

**SECTION III: DUES AND DEDUCTIONS**

**UNION DUES:** Upon receipt of a lawfully executed written authorization from an employee, the Authority agrees to deduct the one-time initiation fee of \$100.00, monthly and bi-weekly dues from his/her paycheck. Monthly dues shall be set at \$9.00 per month. Bi-weekly dues shall be 1% of the employee's total gross wages excluding the payments for longevity. The Authority shall remit the deductions by the tenth day of the succeeding month to the appropriate official designated in writing by the Union.

**TERMINATION OF UNION MEMBERSHIP:** Any employee may, in writing, terminate his/her respective dues deduction authorization by providing written notice during the ten (10) days following each anniversary date of their employment.

## **ARTICLE IV** **MANAGEMENT RIGHTS**

### **SECTION I: AUTHORITY RESPONSIBLE**

The management of the Authority and the control of its properties and the maintenance of order and efficiency is solely a responsibility of the Authority. Accordingly, the Authority retains the right, including, but not limited to, select and direct the working forces, and the right to hire, suspend or discharge for just cause, assign, promote or transfer, to determine the amount of overtime to be worked, to relieve employees from duty because of lack of work, decide the number of locations of its facilities, stations, etc., determine the work to be performed, maintenance and repair, amount of supervision, and training programs necessary, machinery and tool equipment, methods, schedules of work together with selection, procurement, designing, engineering and the control of equipment and materials; and purchase services of others by contract or otherwise.

### **SECTION II: CONTRACTING WORK**

The Authority has the right, in accordance with past practice to apportion work by contract or subcontract to employees or others, as it may see fit.

### **SECTION III: CHANGES FOR MODIFICATIONS TO RULES AND REGULATIONS**

The Authority will present proposed modifications, changes, or new rules and regulations to the Union for discussion, prior to formal adoption. The Union may make recommendations regarding the proposed modifications, changes or new rules and regulations. The Authority will review the rules and regulations annually and suggest modifications, changes, or new rules and regulations as necessary.

### **SECTION IV: CLASSIFICATION AND JOB DESCRIPTION**

The classifications for employees covered by this Agreement shall be established by the Authority and presented to the Union.

If during the term of this Agreement the Authority determines that new job classifications must be established or that changes are to be made to existing job classifications, the parties agree that they will consult with the intent at arriving at a mutually acceptable determination, including the rate of pay, prior to the classification or change being made effective. Should the parties fail to agree, the matter will be referred to the grievance procedure.

### **SECTION V: ESTABLISHMENT OF WORK SCHEDULES**

The Authority reserves the right to establish shift schedules in addition to those agreed to, upon notification to the Union in order to maintain efficient, economical and orderly operations of the Authority's facilities.

### **SECTION VI: OTHER EMPLOYMENT**

All employees shall advise the Authority of outside employment to ensure there is not a conflict of interest and that outside employment does not interfere with the performance of the employee's assigned duties.

Examples of outside employment which may result in a conflict of interest include, but are not limited to: work with a plumbing contractor, local hauler of sludge, septage, etc.; or any work involving hours which may conflict with employee's work schedule. Failure by the employee to advise the Authority of any outside employment may result in disciplinary action.

## **SECTION VII: DISCIPLINARY ACTIONS**

All employees are expected to meet the Authority's work performance standards. Corrective disciplinary action, as appropriate, will be taken against any employee found to be in violation of established procedures.

All disciplinary action shall be based upon concern for the employees, the individual(s) and the best interest of the Authority. Disciplinary action shall be of a positive, educational and corrective nature, and shall not be used in an abusive or vindictive manner.

An employee may be subject to discipline and or termination for any or all of the following reasons:

- Chronic or excessive absenteeism, lateness or failure to report for work without a legitimate reason
- Neglect, incompetence, insubordination, inefficiency or failure to perform duties or care of the Authority's equipment or vehicles, including leaving the work station without being properly relieved or without permission from a supervisor
- Use of or the attempt to use political influence upon any person or engaging in any form of political activity during working hours
- Conviction of a crime, or off-duty or on-duty conduct unbecoming a public employee
- Willfully interfering with the work performance of other employees
- Violation of Authority policies, procedures and regulations
- Violation of Federal, State or Authority regulations concerning drug and alcohol use and possession
- Unsatisfactory work performance
- Disorderly conduct, fighting with, threatening, or intimidating other employees
- Possession of weapons or firearms on Authority property
- Off-duty or on-duty conduct reflecting adversely on the Authority
- Falsification of public records including personnel records, employment applications and time cards
- Sleeping while on duty

## **SECTION VIII: NO SOLICITATION/NO DISTRIBUTION RULES**

In order to prevent disruption in the Authority's operations, the solicitation and/or distribution of literature for any purpose during working times in any working areas is strictly prohibited. However, solicitation and/or distribution by employees are permitted during non-working time in areas where such activity will not interfere with normal operations of the Authority. Violation of this rule will result in disciplinary action.

Employees shall not loiter in or about the premises after working hours. Those providing transportation to employees should remain in their cars while waiting.

**ARTICLE V**  
**EMPLOYMENT AND SENIORITY**

**SECTION I: PROBATIONARY PERIOD**

**PROBATIONARY EMPLOYEES:** Each new (probationary) employee will serve a probationary period of 180-days. The probationary period is to allow the supervisor an opportunity to evaluate the employee's work performance, attitude and interaction with coworkers. During this period the probationary employee may be terminated anytime without recourse. Probationary employees are not entitled to any benefits except as specifically set forth in this agreement.

**SECTION II: DEFINITION OF SENIORITY**

Seniority is defined as the length of a covered employee's continuous service with the Authority. The length of continuous service shall be computed from the date the employee was first hired by the Authority, except for a termination of seniority as stated in Section III, in which case the recall or rehiring date shall apply.

If two or more employees are hired on the same date, the order of placement on the seniority list shall be determined by the date of application. If the date of application is the same then the time of day the application was filed will govern.

**SECTION III: TERMINATION OF SENIORITY**

An employee's continuous service may be broken at the sole discretion of the Authority, so that no prior period or periods of employment may be counted and his/her rights to seniority shall cease upon any of the following:

- Discharge
- Voluntarily quitting
- Leave of absence for a period of more than four months
- Failure of an employee to return to work upon recall within forty-eight hours from the time the Authority sent a notice to return to the employee's last known address appearing on the Authority's records unless excused by the Authority by reason of illness or other reasonable cause
- Absence because of layoffs, disability, or any other reasons for a period equal to the employee's seniority or eighteen months, whichever is less
- Absence without notice for three days

Seniority will not be terminated because of work-related injury

**SECTION IV: SENIORITY LIST AND UPDATES**

The Authority shall maintain an accurate, up-to-date seniority roster showing each covered employee's date of hire, classification and pay rate and shall furnish copies to the Union upon reasonable request.

**SECTION V: SENIORITY TO PREVAIL**

In all applications, seniority shall be given preference in promotions, demotions, layoffs and recall, providing the employee has the necessary qualifications, skills and abilities to perform the work available.

**SECTION VI: LAYOFF**

**RECALL ORDER:** Employees on layoff shall be recalled in the inverse order of layoff, providing the employee has the necessary qualifications and skills and abilities to perform the work available. The Authority will not hire new employees while there are employees on the recall list qualified to perform the duties of the vacant position unless employees on recall refuse to accept the offer of employment or fail to return within forty-eight hours of a written notice to return.



## **SECTION VII: PERFORMANCE EVALUATION REPORTS**

**USE-IN PERSONNEL ACTIONS:** All promotions, demotions, and dismissals for all covered employees under this Agreement may in part be determined on the basis of the results of the most recent Performance Evaluation Reports, limited to three back years.

**ACKNOWLEDGEMENT BY EMPLOYEE:** Each written performance evaluation report will be presented to and reviewed with the employee, as it will be made a part of his/her confidential personnel file. Employees are required to affix their signature to the performance evaluation document. The signature is only an acknowledgement the employee reviewed the performance evaluation. For employees, affixing their signature does not mean that they agree with the contents of the evaluation unless it is specifically indicated in the space provided.

**JOB OPENING BIDS:** In the event of a job opening or the establishment of a new job classification, the Authority agrees to post a notice of a vacancy for a minimum period of seven calendar days. The Authority will also post a notice upon successfully filling the vacancy within two weeks of the end of the posting period.

**TRIAL PERIOD:** Existing employees who bid shall be evaluated and may be awarded the new job upon consideration of seniority, qualifications, skills, ability and overall fitness to perform the job. An existing employee awarded the job shall be given a trial period not to exceed sixty calendar days. During this trial period, the employee shall retain his/her permanent employee status. Newly hired employees appointed to the position shall be considered probationary employees as provided for in this Article.

**SECTION VIII: PROMOTIONAL REQUESTS:** Upon receiving a request for promotion, the Authority shall have 30 days to review and act on the request. The Authority shall make every attempt to comply with the timeframe established. Both parties agree that if the process is delayed because of extenuating circumstances or other priorities that require immediate attention by the Authority, the Authority shall notify the applicant in writing as soon as possible, indicating the reason for the delay and anticipated time until the request can be addressed.

**ARTICLE VI**  
**GENERAL PROVISIONS**

**SECTION I: UNION NOTICES AND POSTING**

The Authority agrees to make available a bulletin board at the workplace. The bulletin board shall be used for posting notices for Union meetings, elections and returns, appointments to office and recreational or social affairs.

**SECTION II: EMERGENCY RECALL**

In an emergency, each employee shall be subject to recall for overtime duty. It is each employee's responsibility to cooperate and accept the overtime, when required. An emergency is defined as a period of time when the health, safety and general welfare of the public is in jeopardy. The Authority will have the sole discretion to determine what conditions constitute an emergency. Such determination will not be the subject of the grievance procedure.

**SECTION III: SAFETY AND HEALTH**

The Authority will make a reasonable effort for the safety and health of its employees.

**PHYSICALS AND INOCULATIONS:** All collection, electrical/maintenance and plant employees shall submit to physical examinations and inoculations (as needed) as directed by the Authority or the Authority's medical provider in order to ensure good health and ability to perform required duties. Laboratory and administrative personnel may request a physical examination. The physical examinations and inoculations will be provided at no cost to the employee.

Physicals will be required at least every two years, but more often if deemed necessary by the Authority or the Authority's medical provider.

**SAFETY COMMITTEE:** The Authority shall maintain a joint labor management Safety Committee. The Safety Committee shall include the Shop Steward and at least one union member and a designated Safety Committee Member from each department. The Safety Committee shall investigate and correct unsafe acts or conditions and will meet periodically as necessary to review conditions and operations that could impact the health and safety of employees.

The Authority will provide the Shop Steward or an appointed Union Safety Committee member time to investigate safety or health complaints or incidents during working hours at no loss of pay. The investigations will be conducted in cooperation with the Authority so that suggestions can be made to minimize reoccurrence of similar incidents. The investigations will be conducted in a way that does not interfere with the work assignments of others or hinder operations.

**SAFETY AND HEALTH EQUIPMENT USAGE MANDATED:** The Authority will provide at no cost to the employee appropriate safety and/or health related equipment, tools, gear or clothing deemed necessary for employee protection from the hazards in the workplace. Employees are required to use the appropriate equipment for the hazards present for their own protection. Employees found not using the appropriate safety and/or health related equipment, tools, gear or clothing are subject to disciplinary action.

**SECTION IV: ACCESS TO PERSONNEL FOLDERS AND EVALUATIONS**

An employee shall, within three working days of written request, have an opportunity to review his/her personnel folder in the presence of a designated representative of the Authority to examine any criticisms, recommendations or any performance evaluations or conduct evaluations prepared by the Authority during the term of this Agreement. The employee shall be allowed to submit a written response to address anything contained in the personnel file. The employee response will be placed in the personnel file as a matter of record.

## **SECTION V: PRE-EXISTING WORK RECORDS**

Any pre-existing personnel action records such as commendations, citations, performance evaluation reports, and disciplinary actions, warning notices and/or memoranda, etc., for the past five years shall remain in full force and effect during the term of this agreement.

## **SECTION VI: EMPLOYEE EQUIPMENT RESPONSIBILITY**

Employees are responsible for all issued gear, tools and/or devices, equipment and clothing, and shall replace items lost, stolen or misplaced at their expense.

## **SECTION VII: MILEAGE ALLOWANCE**

Any employee using his/her personal vehicle while on Authority business as authorized by the Executive Director will receive a mileage allowance (as determined by the Internal Revenue Service) per mile.

**ARTICLE VII**  
**INSURANCE, RETIREMENT, SEPARATION AND DEATH BENEFITS**

**SECTION I: MEDICAL INSURANCE**

Employees and their immediate family members are eligible for insurance coverage including health, dental, eyeglass and prescription administered by an authorized insurer selected by the Authority. A Summary Plan Description will be provided to all employees at the time of enrollment.

Employees may elect not to be covered by the Authority's health insurance and prescription coverage. Employees opting out will receive an annual payment at their "Opt Out" anniversary date. The payment will be paid directly to the employee and is subject to federal and state tax deductions. The employee will receive \$3,500 at their first "Opt Out" anniversary date and then \$3,400 each year thereafter. Each employee must provide documentation to the Authority to prove that he/she is covered by other health insurance and prescription coverage.

If an employee opts out of the medical insurance and prescription coverage, but chooses to participate in either Dental or Vision or both; The employee will receive \$2,500 at their first "Opt Out" anniversary date and then \$2,400 each year thereafter that they opt out of health insurance and prescription coverage.

The health benefits plan for the employees and their families are identified as Plan A, Plan B and Plan C.

Plan A is categorized as an HMO type plan. All employees joining the Authority will have the opportunity to be enrolled in this plan.

Plan B is categorized as a PPO type plan and is only available to employees enrolled in it prior to January 1, 2001.

Plan C is an open access POS II plan. All employees may select and be enrolled in this plan

All employees are required to contribute the applicable statutory amount (**P.L. 2011 c. 78**) towards the cost of the health benefits program, including those employees that only participate in the dental and vision plans. ~~and short term disability insurance programs.~~

The annual maximum for dental coverage shall be \$2,500.00.

**SECTION II: RETIREMENT NOTIFICATION/BENEFITS**

A retiring employee shall notify the Authority of the intention to retire on or before September 1 of the year prior to the year of retirement.

The Authority agrees to provide retirement benefits (PERS) in accordance with applicable New Jersey statutes. Under New Jersey law, all employees must enroll in the New Jersey Public Employees Retirement System.

**SECTION III: RETIREE HEALTH BENEFIT COVERAGE**

Employees with at least thirty years of service to the Authority and who retire for pension purposes may continue to receive paid health insurance coverage provided they are 55 years old at the time of retirement and are not covered by other insurance. Retiree health benefits terminate when the retired employee is eligible for Medicare or dies. Employees receiving retiree health benefits must notify the Authority in writing, with proof of enrollment, when they become eligible for Medicare Parts A and B. The maximum contribution by the Authority for retiree health benefits is \$8,500 per year per retiree.

**SECTION IV: PAYMENT FOR UNUSED SICK LEAVE**

Upon retirement, an employee shall be reimbursed, at his/her regular base rate of pay for accumulated unused sick leave up to a maximum of fifty percent of the accumulated sick leave. The maximum amount of the reimbursement shall not exceed \$10,000.

## **SECTION V: PAYMENT OF ACCRUED VACATION TIME**

Employees retiring or otherwise terminating their employment (except for cause or quitting without proper notice) from the Authority shall be entitled to the vacation allowance for the current year prorated upon the number of months worked in the calendar year in which the retirement or separation becomes effective as well as any vacation leave accrued from the preceding calendar year.

## **SECTION VI: PAYMENT OF ACCRUED VACATION TIME AT DEATH**

Whenever a permanent employee with accrued vacation leave dies, the Authority shall calculate and pay to the employee's estate a sum of money equal to the product of the earned vacation and the employee's base rate of pay at the time of death.

## **SECTION VII: UNEMPLOYMENT INSURANCE**

The Authority shall contribute to the state mandated unemployment insurance program on behalf of all employees.

## **SECTION VIII: SHORT TERM DISABILITY**

The Authority will provide short-term disability insurance with the coverage of 60% of the employee's weekly earnings rounded to the nearest dollar to a maximum benefit of \$1,000. The Authority reserves the right to change the administrator of the policy without the Union's consent. The waiting period for the disability will be as follows:

|                                   |   |        |
|-----------------------------------|---|--------|
| Disability because of an accident | - | NONE   |
| Disability because of sickness    | - | 7 DAYS |

The maximum benefit period for accident or sickness is 26 weeks. The Authority will pay 90% of the cost of this insurance and the employee will pay 10%.

## **SECTION IX: DISABILITY DUE TO PREGNANCY, CHILDBIRTH, SERIOUS HEALTH CONDITION**

In compliance with various federal and state laws, including, but not limited to, the Americans with Disabilities Act ("ADA"), the ADA Amendments Act and the New Jersey Law Against Discrimination ("LAD") as amended by the New Jersey Pregnant Workers Fairness Act, the New Jersey Family Leave Act (NJFLA), and the federal Family and Medical Leave Act (FMLA), the Mt. Holly Municipal Utilities Authority does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth.

### **A. Family Temporary Disability Benefits**

The parties acknowledge and agree that under New Jersey law, specifically the New Jersey Family Temporary Disability ("FTD"), an eligible employee who is caring for a seriously ill family member (as that term is defined by the statute) who is incapable of self-care or care of a newborn, adopted child or of a child cared for through a foster care placement, is eligible for paid leave for a period of up to 12 weeks. Eligible employees are entitled to up to 85% of their average weekly wage, with a maximum of \$881.00 per week, to bond with a new child or care for a loved one, as well as for pregnancy, childbirth or a serious health condition. The parties acknowledge and agree that the Authority's policy is consistent with this law and that eligible Employees shall be entitled to leave consistent with the provisions of the law.

## **SECTION IX: DISABILITY DUE TO PREGNANCY, CHILDBIRTH, SERIOUS HEALTH CONDITION (CONTINUED)**

### **B. Family Leave Act**

Under the New Jersey Family Leave Act ("NJFLA"), eligible employees can take up to 12 weeks of job-protected leave during any 24-month period for the following:

- 1) to care for or bond with a child, as long as the leave begins within one year of the child's birth or placement for adoption or foster care; to care for a family member, or someone who is the equivalent of family,
- 2) to take care of a serious health condition, including a COVID-19 diagnosis, or who has been isolated or quarantined because of suspected exposure to a communicable disease, including COVID-19, during a state of emergency;
- 3) to provide required care or treatment for a child during a state of emergency if their school or place of care is closed by order of a public official due to an epidemic or communicable disease, including COVID-19, or other public health emergency.

Leave may be taken in a block of up to 12 weeks or it can be taken intermittently or on a reduced schedule. An employee who is pregnant or who just had a baby is entitled to take up to 12 weeks for pregnancy or recovery from childbirth under the FMLA, and can then take an additional 12 weeks of NJFLA leave to bond with or care for a baby after the employee's doctor certifies he/she is fit to return to work or if you have exhausted your FMLA leave whichever is earlier. An employee may also take leave under the New Jersey FLA to bond with or care for a newborn or a child just placed for adoption or foster care. Leave under the NJFLA or FMLA is generally unpaid unless the employee has accrued paid time off to use. Leave under the NJFLA or FMLA will be granted consistent with the provisions of the laws.

## **SECTION X. CHILD CARE AND ADOPTION LEAVES**

An employee who has exhausted any leaves to which he/she may be entitled pursuant to Article IX may request child care or adoption leave without pay by making application at least 30 days prior to the date of leave, and specifying the date of return.

**ARTICLE VIII**  
**WORK UNIFORMS/TOOL ALLOWANCE**

**SECTION I: INITIAL ISSUE**

Uniform services are provided as a benefit to the employees and their families. The intent is to minimize the potential for contamination of the family's clothing from exposure to the soiled uniforms taken home by the employees. Proper clothing shall be worn at all times as required. The Authority shall furnish uniforms to all permanent employees covered by this Agreement with an initial issue as follows:

Collection, Plant, Electrical/Maintenance, and Industrial Painter employees will be supplied with the following:

Initial uniform issuance will include:

- Ten (10) pairs of pants (laundered by service company)
- Twelve (12) short sleeve t-shirts
- Twelve (12) long sleeve t-shirts
- Two (2) sweatshirts
- One (1) heavy jacket
- One (1) set winter coveralls

Laboratory employees:

- Six (6) lab coats (laundered by service company)
- Six (6) pairs of pants (laundered by service company)
- One (1) jacket

The Authority shall pay to cover 80% of the cost for the uniform cleaning and maintenance service. Employees will contribute 20% in the form of a payroll deduction.

Employees in need of replacement of any items shall submit a request to their Supervisor and Operations Manager who will review each case and provide approval as necessary.

The Authority will make an allowance for appropriate safety shoes in the amount of \$150 annually. Employees may submit a request to replace their footwear if they have failed because of wear and tear prior to the end of the one-year period. The Authority will consider each request on a case-by-case base and approve it so long as such request is deemed reasonable.

If an employee desires to make any additions to the uniform issue, he/she does so at his/her own expense.

**SECTION II: TOOL ALLOWANCE**

Employees in the Mechanical Maintenance and Electrical Maintenance departments and one employee in the Collection System department shall be paid a \$50.00 tool allowance per year, to be paid in December of each year.

## **ARTICLE IX** **HOURS OF WORK**

### **SECTION I: WORK SCHEDULE POSTING**

Work schedules, showing employee shifts, workdays, and hours of work shall be posted at the workplace one month in advance, subject to emergencies. The Authority shall post a sign-up sheet for employees wishing to work voluntary unscheduled or emergency overtime. Employees signing the list will be offered the overtime first, in the order in which it was signed, regardless of seniority. The Authority reserves the right to require employees to work additional time which may be necessary as a result of manpower shortage or emergency.

### **SECTION II: WORKWEEK AND DUTIES**

The normal workweek shall be Thursday through Wednesday for all shifts. It is the intent of the Authority to provide two days off after working five consecutive days in any workweek, but employees shall only be guaranteed one day off after working five consecutive days in any workweek.

Employees working in excess of eight consecutive hours per day shall be provided with overtime compensation at time and one-half their regular base rate of pay.

In cases of rotating shifts when an employee's work schedule provides for the need to work two non-consecutive eight-hour work shifts on any given calendar day in order to effectuate the rotation, this shall be considered two straight time work days and overtime compensation will not be provided.

### **SECTION III: WORKDAY**

Plant Operators shall adhere to the following shift schedule:

|              |   |                           |
|--------------|---|---------------------------|
| First Shift  | - | 23:00 through 08:00 hours |
| Second Shift | - | 07:00 through 16:00 hours |
| Third Shift  | - | 15:00 through 24:00 hours |

The Collection and Electrical/Maintenance departments shall adhere to the following schedule:

|              |   |                           |
|--------------|---|---------------------------|
| Second Shift | - | 07:00 through 16:00 hours |
|--------------|---|---------------------------|

The Employees for the Collection and Electrical/Maintenance departments will establish a schedule to ensure that coverage is provided in their departments until at least 16:00 hours. Monday through Friday and that the electronic communication devices are rotated among personnel to allow for response to emergency calls.

Mechanical Maintenance, Collection Operator and Electrical Maintenance may work four (4) ten (10) hour days. However, individuals requesting to work four (4) ten (10) hour days may be denied if the election creates overtime. The supervisor is responsible for scheduling uninterrupted coverage in these titles Monday through Friday from 7:00 am to 5:00 pm. The hours may be shifted to Monday through Friday from 6:00 am to 4:00 pm.

Laboratory personnel shall work four 10-hour days as determined by the schedule established by the Laboratory Manager.

During the workday, personnel shall be entitled to a one-hour lunch period and two fifteen-minute rest periods, one in the first half of the shift and one in the second half of the shift at a time designated by their immediate supervisor.



## **ARTICLE X**

### **HOLIDAYS**

#### **SECTION I: ELIGIBILITY**

Only permanent and probationary employees are eligible for full holiday pay.

#### **SECTION II: RECOGNIZED HOLIDAYS**

Employees are entitled to the following paid holidays:

- |                     |  |
|---------------------|--|
| 1. New Year's Day   | 8. Veterans' Day                             |
| 2. President's Day  | 9. Thanksgiving Day                          |
| 3. Good Friday      | 10. Day after Thanksgiving                   |
| 4. Memorial Day     | 11. Christmas Day                            |
| 5. Independence Day | 12. Either day before or day after Christmas |
| 6. Labor Day        | 13. Employee's Birthday                      |
| 7. Columbus Day     |  |

In order to qualify for holiday pay, employees must work both the scheduled workdays immediately preceding and immediately following the holiday unless an acceptable excused absence is submitted. An employee desiring to switch a holiday for another not listed below may do so with appropriate written notice to the Department Head and Executive Director. Each request will be considered individually.

#### **SECTION III: CELEBRATION OF SATURDAY AND SUNDAY HOLIDAYS**

Holidays falling on a Saturday shall be celebrated on the preceding Friday and holidays falling on a Sunday shall be celebrated on the following Monday.

#### **SECTION IV: WORK ON A HOLIDAY**

In the event the actual holiday falls on an employee's regular scheduled workday and the employee cannot be given off, the employee shall be paid at eight hours pay for the holiday and one and one-half times the regular rate for hours worked. There shall be no compensatory time off for holidays worked.

#### **SECTION V: HOLIDAY DURING VACATION PERIOD**

In the event a holiday falls within an employee's vacation period, the holiday will not be charged against the employee's vacation time.

#### **SECTION VI: HOLIDAY DURING PAID SICK LEAVE**

Whenever a holiday falls during the time an employee is on paid sick leave, the holiday will not be charged against the employee's sick leave.

#### **SECTION VII: HOLIDAY DURING NON-PAID LEAVE**

Employees who are on leave of absence without pay will not be eligible for holiday pay.

#### **SECTION VIII: HOLIDAY ON UNSCHEDULED WORK DAY**

In the event a holiday falls on an employee's scheduled workday off, the employee shall be paid eight hours at the regular rate.

**ARTICLE XI**  
**PAID LEAVES OF ABSENCE**

**SECTION I: ENTITLEMENT DAYS**

Employees having no accumulated sick, vacation or personal days available at the beginning of any calendar year shall be entitled to use up to five of these types of days as of the start of the year. In the event the employee leaves the employment of the Authority for any reason prior to accumulating each of these days, the Authority shall deduct the per diem rate of pay for each day and when the final paycheck is issued.

**SECTION II: SICK LEAVE**

**USAGE FOR APPROVED PURPOSES ONLY:** Sick leave should be used only in cases where the employee is ill and unable to work in the discretion of the Authority or in cases of the serious illness of a family member. Any employee utilizing sick leave must notify the Authority at least one hour prior to his/her scheduled starting time. An employee leaving prior to the end of their regular shift because of illness is required to complete a C-9, which must be signed by the immediate supervisor. Failure to comply with these requirements may be cause for disciplinary action.

**CARRYOVER:** Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed.

**PHYSICIAN'S CERTIFICATE:** Employees absent on sick leave for three consecutive working days or more than four working days in a two-week period or more than a total of ten working days in any calendar year shall furnish a verification of illness from his/her treating physician regarding their illness and their ability to return to work. If an employee is attending to an immediate family member, a doctor's verification of that individual's illness is required.

**ACCRUAL:** Permanent full-time employees who successfully complete six months of employment will earn sick leave at the rate of one-half day of sick leave for each month worked during the remainder of the employee's first calendar year of employment. Commencing with the second year of employment, sick leave shall be earned by permanent full-time employees as follows:

| <b>Employment</b> | <b>Sick Leave Accrual Rate</b>                                  |
|-------------------|---|
| 2nd year          | One day per month to a maximum of seven days                    |
| 3rd year          | One day per month to a maximum of eight days                    |
| 4th year          | One day per month to a maximum of nine days                     |
| 5th year          | One day per month to a maximum of ten days                      |
| 6th year          | One day per month to a maximum of eleven days                   |
| 7th year          | One day per month to a maximum of twelve days                   |
| 8th year          | One and one-quarter days per month to a maximum of fifteen days |

Employees Hired on or after January 1, 2018

| <b>Employment</b> | <b>Sick Leave Accrual Rate</b>                |
|-------------------|---|
| 2nd year          | One day per month to a maximum of seven days  |
| 3rd year          | One day per month to a maximum of eight days  |
| 4th year          | One day per month to a maximum of nine days   |
| 5th year          | One day per month to a maximum of ten days    |
| 6th year          | One day per month to a maximum of eleven days |
| 7th year          | One day per month to a maximum of twelve days |

Sick leave credits shall continue to accrue while an employee is on any paid leave of absence. Sick leave credits shall not accrue while an employee is on any unpaid leave of absence.

Any eligible employee may, at his/her option, be paid for up to one-half of that year's accumulated sick leave, at 100% of the employee's regular wages with payment to be made the first pay period of December.

### **SECTION III: PERSONAL DAYS**

After completion of six months of employment, full-time employees are eligible for one day of paid personal leave for every four months of calendar year service up to a maximum of three days per year. Following the employee's first anniversary date of employment, three personal days leave per year are available for use as needed.

Personal business shall include attendance at weddings or other related celebrations; attendance in court; personal or legal business matters or family matters which cannot be attended to outside the scheduled work hours; religious holidays or any other urgent reasons.

The leave may be taken in either hourly increments or daily shift increments. Unused personal days shall not accrue from year-to-year and will be forfeited.

An employee must have the permission of his/her immediate supervisor before personal leave may be taken. An employee must submit a written request (C-9) to his/her supervisor at least twenty-four hours in advance of the personal leave. In situations where a personal emergency requires immediate attention, a verbal approval from the immediate supervisor will suffice. When a verbal approval has been granted, a C-9 must be completed and submitted within one week. Personal leave shall not be unreasonably denied.

Employees shall be paid their basic rate of pay for personal days used during their normal workweek. Employees will not be paid more than eight hours for any one-day. Employees are not permitted to use more than a combination of five days advance personal leave or vacation leave.

### **SECTION IV: BEREAVEMENT LEAVE**

Employees are entitled to three paid days leave of absence for each death of a member of an employee's immediate family. Immediate family includes spouse or significant other, child, grandchildren, parent, stepchild, sibling, grandparents, in-laws (father, mother, daughter, son, brother, sister) grandchildren or any person related by blood or marriage residing in an employee's household.

If requested, an employee shall be required to present his/her immediate supervisor with proof of death (i.e., copy of death certificate, obituary notice, etc.)

### **SECTION V: RESTORATION CLAUSE**

Employees returning from authorized leaves of absence will be restored to their original job classification and shift at the appropriate base rate of pay with no loss of seniority or other employee rights, privileges or benefits.

### **SECTION VI: DOUBLE PAY PROHIBITED**

Payment will be made only for the period that the employee would actually have been working. An employee will either receive the approved paid leave of absence, holiday, vacation, military, jury duty or personal day pay or disability benefit, but not both.

**ARTICLE XII**  
**NON-PAID LEAVES OF ABSENCE**

**SECTION I: AUTHORITY'S DISCRETION**

All leaves of absence without pay shall be at the discretion of the Authority.

Employees may be granted a personal leave of absence without pay for up to six months at the sole discretion of the Authority. The Authority may in its sole discretion extend an unpaid leave of absence for an additional six months, if such extension is considered in the best interest of the Authority.

An application for a leave of absence shall be made in writing to the attention of the Executive Director. The Authority's permission shall not be unreasonably withheld.

**SECTION II: OCCUPATIONAL INJURY**

Employees who suffer job related injuries and illness may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. Employees who are disabled because of an occupational injury may be removed from the Authority's payroll system and placed on Worker's Compensation. Employees on Worker's Compensation shall be permitted to use paid sick days until he/she begins to receive Worker's Compensation benefits. If an employee receives Worker's Compensation for days paid under the sick leave policy, the employee shall reimburse the Authority.

**SECTION III: MILITARY LEAVE**

An employee (other than a temporary employee) who leaves a position with the Authority in order to be inducted in the armed forces of the United States, who completes his term of service satisfactorily and who applies for re-employment within ninety days of the date of discharge will, if still qualified to do the job, be reinstated in employment in accordance with the re-employment rights provisions of the Vietnam Era Veterans Readjustment Assistance Act of 1974, 38 U.S.C. ss. 2021, et seq.

An employee who is called to extended field training as a member of the National Guard or a reserve component of the Army, Navy, Marine Corps or Air Force may be granted up to a 2-week leave of absence from his or her position without loss of pay in a calendar year, provided he/she makes a written request for such leave and provides to the Authority a copy of his or her military orders. Such leave may be extended for up to a total of fifteen working days in a calendar year in the event such military leave is required and not voluntary on the part of the employee, and shall be approved only upon receipt of written military orders.

An employee who is called into a period of service in the National Guard or a reserve component of the Army, Navy, Marine Corps or Air Force for longer than two weeks will be placed on leave without pay, provided the employee makes a written request for leave without pay and provides to the Authority a copy of his or her military orders. Upon completion of his or her period of service, the employee will be reinstated in accordance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, 38 U.S.C. ss. 2021 et seq.

**SECTION IV: JURY DUTY**

Employees called to jury duty will be granted time off as the court requires. Such absence from work will not be counted against the employee's regular vacation period or sick leave accumulation. The employee will be paid the difference in pay between jury pay and his/her regular pay only from the time required to serve on jury duty. If the employee is released from jury duty on or before 10:30 a.m. on any morning, he/she is to return to work immediately after the lunch period. All requests for jury duty leave must be filed according to Authority policy and are subject to the Authority's right to verification.

**SECTION V: RESTORATION CLAUSE**

Employees returning from authorized unpaid leaves of absence will be restored to their original job classification and shift at the appropriate base rate of pay with no loss of seniority or other employee rights, privileges or benefits. Sick, personal, holiday and vacation leave credits shall not accrue during the unpaid period of absence.

## **ARTICLE XIII** **VACATIONS**

### **SECTION I: ELIGIBILITY**

All full-time employees are eligible for paid vacation leave after satisfactory completion of 90 calendar days of employment and shall accrue vacation leave based upon their years of continuous service. The number of vacation days and when they may be taken depend on the employee's length of employment as outlined in Table 1. Vacation leave may not be taken in excess of the vacation leave accrued.

Vacation need not be taken in consecutive days, but may be divided and/or split and taken at various non-consecutive dates at the convenience of the employee so long as the Authority has sufficient personnel remaining. The employee must request vacation leave at least one week prior to the intended date.

The Authority reserves the right to spread the vacation periods over the full calendar year. Vacations in excess of two consecutive weeks require the prior approval of the Superintendent.

Vacation credits will continue to accrue while an employee is on paid leave. Vacation credits will not accrue while an employee is on a non-paid leave of absence with the exception being for those employees on military leave of less than two weeks.

Conflicting vacation leave requests (same dates requested by two or more employees) will be resolved based on seniority and the needs of the Authority.

### **SECTION II: CONTINUOUS SERVICE MODIFICATIONS**

Periods of time on non-paid leaves of absence, except for military leaves of less than two weeks, shall be deducted from the employee's total continuous service for determining eligibility for vacation leave.

### **SECTION III: VACATION LEAVE ENTITLEMENT**

Vacation pay will be calculated at the employee's hourly rate.

Table 1

| LENGTH OF<br>EMPLOYMENT          | VACATION ACCRUAL<br>RATE PER WEEK | PAID VACATION<br>ENTITLEMENT |
|----------------------------------|-----------------------------------|------------------------------|
| After 6-months                   | 1.54 hours per week               | 5-days                       |
| After 1-year – 6-years           | 1.54 hours per week               | 10-days                      |
| After 6-years – 11-years         | 2.31 hours per week               | 15-days                      |
| After 11-years – 18-years        | 3.08 hours per week               | 20-days                      |
| After 18-years and<br>thereafter | 3.85 hours per week               | 25-days                      |

### **SECTION IV: CARRYOVER**

Vacation leave should be taken during the current calendar year. Any unused vacation leave may be carried forward into the next succeeding year only. If these vacation days are not used in the second year, they will be forfeited unless the Authority determines that they cannot be taken because of an insufficient number of employees or other matters detrimental to its operations. In cases where carryover vacation leave cannot be used, the Authority agrees to meet with the employee(s) with the intent at arriving at a mutually acceptable determination.

## **SECTION V: VACATION SELL BACK**

Any eligible employee may request to be paid for up to a maximum of one week (40 hours) of accrued vacation time at 100% of the employee's regular wages with payment to be made the first pay period of December.

## **SECTION VI: VACATION REQUESTS**

The Authority shall post a notice by January 1st of each year, which will remain posted for a two-week period requesting that employees submit vacation request slips. The Authority shall post a vacation schedule by February 1st of each year giving preferential vacation to the employees who submit requests in accordance with their seniority. Those employees who receive scheduled vacation time in accordance with this paragraph will receive priority over those employees who fail to request a vacation, regardless of seniority.

## **SECTION VII: VACATION ACCRUAL**

Vacation leave credits shall continue to accrue while an employee is on leave with pay. Credits shall not accrue while an employee is on non-paid leave except as set forth in Section II of this Article.

**ARTICLE XIV**  
**WAGES AND PAY**

**SECTION I: PAYDAY**

Payday shall be established by the Authority and presented to the employees for their information.

**SECTION II: WAGES**

Each employee covered by this Agreement shall receive the wages as set forth in Appendix B.

Only employees who were part of this bargaining unit on or before January 1, 2018 shall receive the payments contained within Appendix A

**SECTION III: DEDUCTIONS**

All legal, public employee retirement system (PERS) and other authorized deductions shall be made from each employee's pay.

**SECTION IV: VACATION AND PAID LEAVES**

Pay for all vacation or paid leave time shall be the employee's regular straight time base rate in effect on the payday immediately preceding the vacation or paid leave period. ~~An employee may receive his/her vacation check prior to taking vacation as long as the Authority receives the written request two weeks prior to the pay.~~

**ARTICLE XV**  
**ADJUSTMENTS TO BASE WAGES**

**SECTION I: OVERTIME PAY RATES**

Overtime compensation will be calculated at one and one-half times the employee's regular straight time base rate for each hour worked. For the purpose of overtime compensation, hours worked are computed to the nearest quarter-hour per day.

**DAILY:** All work performed in excess of eight work hours, with the exception of personnel who are approved to work four ten-hour workdays.

**WEEKLY:** All work performed in excess of forty work hours.

**HOLIDAY RATE:** All work performed on a holiday shall be paid for at eight hours pay for the holiday and one and one-half times the regular rate for hours worked. There shall be no compensatory time off for holidays worked.

**NO PYRAMIDING ALLOWED:** There shall be no pyramiding of overtime compensation.

**DISTRIBUTION:** Overtime opportunities shall be distributed as equally as possible by use of a rotating-cycle among qualified employees. It is understood that nothing in this clause shall require payment for overtime hours not worked.

**WORK DAY DEFINED:** Sick, vacation and holiday leaves shall be construed as workdays for the purpose of this section.

**SECTION II: CALL IN TIME PAY**

**TWO-HOUR MINIMUM:** Any employee required to return to work during periods other than his/her regular scheduled shift, shall be guaranteed two hours pay at the overtime rate so long as he/she works the regular 8-hour shift. This shall not apply when an employee requests to come into work during hours other than his/her regular shift.

**MEETING RATE:** Employees required by the Authority to attend meetings outside the regular scheduled work hours shall be compensated at the overtime rate for the actual time needed to attend, unless other provisions are mutually agreed upon.

**SECTION III: HIGHER CLASSIFICATION RATE**

Employees working in a higher classification of employment other than their own shall be compensated at the rate of the higher classification. The employee shall be guaranteed two hours at the higher rate, regardless of how much less than two hours worked at the higher classification. The Authority must provide written authorization for any work performed at a higher classification.



#### **SECTION IV: PUBLIC WASTEWATER TREATMENT OR COLLECTION SYSTEM LICENSURE**

Employees maintaining a license related to the wastewater field will be reimbursed for classes that are required to maintain appropriate Continuing Education Credits (CEUs) or Total Contact Hours (TCHs).

Employees that have or obtain and maintain a Public Wastewater Treatment or Collection System Operator's license will receive additional compensation above their regular base rate as indicated below.

For Employees who obtained the following licenses prior to January 1, 2021

| <b>Class</b>  | <b>January 1<sup>st</sup></b> | <b>July 1<sup>st</sup></b> |
|---|-------------------------------|----------------------------|
| S-1 or C-1  | \$375.00                      | \$375.00                   |
| S-2 or C-2  | \$750.00                      | \$750.00                   |
| S-3 or C-3<br>Electrical Journeyman<br>Pesticide/Insecticide Applicator<br>Back Flow Prevention Inspector | \$1,125.00                    | \$1,125.00                 |
| S-4 or C-4  | \$1,500.00                    | \$1,500.00                 |

For Employees who obtained the following licenses after January 1, 2021

| <b>Class</b>  | <b>January 1<sup>st</sup></b> | <b>July 1<sup>st</sup></b> |
|---|-------------------------------|----------------------------|
| S-1 or C-1  | \$375.00                      | \$375.00                   |
| S-2 or C-2<br>Pesticide/Insecticide Applicator                        | \$750.00                      | \$750.00                   |
| S-3 or C-3<br>Electrical Journeyman<br>Back Flow Prevention Inspector | \$1,125.00                    | \$1,125.00                 |
| S-4 or C-4  | \$1,500.00                    | \$1,500.00                 |

Holders of more than one class of license or grade within a specific class shall be compensated for the highest-grade license.

Pesticide/Insecticide Applicator licensure pay shall be limited to one in the Collection System Department and one in the Plant Operations Department.

#### **SECTION V: STAND-BY TIME**

Any employee required to carry a cellular phone and be on stand-by shall be compensated through an adjustment in his/her salary of one hour per day to a maximum of seven hours base pay per week. The Authority retains the sole discretion to designate employees to carry a cellular phone.

Employees carrying a cellular phone are expected to respond to all calls within thirty (30) minutes. Repeated failure to answer calls may result in disciplinary action.

In the event an employee required to carry a cellular phone uses his/her personal cellular phone, the employee shall be compensated at a rate of \$1 per day.

#### **SECTION VI: COMMERCIAL DRIVERS LICENSE**

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

## **SECTION VII: EDUCATION PAYMENT & EMPLOYEE REIMBURSEMENT**

Employees furthering their education by taking courses that would be beneficial to both the Authority and employee may request up to 100% tuition and required books reimbursement for the course(s). All course requests must be made through the employee's immediate supervisor to the Executive Director and shall include an itemized list showing the cost to the Authority. Approval of the course is at the sole discretion of the Executive Director in consultation with the Superintendent, Operations Manager and the employee's immediate supervisor.

The employee agrees to reimburse the Authority 100% of the amount paid by the Authority should the employee fail to complete the course with written proof of a grade of "C" or better; if the employee "drops" the course, receives an "incomplete"; or if employment is terminated by either the Authority or employee prior to the end of one year from the date of course completion.

Should reimbursement be required from the employee for any of the reasons stated in above, monies shall be deducted from the employee's pay over a 52-week period immediately following notification to the Authority by the employee. Failure of the employee to advise the Authority that the terms of this section have been violated, shall result in immediate disciplinary action, up to and including termination.

By accepting the terms and conditions of this Section, the employee agrees not to voluntarily leave the employment of the Authority prior to the end of one year from course completion.

Should the Authority terminate his/her employment prior to completing a course, the Authority shall deduct the total amount of reimbursement from the employee's final paycheck and related benefits.

An employee terminating his/her employment or having his/her employment terminated by the Authority prior to the end of one year from receiving the reimbursement will be required to return to the Authority a proportionate share of the reimbursement as solely determined by the Executive Director.

In addition, employees will receive a salary increase of two and one-half percent over their present base salary upon satisfactory completion of 24 hours of college level or college level technical training courses related to the wastewater field that must be both beneficial to the Authority and the employee. This does not pertain to courses attended for renewal of current licenses.

**ARTICLE XVI**  
**GRIEVANCE AND DISPUTES**

Any grievance or dispute, which may arise between the parties, involving the application, meaning, interpretation or alleged violations of the terms and conditions of this Agreement, shall be settled in the following manner:

- STEP 1 The Union Steward, with the aggrieved employee, shall take up the grievance or dispute with the employee's immediate supervisor within five working days of the date of the occurrence of the grievance. The supervisor shall attempt to address the matter and respond to the steward within five working days. If the grievance or dispute is not taken up in accordance with this provision within five working days of its occurrence, it shall be deemed abandoned.
- STEP 2 If the grievance has not been settled to the employee's satisfaction, it shall be presented in writing by the Union Steward to the Superintendent within five days after the immediate Supervisor's response is received and/or due. The Superintendent or his designee shall respond in writing to the Union Steward within five working days.
- STEP 3 If the grievance still remains unadjusted, it shall be presented by the President of the union, or designated representative, to the Executive Director, in writing within seven days after the response of the Superintendent is received and/or due. The Executive Director shall meet with all parties involved within seven days and shall render a decision in writing within twelve days following such meeting.
- STEP 4 If the grievance still remains unadjusted, it shall be presented to the Authority Board in writing, within seven days after the Executive Director's response is received and/or due. If the grievance is not presented, in writing, in accordance with this stipulation within seven days, it shall be deemed abandoned. The decision of the Authority Board shall be in writing and shall be rendered within forty-five days and such decision shall be final.

An employee is entitled to a representative of his choosing, at his cost, at each and every step.

**ARTICLE XVII**  
**TERM OF CONTRACT**

**SECTION I: TERM OF CONTRACT**

This agreement shall become effective upon the signing of both parties and shall remain in full force and effect until midnight on December 31, 2024. Negotiations for a new contract shall be commenced on or about June 1, 2024 by notice by either party.

**SECTION II: SEVERABILITY AND SAVINGS**

If any provision of this Agreement is held invalid by operation of law or by tribunal of competent jurisdiction or compliance with or enforcement of any provisions should be restrained by tribunal pending final determination as to its validity such provision shall be inoperative and all other provisions of this Agreement shall not be affected and shall continue in full force and effect.

**SECTION III: REOPENER CLAUSE**

If any provision of this Agreement is subsequently declared by the legislative or judicial authority or court of competent jurisdiction to be unlawful, unenforceable or not in accordance with applicable statutes. all other provisions of this Agreement shall remain in full force and effect during the duration of this Agreement. The parties agree immediately to negotiate a substitute for the invalidated portion thereof.

**IN WITNESS WHEREOF** we have hereunder set our hands and seal the date and year first hereinabove written

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

|       |         |       |
|-------|---------|-------|
| _____ | _____   | _____ |
| By    | Witness | Date  |

**CONSTRUCTION & GENERAL LABORERS' UNION LOCAL #172 OF SOUTH JERSEY**

|       |         |       |
|-------|---------|-------|
| _____ | _____   | _____ |
| By    | Witness | Date  |

## APPENDIX A

Only employees who were part of the bargaining unit on or before January 1, 2018, will receive the following length of service bonus payments included in their regularly scheduled payroll:

|   |   |                            |
|---|---|----------------------------|
| 1 <sup>st</sup> year up to completion of 2 <sup>nd</sup> year | - | \$50.00                    |
| 2 through 5 completed years                                   | - | 1% of yearly base salary   |
| 6 through 10 completed years                                  | - | 1.5% of yearly base salary |
| 11 through 14 completed years                                 | - | 2.5% of yearly base salary |
| 15 through 19 completed years                                 | - | 3.5% of yearly base salary |
| 20 through 24 completed years                                 | - | 4.5% of yearly base salary |
| 25 years and after  | - | 5.5% of yearly base salary |

In addition to the above, all employees will receive \$20.00 for each completed year of employment with Mount Holly Municipal Utilities Authority.

Grade requirements must be met pursuant to job descriptions filed with the Authority and Union. If a Plant Operator is required to work in a Grade Level below his/her current permanent Grade Level, the Plant Operator will continue to be paid at their current Grade Level.

An employee called in to work in the Plant for a shift, which has a shift differential shall be paid the shift differential for the time worked on that shift.

Benefit hours (vacation, personal, sick, etc.) are paid at the Base Rate.

| <b>ADD-ONS - Shift Differential</b>     |               |
|---|---------------|
| 3 p.m. - 12 a.m.                        | <b>\$0.75</b> |
| 11 p.m. - 8 a.m.                        | <b>\$1.00</b> |
| Saturday/Sunday - 7 a.m. - 4 p.m. shift | <b>\$0.75</b> |

## APPENDIX B

Base hourly pay rates shall be adjusted to reflect the following annual percentage increases:

Effective January 1, 2021, 2.25%

Effective January 1, 2022, 2.50%

Effective January 1, 2023, 2.75%

Effective January 1, 2024, 3.00%

### SCHEDULE OF PAY RATES

#### JANUARY 1, 2021 – DECEMBER 31, 2021

| Grade | Collection Operator | Plant Operator | Mechanical Maintenance | Instrument/Electrical Technician | Laboratory Technician | Industrial Painter |
|-------|---------------------|----------------|------------------------|----------------------------------|-----------------------|--------------------|
| I     | \$17.47             | \$17.47        | \$18.95                | \$18.95                          | \$20.23               | \$19.60            |
| II    | \$21.67             | \$21.67        | \$25.05                | \$27.15                          | \$25.72               | \$26.10            |
| III   | \$22.66             | \$22.66        | \$27.09                | \$30.30                          | \$27.88               | \$28.71            |
| IV    | \$23.28             | \$23.28        | \$29.33                | \$31.76                          | \$30.62               | \$30.55            |
| V     | \$24.13             | \$24.13        | \$39.71                | \$39.71                          | \$33.68               | \$36.70            |
| VI    | \$25.05             | \$25.05        |                        |                                  |                       |                    |
| VII   | \$29.14             | \$29.14        |                        |                                  |                       |                    |
| VIII  | \$36.91             | \$36.91        |                        |                                  |                       |                    |

#### JANUARY 1, 2022 – DECEMBER 31, 2022

| Grade | Collection Operator | Plant Operator | Mechanical Maintenance | Instrument/Electrical Technician | Laboratory Technician | Industrial Painter |
|-------|---------------------|----------------|------------------------|----------------------------------|-----------------------|--------------------|
| I     | \$17.91             | \$17.91        | \$19.42                | \$19.42                          | \$20.74               | \$20.09            |
| II    | \$22.21             | \$22.21        | \$25.67                | \$27.83                          | \$26.36               | \$26.75            |
| III   | \$23.22             | \$23.22        | \$27.77                | \$31.06                          | \$28.58               | \$29.43            |
| IV    | \$23.86             | \$23.86        | \$30.06                | \$32.56                          | \$31.39               | \$31.31            |
| V     | \$24.73             | \$24.73        | \$40.70                | \$40.70                          | \$34.52               | \$37.62            |
| VI    | \$25.67             | \$25.67        |                        |                                  |                       |                    |
| VII   | \$29.87             | \$29.87        |                        |                                  |                       |                    |
| VIII  | \$37.83             | \$37.83        |                        |                                  |                       |                    |

**JANUARY 1, 2023 – DECEMBER 31, 2023**

| Grade | Collection Operator | Plant Operator | Mechanical Maintenance | Instrument/Electrical Technician | Laboratory Technician | Industrial Painter |
|-------|---------------------|----------------|------------------------|----------------------------------|-----------------------|--------------------|
| I     | \$18.40             | \$18.40        | \$19.96                | \$19.96                          | \$21.31               | \$20.64            |
| II    | \$22.82             | \$22.82        | \$26.38                | \$28.59                          | \$27.09               | \$27.49            |
| III   | \$23.86             | \$23.86        | \$28.54                | \$31.92                          | \$29.36               | \$30.24            |
| IV    | \$24.51             | \$24.51        | \$30.89                | \$33.45                          | \$32.25               | \$32.17            |
| V     | \$25.41             | \$25.41        | \$41.82                | \$41.82                          | \$35.47               | \$38.65            |
| VI    | \$26.38             | \$26.38        |                        |                                  |                       |                    |
| VII   | \$30.69             | \$30.69        |                        |                                  |                       |                    |
| VIII  | \$38.87             | \$38.87        |                        |                                  |                       |                    |

**JANUARY 1, 2024 – DECEMBER 31, 2024**

| Grade | Collection Operator | Plant Operator | Mechanical Maintenance | Instrument/Electrical Technician | Laboratory Technician | Industrial Painter |
|-------|---------------------|----------------|------------------------|----------------------------------|-----------------------|--------------------|
| I     | \$18.95             | \$18.95        | \$20.56                | \$20.56                          | \$21.95               | \$21.26            |
| II    | \$23.51             | \$23.51        | \$27.17                | \$29.45                          | \$27.90               | \$28.31            |
| III   | \$24.58             | \$24.58        | \$29.39                | \$32.87                          | \$30.24               | \$31.14            |
| IV    | \$25.25             | \$25.25        | \$31.82                | \$34.46                          | \$33.22               | \$33.14            |
| V     | \$26.17             | \$26.17        | \$43.08                | \$43.08                          | \$36.53               | \$39.81            |
| VI    | \$27.17             | \$27.17        |                        |                                  |                       |                    |
| VII   | \$31.61             | \$31.61        |                        |                                  |                       |                    |
| VIII  | \$40.04             | \$40.04        |                        |                                  |                       |                    |

**RESOLUTION 2020-120**

**RESOLUTION OF THE  
MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
AUTHORIZING COLLECTIVE BARGAINING AGREEMENT  
WITH THE SUPERVISORY UNIT**

**WHEREAS**, the Authority has reached an agreement with representatives of the Supervisor Unit on the terms of a four-year contract for the period of January 1, 2021 through December 31, 2024; and

**WHEREAS**, the Board has reviewed the proposed four-year contract between the Authority and the Supervisory Unit; and

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

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

- 1. The four-year contract between the Mount Holly MUA and the Supervisory Unit is hereby ratified and approved in full for the period of January 1, 2021 through December 31, 2024.
- 2. The Chairman, Secretary, and/or Executive Director of the Authority are hereby authorized and directed to execute the aforementioned collective bargaining agreement with the Supervisory Unit.
- 3. All resolutions or parts of resolutions inconsistent herewith are repealed to the extent of such inconsistency.

Motion:

Second:

Record Vote

AYE

NO

ABSTAIN

ABSENT

Chairman Thiessen  
Comissioner Banks  
Commissioner Jones

The foregoing is a true copy of a Resolution adopted by the Mount Holly Municipal Utilities Authority on December 10, 2020.

THE MOUNT HOLLY MUNICIPAL  
UTILITIES AUTHORITY

[SEAL]

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

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



AGREEMENT  
BETWEEN  
MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
AND  
SUPERVISORY UNIT

Effective January 1, 2021 – December 31, 2024

# TABLE OF CONTENTS

| ARTICLE  | PAGE |
|--|------|
| <b>ARTICLE I – BARGAINING AGREEMENT</b>                        | 1    |
| SECTION I – RECOGNITION  | 1    |
| SECTION II – FULLY BARGAINED                                   | 1    |
| <b>ARTICLE II – NO STRIKE CLAUSE</b>                           | 2    |
| SECTION I – TREATMENT MANDATED BY STATE AND FEDERAL LAW        | 2    |
| SECTION II – OWNER SUBJECT TO PENALTIES                        | 2    |
| SECTION III – WORK STOPPAGES PROHIBITED                        | 2    |
| <b>ARTICLE III – COLLECTIVE BARGAINING UNIT PROVISIONS</b>     | 3    |
| SECTION I – EQUAL TREATMENT                                    | 3    |
| SECTION II – SUPERVISORY UNIT REPRESENTATIVES AND ACCESS       | 3    |
| SHOP STEWARD   | 3    |
| UNION DUES   | 3    |
| SECTION III – JOB POSTINGS AND PROMOTIONS                      | 3    |
| <b>ARTICLE IV – MANAGEMENT RIGHTS</b>                          | 4    |
| SECTION I – MANAGEMENT RIGHTS                                  | 4    |
| SECTION II – CONTRACTING WORK                                  | 4    |
| SECTION III – CHANGES FOR MODIFICATIONS TO RULES & REGULATIONS | 4    |
| SECTION IV – CLASSIFICATION AND JOB DESCRIPTION                | 4    |
| SECTION V – ESTABLISHMENT OF WORK SCHEDULES                    | 4    |
| SECTION VI – OTHER EMPLOYMENT                                  | 5    |
| SECTION VII – NO SOLICITATION/NO DISTRIBUTION RULES            | 5    |
| <b>ARTICLE V – EMPLOYMENT AND SENIORITY</b>                    | 6    |
| SECTION I – PROBATIONARY PERIOD                                | 6    |
| PROBATIONARY EMPLOYEES   | 6    |
| SECTION II – DEFINITION OF SENIORITY                           | 6    |
| SECTION III – TERMINATION OF SENIORITY                         | 6    |
| SECTION IV – SENIORITY LIST AND UPDATES                        | 6    |
| SECTION V – LAYOFF   | 6    |
| RECALL ORDER   | 6    |
| SECTION VI – PERFORMANCE EVALUATION REPORTS                    | 7    |
| USE IN PERSONNEL ACTIONS                                       | 7    |
| ACKNOWLEDGEMENT BY EMPLOYEE                                    | 7    |
| APPOINTMENT  | 7    |
| <b>ARTICLE VI – GENERAL PROVISION</b>                          | 8    |
| SECTION I – SUPERVISORY UNION NOTICES AND POSTING              | 8    |
| SECTION II – EMERGENCY RECALL                                  | 8    |
| SECTION III – SAFETY AND HEALTH                                | 8    |
| PHYSICALS AND INOCULATIONS                                     | 8    |
| SAFETY & HEALTH EQUIPMENT USAGE MANDATED                       | 8    |
| SECTION IV – ACCESS TO PERSONNEL FOLDER & EVALUATIONS          | 8    |
| SECTION V – PRE-EXISTING WORK RECORDS                          | 8    |
| SECTION VI – EMPLOYEE EQUIPMENT RESPONSIBILITY                 | 8    |
| SECTION VII – MILEAGE ALLOWANCE                                | 8    |

|  |     |
|--|-----|
| <b>ARTICLE VII – INSURANCE, RETIREMENT, SEPARATION AND DEATH BENEFITS</b>            | 9   |
| SECTION I – MEDICAL INSURANCE  | 9   |
| SECTION II – RETIREMENT NOTIFICATION/BENEFITS  | 9   |
| SECTION III – RETIREE HEALTH BENEFIT COVERAGE  | 9   |
| SECTION IV – PAYMENT FOR UNUSED SICK LEAVE   | 10  |
| SECTION V – PAYMENT OF ACCRUED VACATION TIME   | 10  |
| SECTION VI – PAYMENT OF ACCRUED VACATION TIME AT DEATH                               | 10  |
| <b>ARTICLE VII – INSURANCE, RETIREMENT, SEPARATION AND DEATH BENEFITS(continued)</b> |     |
| SECTION VII – PREGNANCY, DISABILITY, CHILD CARE, FAMILY LEAVE                        | 10  |
| <b>ARTICLE VIII – WORK UNIFORMS</b>  | 11  |
| SECTION I – INITIAL ISSUE  | 11  |
| <b>ARTICLE IX – HOURS OF WORK</b>  | 12  |
| SECTION I – HOURS OF WORK  | 12  |
| SECTION II – WORK WEEK AND DUTIES  | 12  |
| SECTION III – OVERTIME PAY   | 12  |
| SECTION IV – HIGHER CLASSIFICATION RATE  | 12  |
| <b>ARTICLE X – HOLIDAYS</b>  | 13  |
| SECTION I – ELIGIBILITY  | 13  |
| SECTION II – RECOGNIZED HOLIDAYS   | 13  |
| SECTION III – CELEBRATION OF SATURDAY & SUNDAY HOLIDAYS                              | 13  |
| SECTION IV – WORK ON A HOLIDAY   | 13  |
| SECTION V – HOLIDAY DURING VACATION PERIOD   | 13  |
| SECTION VI – HOLIDAY DURING PAID SICK LEAVE  | 13  |
| SECTION VII – HOLIDAY DURING NON-PAID LEAVE  | 13  |
| SECTION VIII – HOLIDAY ON UNSCHEDULED WORK DAY                                       | 13  |
| <b>ARTICLE XI – PAID LEAVES OF ABSENCES</b>  | 14  |
| SECTION I – ENTITLEMENT DAYS   | 14  |
| USAGE FOR APPROVED PURPOSES ONLY   | 14  |
| CARRYOVER  | 14  |
| PHYSICIAN'S CERTIFICATE  | 14  |
| ACCRUAL  | 14  |
| SECTION II – PERSONAL DAYS   | 14- |
| 15   |     |
| SECTION III – BEREAVEMENT LEAVE  | 15  |
| SECTION IV – MILITARY LEAVE  | 15  |
| SECTION V – RESTORATION CLAUSE   | 15  |
| SECTION IV – DOUBLE PAY PROHIBITED   | 15  |
| <b>ARTICLE XII – NON-PAID LEAVES OF ABSENCE</b>                                      | 16  |
| SECTION I – LEAVE OF ABSENCE WITHOUT PAY   | 16  |
| <b>ARTICLE XIII – VACATIONS</b>  | 17  |
| SECTION I – VACATION LEAVE WITHOUT PAY   | 17  |
| SECTION II – CONTINUOUS SERVICE MODIFICATIONS  | 17  |
| SECTION III – VACATION LEAVE ENTITLEMENT   | 17  |
| SECTION IV – CARRYOVER   | 17  |
| SECTION V – VACATION REQUESTS  | 18  |
| SECTION VI – VACATION ACCRUAL  | 18  |
| SECTION VI – VACATION SELL BACK  | 18  |

|  |     |
|--|-----|
| <b>ARTICLE XIV – WAGES AND PAY</b>                         | 19  |
| SECTION I – PAYDAY   | 19  |
| SECTION II – VOLUNTARY SAVINGS PLAN AND CREDIT UNION FUNDS | 19  |
| SECTION III – DEFERRED COMPENSATION PLAN                   | 19  |
| SECTION IV – WAGES   | 19  |
| SECTION V – DEDUCTIONS                                     | 19  |
| SECTION VI – VACATION & PAID LEAVES                        | 19  |
| <b>ARTICLE XV – ADJUSTMENTS TO BASE WAGES</b>              | 20  |
| SECTION I – ON-CALL & CALL-IN PAY                          | 20  |
| DAILY  | 20  |
| WEEKLY   | 20  |
| <b>ARTICLE XV – ADJUSTMENTS TO BASE WAGES (continued)</b>  |     |
| HOLIDAY RATE   | 20  |
| NO PYRAMIDING ALLOWED                                      | 20  |
| DISTRIBUTION   | 20  |
| WORK DAY DEFINED   | 20  |
| SECTION II – WASTEWATER TREATMENT OR COLLECTION SYSTEM     | 20- |
| 21   |     |
| LICENSURE  | 20- |
| 21   |     |
| EDUCATIONAL BENEFITS                                       | 21  |
| SECTION III – COMMERCIAL DRIVERS LICENSE                   | 21  |
| <b>ARTICLE XVI – GRIEVANCE AND DISPUTES</b>                | 22  |
| SECTION I – GRIEVANCE PROCEDURE                            | 22  |
| SECTION II – DISCIPLINE FOR CAUSE                          | 22  |
| <b>ARTICLE XVII – TERM OF CONTRACT</b>                     | 23  |
| SECTION I – TERM OF CONTRACT                               | 23  |
| SECTION II – SEVERABILITY & SAVINGS                        | 23  |
| SECTION III – RE-OPENER CLAUSE                             | 23  |
| APPENDIX A   | 24  |
| APPENDIX B   | 25  |
| APPENDIX C   | 25  |

# **AGREEMENT**

THIS AGREEMENT, made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the Mount Holly Municipal Utilities Authority, Burlington County, Mount Holly, New Jersey, (hereinafter referred to as the "Authority"), and Mount Holly Municipal Utilities Authority Supervisors Union, (hereinafter referred to as the "Supervisory Union")

## **ARTICLE I BARGAINING AGREEMENT**

### **SECTION I: RECOGNITION**

The Authority recognizes the Supervisory Union as the exclusive collective negotiations agent for all regularly employed supervisory employees serving in the following titles:

Collection System Supervisor  
Laboratory Manager  
Plant Operations Supervisors  
Facility Maintenance Supervisor

All managerial executives, confidential employees, non-supervisory employees, casual employees, clerical, and all other employees of the Authority are excluded from this bargaining unit.

### **SECTION II: FULLY BARGAINED**

The parties agree that they have fully bargained and agreed upon all terms and conditions of employment set forth in this Agreement. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargained issues which were or could have been the subject of negotiations.

**ARTICLE II**  
**NO STRIKE CLAUSE**

**SECTION I: TREATMENT MANDATED BY STATE AND FEDERAL LAW**

The Authority, under the Utilities Authorities Law of the State of New Jersey and Public Law 92-500 passed by the United States Congress in 1972 and as may be amended, is charged with the responsibility of the collection, transportation and treatment and reclamation of the wastewaters in its system to abate the pollution of the waters and streams in the Burlington County area.

**SECTION II: OWNER SUBJECT TO PENALTIES**

It is recognized that the Authority is under legal obligation and subject to severe penalties to provide and continuously operate and maintain the necessary facilities to meet the conditions and standards set forth in the permits issued to the Authority by the United States Environmental Protection Agency, New Jersey Department of Environmental Protection and the Delaware River Basin Commission.

**SECTION III: WORK STOPPAGES PROHIBITED**

The Supervisory Union and the Authority mutually agree that there shall be no strikes, walkouts, slowdowns, sickouts or other forms of work stoppages as they are contrary to law and public policy.

**ARTICLE III**  
**COLLECTIVE BARGAINING UNION PROVISIONS**

**SECTION I: EQUAL TREATMENT**

The Authority and the Supervisory Union agree there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, religion, political affiliation, Supervisory Union membership or Supervisory Union activities.

**SECTION II: SUPERVISORY UNION REPRESENTATIVES AND ACCESS**

**SHOP STEWARD:** The Authority agrees to recognize a maximum of one Shop Steward and one alternate Shop Steward selected by the Supervisory Union. A Shop Steward shall be granted a reasonable amount of time, not to exceed one hour per day and without loss of pay, to interview Supervisory Union employees who have grievances and to discuss the grievance with the appropriate immediate supervisor and/or appropriate representative of the Authority.

**UNION DUES:** The Supervisory Union, as of the effective date of this Agreement, has no Union affiliation. If, during the term of this Agreement, the Authority is notified in writing that the Supervisory Union has affiliated with a Union for representation purposes, the Union shall provide the Authority with the dues schedule and copies of signed Union cards in addition to written confirmation by a majority of the members of the Supervisory Union that Union affiliation has been approved.

**SECTION III: JOB POSTINGS & PROMOTIONS**

In the event of a job opening or the establishment of a new job classification, the Authority agrees to post a notice of a vacancy for a minimum period of seven calendar days. The Authority will also post a notice upon successfully filling the vacancy within two weeks of the end of the posting period.

If the position is not filled at this time, the Authority will present to the Supervisory Union an explanation and an expected date of the position to be filled.

## **ARTICLE IV**

### **MANAGEMENT RIGHTS**

#### **SECTION I: MANAGEMENT RIGHTS**

The management of the Authority and the control of its properties and the maintenance of order and efficiency is solely a responsibility of the Authority. Accordingly, the Authority retains the right, including, but not limited to, select and direct the working forces, and the right to hire, suspend or discharge for just cause, assign, promote or transfer, to determine the amount of overtime to be worked, to relieve supervisors from duty because of lack of work, decide the number of locations of its facilities, stations, etc., determine the work to be performed, maintenance and repair, amount of supervision, and training programs necessary, machinery and tool equipment, methods, schedules of work together with selection, procurement, designing, engineering and the control of equipment and materials; and purchase services of others by contract or otherwise.

The Authority's exercise of its managerial rights, pursuant to this Article or otherwise shall not be subject to submission to the Grievance Procedure of this Agreement. The Authority retains all rights not expressly granted to supervisors in this agreement.

All leave time, whether paid or unpaid (including but not limited to sick leave, State temporary disability benefits or workers' compensation benefits), that is used or allowed in connection with an event that is also covered under federal and/or state leave laws shall run contemporaneously with leave under federal and/or state leave laws in accordance with the Borough's policies, including but not limited to its FMLA, NJFLA and NJ-SAFE policies. All discretionary or permissive language contained within the Family Medical Leave Act ("FMLA"), the New Jersey Family Leave Act ("NJFLA"), the NJ-SAFE Act, as well as other leave entitlement laws and regulations shall be a management prerogative.

#### **SECTION II: CONTRACTING WORK**

The Authority has the right, in accordance with past practice to apportion work by contract or subcontract to supervisor or others, as it may see fit.

#### **SECTION III: CHANGES FOR MODIFICATIONS TO RULES AND REGULATIONS**

The Authority will present proposed modifications, changes, or new rules and regulations to the Supervisory Union for discussion, prior to formal adoption. The Supervisory Union may make recommendations regarding the proposed modifications, changes or new rules and regulations. The Authority will review the rules and regulations annually and suggest modifications, changes, or new rules and regulations as necessary.

#### **SECTION IV: CLASSIFICATION AND JOB DESCRIPTION**

The classifications for supervisors covered by this Agreement shall be established by the Authority and presented to the Supervisory Union.

If during the term of this Agreement the Authority determines that new job classifications must be established or that changes are to be made to existing job classifications, the parties agree that they will consult with the intent at arriving at a mutually acceptable determination, including the rate of pay, prior to the classification or change being made effective. Should the parties fail to agree, the matter will be referred to the grievance procedure.

#### **SECTION V: ESTABLISHMENT OF WORK SCHEDULES**

The Authority reserves the right to establish shift schedules in addition to those agreed to, upon notification to the Supervisory Union in order to maintain efficient, economical and orderly operations of the Authority's facilities.



## **SECTION VI: OTHER EMPLOYMENT**

All supervisors shall advise the Authority of outside employment to ensure there is not a conflict of interest and that outside employment does not interfere with the performance of the supervisor's assigned duties.

Examples of outside employment which may result in a conflict of interest include, but are not limited to: work with a plumbing contractor, local hauler of sludge, septage, etc.; or any work involving hours which may conflict with a supervisor's work schedule. Failure by the supervisor to advise the Authority of any outside employment may result in disciplinary action.

## **SECTION VII: NO SOLICITATION/NO DISTRIBUTION RULES**

In order to prevent disruption in the Authority's operations, the solicitation and/or distribution of literature for any purpose during working times in any working areas is strictly prohibited. However, solicitation and/or distribution by employees are permitted during non-working time in areas where such activity will not interfere with normal operations of the Authority. Violation of this rule will result in disciplinary action.

Employees shall not loiter in or about the premises after working hours. Those providing transportation to employees should remain in their cars while waiting.

**ARTICLE V**  
**EMPLOYMENT AND SENIORITY**

**SECTION I: PROBATIONARY PERIOD**

**PROBATIONARY EMPLOYEES:** An employee promoted to a Supervisory Union position who has at least one-year experience with the Authority will serve a probationary period of 60-days. Any individual hired to a Supervisory Union position without prior experience with the Authority will serve a 180-day probationary period. The probationary period is to allow for evaluation of the individual's work performance, attitude and interaction with coworkers. During this period, a probationary employee promoted to a Supervisory Union position may be removed from this position anytime without recourse but shall retain his/her permanent employee status. Those hired without prior experience with the Authority may be terminated from their position without recourse.

**SECTION II: DEFINITION OF SENIORITY**

Seniority is defined as the length of an employee's continuous service with the Authority. Seniority is established from the supervisor's date of hire. In the case that a supervisor leaves voluntarily and is rehired, only the time away from the Authority will be deducted from the continuous service time.

**SECTION III: TERMINATION OF SENIORITY**

A supervisor's continuous service may be broken at the sole discretion of the Authority, so that no prior period or periods of employment may be counted and his/her rights to seniority shall cease upon any of the following:

- Discharge
- Voluntarily quitting
- Leave of absence for a period of more than four months
- Failure of a supervisor to return to work upon recall within forty-eight hours from the time the Authority sent a notice to return to the supervisor's last known address appearing on the Authority's records unless excused by the Authority by reason of illness or other reasonable cause
- Absence because of layoffs, disability, or any other reasons for a period equal to the supervisor's seniority or eighteen months, whichever is less
- Absence without notice for three days

Seniority will not be terminated because of work-related injury

**SECTION IV: SENIORITY LIST AND UPDATES**

The Authority shall maintain an accurate, up-to-date seniority roster showing each covered supervisor's date of hire, classification and pay rate and shall furnish copies to the Supervisory Union upon reasonable request.

**SECTION V: LAYOFF**

**RECALL ORDER:** Supervisors on layoff shall be recalled in the inverse order of layoff, provided the supervisor has the necessary qualifications and skills and abilities to perform the work available. The Authority will not hire new supervisor while there are supervisors on the recall list qualified to perform the duties of the vacant position unless supervisors on recall refuse to accept the offer of employment or fail to return within forty-eight hours of a written notice to return.

## **SECTION VI: PERFORMANCE EVALUATION REPORTS**

There shall be a formal written evaluation system and rating of each supervisor completed at least annually.

Evaluations shall be made at least once each year for supervisors. A supervisor must have worked for their immediate supervisor for at least three months before an evaluation can be performed.

**USE IN PERSONNEL ACTIONS:** All promotions, demotions, and dismissals for all covered employees under this Agreement may in part be determined on the basis of the results of the most recent performance evaluation reports.

**ACKNOWLEDGEMENT BY EMPLOYEE:** Each written performance evaluation report will be presented to and reviewed with the supervisor, as it will be made a part of his/her confidential personnel file. Supervisors are required to affix their signature to the performance evaluation document. The signature is only an acknowledgement that the supervisor reviewed the performance evaluation. For supervisors, affixing their signature does not mean that they agree with the contents of the evaluation unless it is specifically indicated in the space provided.

**APPOINTMENT:** Supervisory Union employees who bid for a new Supervisory Union position shall be evaluated and may be awarded the new position upon consideration of seniority, qualifications, skills, ability and overall fitness to perform the position.

**ARTICLE VI**  
**GENERAL PROVISIONS**

**SECTION I: SUPERVISORY UNION NOTICES AND POSTING**

The Authority agrees to make available a bulletin board at the workplace for use for Supervisory Union notices and business.

**SECTION II: EMERGENCY RECALL**

In an emergency, each supervisor shall be subject to recall for overtime duty. It is each supervisor's responsibility to cooperate and accept the overtime, when required. An emergency is defined as a period of time when the health, safety and general welfare of the public is in jeopardy. The Authority will have the sole discretion to determine what conditions constitute an emergency. Such determination will not be the subject of the grievance procedure.

**SECTION III: SAFETY AND HEALTH**

The Authority will make a reasonable effort for the safety and health of its supervisors.

**PHYSICALS AND INOCULATIONS:** Physicals will be required at least every two years, but more often if deemed necessary by the Authority or the Authority's medical provider.

**SAFETY AND HEALTH EQUIPMENT USAGE MANDATED:** The Authority will provide at no cost to the supervisors appropriate safety and/or health related equipment, tools, gear or clothing deemed necessary for protection from the hazards in the workplace. Supervisors are required to use the appropriate equipment for the hazards present for their own protection. Supervisors found not using the appropriate safety and/or health related equipment tools, gear or clothing are subject to disciplinary action.

**TRAINING:** Ongoing staff development and training activities shall be provided by the Authority.

**SECTION IV: ACCESS TO PERSONNEL FOLDERS AND EVALUATIONS**

A supervisor shall, within three working days of written request, have an opportunity to review his/her personnel file in the presence of a designated representative of the Authority to examine any criticisms, recommendations or any performance evaluations or conduct evaluations prepared by the Authority during the term of this Agreement. The supervisor shall be allowed to submit a written response to address anything contained in the personnel file. The supervisor's response will be placed in the personnel file as a matter of record.

**SECTION V: PRE-EXISTING WORK RECORDS**

Any personnel action records such as commendations, citations, performance evaluation reports, and disciplinary actions, warning notices and/or memoranda, etc., for the past five years shall remain in full force and effect during the term of this Agreement.

**SECTION VI: EMPLOYEE EQUIPMENT RESPONSIBILITY**

Supervisors are responsible for all issued gear, tools and/or devices, equipment and clothing, and shall replace items lost, stolen or misplaced at their expense.

**SECTION VII: MILEAGE ALLOWANCE**

Any supervisor using his/her personal vehicle while on Authority business as authorized by the Executive Director will receive a mileage allowance (as determined by the Internal Revenue Service) per mile.

**ARTICLE VII**  
**INSURANCE, RETIREMENT, SEPARATION AND DEATH BENEFITS**

**SECTION I: MEDICAL INSURANCE**

Supervisors and their immediate family members are eligible for insurance coverage including health, dental, eyeglass and prescription administered by an authorized insurer selected by the Authority subject to the contribution amounts described below. A Summary Plan Description will be provided to all employees at the time of enrollment.

Supervisors may elect not to be covered by the Authority's health insurance and prescription coverage only. Supervisors opting out will receive an annual payment at their "Opt Out" anniversary date. The payment will be paid directly to the supervisor and is subject to federal and state tax deductions. The supervisor will receive \$3,500 at their first "Opt Out" anniversary date and then \$3,400 each year thereafter that they opt out of health insurance and prescription coverage. Each supervisor must provide documentation to the Authority to prove that he/she is covered by other health insurance and prescription coverage.

If a supervisor opts out of the medical insurance and prescription coverage, but chooses to participate in either Dental or Vision or both; The employee will receive \$2,500 at their first "Opt-Out" anniversary date and then \$2,400 each year thereafter that they opt out of health insurance and prescription coverage.

The health benefits plan for the supervisors and their families are identified as Plan A, Plan B and Plan C.

Plan A is categorized as an HMO type plan. All supervisors joining the Authority will have the opportunity to be enrolled in this plan.

Plan B is categorized as a PPO type plan and is only available to supervisors enrolled in it prior to January 1, 2001.

Plan C is an open access POS II plan. All supervisors may select and be enrolled in this plan

All supervisors are required to contribute the applicable statutory amount, pursuant to the Tier IV contribution schedules and requirements of Chapter 78, the cost of the health benefits program, including those supervisors that only participate in the dental and vision plans

The annual maximum for dental coverage shall be \$2,500.00.

**SECTION II: RETIREMENT NOTIFICATION/BENEFITS**

A retiring supervisor shall notify the Authority of the intention to retire on or before September 1<sup>st</sup> of the year prior to the year of retirement.

The Authority agrees to provide retirement benefits (PERS) in accordance with applicable New Jersey statutes. Under New Jersey law, all employees must enroll in the New Jersey Public Employees Retirement System.

**SECTION III: RETIREE HEALTH BENEFIT COVERAGE**

Supervisors with at least thirty years of service to the Authority and who retire for pension purposes may continue to receive paid health insurance coverage provided they are 55 years old at the time of retirement and are not covered by other insurance. Retiree health benefits terminate when the retired supervisor is eligible for Medicare or dies. Supervisors receiving retiree health benefits must notify the Authority in writing, with proof of enrollment, when they become eligible for Medicare Parts A and B. The maximum contribution by the Authority for retiree health benefits is \$8,500 per year per retiree.

#### **SECTION IV: PAYMENT FOR UNUSED SICK LEAVE**

Upon retirement, a supervisor shall be reimbursed, at his/her regular base rate of pay for accumulated unused sick leave up to a maximum of fifty percent of the accumulated sick leave. The maximum amount of the reimbursement shall not exceed \$10,000.

#### **SECTION V: PAYMENT OF ACCRUED VACATION TIME**

Supervisors retiring or otherwise terminating their employment (except for cause or quitting without proper notice) from the Authority shall be entitled to the vacation allowance for the current year prorated upon the number of months worked in the calendar year in which the retirement or separation becomes effective as well as any vacation leave accrued from the preceding calendar year.

#### **SECTION VI: PAYMENT OF ACCRUED VACATION TIME AT DEATH**

Whenever a permanent supervisor with accrued vacation leave dies, the Authority shall calculate and pay to the supervisor's estate a sum of money equal to the product of the earned vacation and the supervisor's base rate of pay at the time of death.

#### **SECTION VII: PREGNANCY DISABILITY/CHILD CARE AND FAMILY LEAVE**

In compliance with various federal and state laws, including, but not limited to, the Americans with Disabilities Act ("ADA"), the ADA Amendments Act and the New Jersey Law Against Discrimination ("LAD") as amended by the New Jersey Pregnant Workers Fairness Act, the New Jersey Family Leave Act (NJFLA), and the federal Family and Medical Leave Act (FMLA), the Mt. Holly Municipal Utilities Authority does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth.

##### **A. Family Temporary Disability Benefits**

The parties acknowledge and agree that under New Jersey law, specifically the New Jersey Family Temporary Disability ("FTD"), an eligible employee who is caring for a seriously ill family member (as that term is defined by the statute) who is incapable of self-care or care of a newborn, adopted child or of a child cared for through a foster care placement, is eligible for paid leave for a period of up to 12 weeks. Eligible employees are entitled to up to 85% of their average weekly wage, with a maximum of \$881.00 per week, to bond with a new child or care for a loved one, as well as for pregnancy, childbirth or a serious health condition. The parties acknowledge and agree that the Authority's policy is consistent with this law and that eligible Employees shall be entitled to leave consistent with the provisions of the law.

##### **B. Family Leave Act**

Under the New Jersey Family Leave Act ("NJFLA"), eligible employees can take up to 12 weeks of job-protected leave during any 24-month period for the following:

- 1) to care for or bond with a child, as long as the leave begins within one year of the child's birth or placement for adoption or foster care; to care for a family member, or someone who is the equivalent of family,
- 2) to take care of a serious health condition, including a COVID-19 diagnosis, or who has been isolated or quarantined because of suspected exposure to a communicable disease, including COVID-19, during a state of emergency;
- 3) to provide required care or treatment for a child during a state of emergency if their school or place of care is closed by order of a public official due to an epidemic or communicable disease, including COVID-19, or other public health emergency.

Leave may be taken in a block of up to 12 weeks or it can be taken intermittently or on a reduced schedule. An employee who is pregnant or who just had a baby is entitled to take up to 12 weeks for pregnancy or recovery from childbirth under the FMLA, and can then take an additional 12 weeks of NJFLA leave to bond with or care for a baby after the employee's doctor certifies he/she is fit to return to work or if you have exhausted your FMLA leave whichever is earlier. An employee may also take leave under the New Jersey FLA to bond with or care for a newborn or a child just placed for adoption or foster care. Leave under the NJFLA or FMLA is generally unpaid unless the employee has accrued paid time off to use. Leave under the NJFLA or FMLA will be granted consistent with the provisions of the laws.

An employee who has exhausted any leaves to which he/she may be entitled pursuant to Section VII may request child care or adoption leave without pay by making application at least 30 days prior to the date of leave, and specifying the date of return.

**ARTICLE VIII**  
**WORK UNIFORMS**

**SECTION I: INITIAL ISSUE**

Uniform services are provided as a benefit to the supervisors and their families. The intent is to minimize the potential for contamination of the family's clothing from exposure to the soiled uniforms taken home by the supervisors. Proper clothing shall be worn at all times as required. The Authority shall furnish uniforms to all permanent supervisors covered by this Agreement with an initial issue as follows:

Collection, Facility Maintenance and Plant Supervisors will be supplied with the following:

- Ten (10) pairs of pants (laundered by service company)
- Twelve (12) short sleeve t-shirts
- Twelve (12) long sleeve t-shirts (1)
- Two (2) sweatshirts
- One (1) heavy jacket
- One (1) set winter coveralls

(1) Fire Retardant long sleeve t-shirts will be issued to Facility Maintenance Supervisor

Laboratory Manager:

- Six (6) lab coats (laundered by service company)
- Six (6) pairs of pants (laundered by service company)
- One (1) jacket

The Authority shall pay to cover 80% of the cost for the uniform cleaning and maintenance service. Supervisors will contribute 20% in the form of a payroll deduction.

The Authority will make an allowance for appropriate safety shoes in the amount of \$150 annually. Supervisors may submit a request to replace their footwear if they have failed because of wear and tear prior to the end of the one-year period. The Authority will consider each request on a case-by-case basis and approve it so long as such request is deemed reasonable.

Employees in need of replacement of any items shall submit a request to the Superintendent and/or Operations Manager who will review each case and provide approval as necessary.

If a supervisor desires to make any additions to the uniform issue, he/she does so at his/her own expense.

## **ARTICLE IX**

### **HOURS OF WORK**

#### **SECTION I: HOURS OF WORK**

Work schedules, showing supervisor shifts, workdays and hours of work shall be posted at the workplace one month in advance, subject to emergencies. The Authority shall post a sign-up sheet for supervisor wishing to work voluntary unscheduled or emergency overtime. Supervisor signing the list will be offered the overtime first, in the order in which it was signed, regardless of seniority. The Authority reserves the right to require supervisors to work additional time which may be necessary as a result of manpower shortage or emergency.

#### **SECTION II: WORKWEEK AND DUTIES**

The normal workweek shall be Thursday through Wednesday for all shifts. It is the intent of the Authority to provide two days off after working five consecutive days in any workweek, but supervisors shall only be guaranteed one day off after working five consecutive days in any workweek. Supervisors working in excess of eight consecutive hours per day shall be provided with overtime compensation at time and one-half their regular base rate of pay. In cases of rotating shifts when a supervisor's work schedule provides for the need to work two non-consecutive eight hour work shifts on any given calendar day in order to effectuate the rotation, this shall be considered two straight time work days and overtime compensation will not be provided.

Supervisors for the Collection and Electrical/Maintenance departments will establish a schedule to ensure that coverage is provided in their departments until at least 16:00 hours. Monday through Friday and that cell phones are rotated among personnel to allow for response to emergency calls.

Mechanical Maintenance Supervisors, Collection System Supervisors and Electrical Maintenance Supervisors may work four (4) ten (10) hour days. If Supervisors elect to work four (4) ten (10) hour days, the scheduling supervisor must not allow the election if the election creates overtime. The supervisor is responsible for scheduling uninterrupted coverage in these titles Monday through Friday from 7:00 am to 5:00 pm. The hours may be shifted to Monday through Friday from 6:00 am to 4:00 pm.

The Laboratory Manager may work four 10-hour days at his/her regular base pay. If the Laboratory Manager is required to work in excess of ten consecutive hours per day than he/she shall be provided with overtime compensation at time and one-half his/her regular base rate of pay.

See Appendix "C" for Hours-Of-Work summary.

During the workday, supervisors shall be entitled to a one hour lunch period and two fifteen minute rest periods, one in the first half of the shift and one in the second half of the shift at a time which will not adversely affect the Authority's operations.

#### **SECTION III: OVERTIME PAY**

Overtime compensation will be calculated at one and one-half times the supervisor's regular straight time base rate for each hour worked. For the purpose of overtime compensation, hours worked are computed to the nearest quarter-hour per day.

#### **SECTION IV: HIGHER CLASSIFICATION RATE**

Supervisors working in a higher classification of employment other than their own shall be compensated at the rate of the higher classification. The supervisor shall be guaranteed two hours at the higher rate, regardless of how much less than two hours worked at the higher classification. The Authority must provide written authorization for any work performed at a higher classification.



## **ARTICLE X** **HOLIDAYS**

### **SECTION I: ELIGIBILITY**

Only permanent and probation supervisors are eligible for full holiday pay.

### **SECTION II: RECOGNIZED HOLIDAYS**

Supervisors are entitled to the following paid holidays.

- |                     |  |
|---------------------|--|
| 1. New Year's Day   | 8. Veterans' Day                             |
| 2. President's Day  | 9. Thanksgiving Day                          |
| 3. Good Friday      | 10. Day after Thanksgiving                   |
| 4. Memorial Day     | 11. Christmas Day                            |
| 5. Independence Day | 12. Either day before or day after Christmas |
| 6. Labor Day        | 13. Employee's Birthday                      |
| 7. Columbus Day     |  |

In order to qualify for holiday pay, employees must work both the scheduled workdays immediately preceding and immediately following the holiday unless an acceptable excused absence is submitted. An employee desiring to switch a holiday for another not listed below may do so with appropriate written notice to the Department Head and Executive Director. Each request will be considered individually.

### **SECTION III: CELEBRATION OF SATURDAY AND SUNDAY HOLIDAYS**

Holidays falling on a Saturday shall be celebrated on the preceding Friday and holidays falling on a Sunday shall be celebrated on the following Monday.

### **SECTION IV: WORK ON A HOLIDAY**

In the event the actual holiday falls on a supervisor's regular scheduled workday and the supervisor cannot be given off, the supervisor shall be paid at eight hours pay for the holiday and one and one-half times the regular rate for hours worked. There shall be no compensatory time off for holidays worked.

### **SECTION V: HOLIDAY DURING VACATION PERIOD**

In the event a holiday falls within a supervisor's vacation period, the holiday will not be charged against the supervisor's vacation time.

### **SECTION VI: HOLIDAY DURING PAID SICK LEAVE**

Whenever a holiday falls during the time a supervisor is on paid sick leave, the holiday will not be charged against the supervisor's sick leave.

### **SECTION VII: HOLIDAY DURING NON-PAID LEAVE**

Supervisors who are on leave of absence without pay will not be eligible for holiday pay.

### **SECTION VIII: HOLIDAY ON UNSCHEDULED WORK DAY**

In the event a holiday falls on a supervisor's scheduled workday off, the supervisor shall be paid eight hours at the regular rate.

**ARTICLE XI**  
**PAID LEAVES OF ABSENCE**

**SECTION I: ENTITLEMENT DAYS**

Supervisors having no accumulated sick, vacation or personal days available at the beginning of any calendar year shall be entitled to use up to five of these types of days as of the start of the year. In the event the supervisor leaves the employment of the Authority for any reason prior to accumulating each of these days, the Authority shall deduct the per diem rate of pay for each day when the final paycheck is issued.

**USAGE FOR APPROVED PURPOSES ONLY:** Sick leave is to be used only in cases where the supervisor is ill and unable to work in the discretion of the Authority or in cases of the serious illness of a family member, death in the immediate family or other relative living in the supervisor's home. Any supervisor utilizing sick leave must notify the Authority at least one hour prior to his/her scheduled starting time. A supervisor leaving prior to the end of his/her regular shift because of illness is required to complete a C-9, which must be signed by the immediate superior. Failure to comply with these requirements may be cause for disciplinary action.

**CARRYOVER:** Any amount of sick leave allowance not used in any calendar year shall accumulate to the supervisor's credit from year to year to be used if and when needed.

**PHYSICIAN'S CERTIFICATE:** Supervisor absent on sick leave for three consecutive working days or more than four working days in a two-week period or more than a total of ten working days in any calendar year shall furnish a verification of illness from their treating physician regarding their illness and their ability to return to work. If a supervisor is attending to an immediate family member, a doctor's verification of that individual's illness is required.

**ACCRUAL:** Permanent full-time supervisors who successfully complete six months of employment will earn sick leave at the rate of one-half day of sick leave for each month worked during the remainder of the supervisor's first calendar year of employment. Commencing with the second year of employment, sick leave shall be earned by permanent full-time supervisors as follows:

| Employment | Sick Leave Accrual Rate   |
|------------|---|
| 2nd year   | One day per month to a maximum of seven days                    |
| 3rd year   | One day per month to a maximum of eight days                    |
| 4th year   | One day per month to a maximum of nine days                     |
| 5th year   | One day per month to a maximum of ten days                      |
| 6th year   | One day per month to a maximum of eleven days                   |
| 7th year   | One day per month to a maximum of twelve days                   |
| 8th year   | One and one-quarter days per month to a maximum of fifteen days |

Sick leave credits shall continue to accrue while a supervisor is on any paid leave of absence. Sick leave credits shall not accrue while a supervisor is on any unpaid leave of absence.

Any eligible supervisor may, at his/her option, be paid for up to one-half of that year's accumulated sick leave, at 100% of the employee's regular wages with payment to be made the first pay period of December.

**SECTION II: PERSONAL DAYS**

After completion of six months of employment, permanent full-time supervisors are eligible for one day of paid personal leave for every four months of calendar year service up to a maximum of three days per year. Following the supervisor's first anniversary date of employment, three personal days leave per year are available for use as needed. The leave may be taken in 1/4 hour increments or daily shift increments. Unused personal days shall not accrue from year-to-year and will be forfeited.

## **SECTION II: PERSONAL DAYS (continued)**

A supervisor must have the permission of his/her immediate superior before personal leave may be taken. A supervisor must submit a written request (C-9) to his/her superior at least twenty four-hours in advance of the personal leave. In situations where a personal emergency requires immediate attention, a verbal approval from the immediate superior will suffice. When a verbal approval has been granted, a C-9 must be completed and submitted within one week. Personal leave shall not be unreasonably denied.

Supervisors shall be paid their basic rate of pay for personal days used during their normal workweek. Supervisors will not be paid more than eight hours for any one-day. Supervisors are not permitted to use more than a combination of five days advance personal leave or vacation leave.

## **SECTION III: BEREAVEMENT LEAVE**

Supervisors are entitled to a maximum of three paid days leave of absence for death of a supervisor's "immediate relative". "Immediate relative" includes spouse or significant other, child, grandchildren, parent, stepchild, sibling, grandparents, in-laws (father, mother, daughter, son, brother, sister) grandchildren or any person related by blood or marriage residing in a Supervisor's household.

If requested, a supervisor shall be required to present his/her immediate supervisor with proof of death (i.e., copy of death certificate, obituary notice, etc.).

## **SECTION IV: MILITARY LEAVE**

A supervisor who leaves a position with the Authority in order to be inducted in the armed forces of the United States, who completes his/her term of service satisfactorily and who applies for re-employment within ninety days of the date of discharge will, if still qualified to do the job, be reinstated in employment in accordance with the re-employment rights provisions of the Vietnam Era Veterans Readjustment Assistance Act of 1974, 38 U.S.C. ss. 2021, et seq.

A supervisor who is called to extended field training as a member of the National Guard or a reserve component of the Army, Navy, Marine Corps or Air Force may be granted up to a 2-week leave of absence from his or her position without loss of pay in a calendar year, provided he/she makes a written request for such leave and provides to the Authority a copy of his or her military orders. Such leave may be extended for up to a total of fifteen working days in a calendar year in the event such military leave is required and not voluntary on the part of the employee, and shall be approved only upon receipt of written military orders.

A supervisor who is called into a period of service in the National Guard or a reserve component of the Army, Navy, Marine Corps or Air Force for longer than two weeks will be placed on leave without pay, provided that he/she makes a written request for leave without pay and provides to the Authority a copy of his or her military orders. Upon completion of his or her period of service, the Supervisor will be reinstated in accordance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, 38 U.S.C. ss. 2021 et seq.

## **SECTION V: RESTORATION CLAUSE**

Supervisors returning from authorized leaves of absence will be restored to their original job classification and shift at the appropriate rate of pay with no loss of seniority or other supervisor rights, privileges or benefits.

## **SECTION VI: DOUBLE PAY PROHIBITED**

Payment will be made only for the period that the supervisor would actually have been working. A supervisor will either receive the approved paid leave of absence, holiday, vacation, military, jury duty or personal day pay or disability benefit, but not both.

**ARTICLE XII**  
**NON-PAID LEAVES OF ABSENCE**

**SECTION I: LEAVE OF ABSENCE WITHOUT PAY**

All leaves of absence without pay shall be at the discretion of the Authority.

Supervisors may be granted a personal leave of absence without pay for up to six months at the sole discretion of the Authority. The Authority may in its sole discretion extend an unpaid leave of absence for an additional six months, if such extension is considered in the best interest of the Authority.

An application for a leave of absence shall be made in writing to the attention of the Executive Director. The Authority's permission shall not be unreasonably withheld.

The Authority agrees to be bound by all provisions of the New Jersey Family Leave Act, N.J.S.A. 34:118-1 et seq., and the Federal Family and Medical Leave Act of 1993 (Pub. L 103-3, February 5, 1993) so long as both acts remain in effect, subject to the Management Rights Article.

## **ARTICLE XIII**

### **VACATIONS**

#### **SECTION I: VACATION LEAVE WITH PAY**

All full-time supervisors are eligible for paid vacation leave after satisfactory completion of 90 calendar days of employment and shall accrue vacation leave based upon their years of continuous service. The number of vacation days and when they may be taken depend on the supervisor's length of employment as outlined in Table 1. Vacation leave may not be taken in excess of the vacation leave accrued.

Vacation need not be taken in consecutive days, but may be divided and/or split and taken at various non-consecutive dates at the convenience of the supervisor so long as the Authority has sufficient personnel remaining. The supervisor must request vacation leave at least one week prior to the intended date.

The Authority reserves the right to spread the vacation periods over the full calendar year. Vacations in excess of two consecutive weeks require the prior approval of the Superintendent.

Vacation credits will continue to accrue while a supervisor is on paid leave. Vacation credits will not accrue while a supervisor is on a non-paid leave of absence with the exception being for those supervisors on military leave of less than two weeks.

Conflicting vacation leave requests (same dates requested by two or more supervisors) will be resolved based on seniority and the needs of the Authority.

#### **SECTION II: CONTINUOUS SERVICE MODIFICATIONS**

Periods of time on non-paid leaves of absence, except for military leaves of less than two weeks, shall be deducted from the supervisor's total continuous service for determining eligibility for vacation leave.

#### **SECTION III: VACATION LEAVE ENTITLEMENT**

Vacation pay will be calculated at the supervisor's hourly rate.

Table 1

| LENGTH OF EMPLOYMENT          | VACATION ACCRUAL RATE<br>PER WEEK | PAID VACATION<br>ENTITLEMENT |
|-------------------------------|-----------------------------------|------------------------------|
| After 6-months                | 1.54 hours per week               | 5-days                       |
| After 1-year – 6-years        | 1.54 hours per week               | 10-days                      |
| After 6-years – 11-years      | 2.31 hours per week               | 15-days                      |
| After 11-years – 18-years     | 3.08 hours per week               | 20-days                      |
| After 18-years and thereafter | 3.85 hours per week               | 25-days                      |

#### **SECTION IV: CARRYOVER**

Vacation leave should be taken during the current calendar year. Any unused vacation leave may be carried forward into the next succeeding year only. If these vacation days are not used in the second year, they will be forfeited unless the Authority determines that they cannot be taken because of an insufficient number of supervisors or other matters detrimental to its operations. In cases where carryover vacation leave cannot be used, the Authority agrees to meet with the supervisor(s) with the intent at arriving at a mutually acceptable determination.

## **SECTION V: VACATION REQUESTS**

The Authority shall post a notice by January 1st of each year, which will remain posted for a two-week period requesting that supervisors submit vacation request slips. The Authority shall post a vacation schedule by February 1st of each year giving preferential vacation to the supervisors who submit requests in accordance with their seniority. Those supervisors who receive scheduled vacation time in accordance with this paragraph will receive priority over those employees who fail to request a vacation, regardless of seniority.

## **SECTION VI: VACATION ACCRUAL**

Vacation leave credits shall continue to accrue while a supervisor is on leave with pay. Credits shall not accrue while a supervisor is on non-paid leave except as set forth in Section II of this Article.

## **SECTION VII: VACATION SELL BACK**

Any eligible employee may request to be paid for up to a maximum of one week (40 hours) of accrued vacation time at 100% of the employee's regular wages with payment to be made the first pay period of December.

**ARTICLE XIV**  
**WAGES AND PAY**

**SECTION I: PAYDAY**

Payday shall be established by the Authority and presented to the supervisors for their information.

**SECTION II: VOLUNTARY SAVINGS PLANS AND CREDIT UNION FUNDS**

Supervisors may enroll in a voluntary credit union fund.

Applications for enrollment in voluntary savings plans shall be made available through the payroll department.

The Authority shall make direct deposit available to supervisors.

**SECTION III: DEFERRED COMPENSATION PLAN**

It is understood that the Authority shall implement (or continue) a Deferred Compensation Plan which will permit eligible supervisors in the Supervisory Union to voluntarily authorize deferment of a portion of their earned base salary so that the funds deferred can be placed in an Internal Revenue Service approved Federal Income Tax exempt investment plan. The deferred income so invested and the interest or other income return on the investment are intended to be exempt from current Federal Income Taxation until the individual supervisor withdraws or otherwise receives such funds as provided in the plan.

It is understood that the Authority shall be solely responsible for the administration of the plan and the determination of policies, conditions and regulations governing its implementation and use.

The Authority shall provide literature describing the plan as well as a required enrollment or other forms to all supervisors when the plan has been established.

**SECTION IV: WAGES**

Each supervisor covered by this Agreement shall receive the wages as set forth in Appendix B.

**SECTION V: DEDUCTIONS**

All legal, public employee retirement system (PERS) and other authorized deductions shall be made from each supervisor's pay.

**SECTION VI: VACATION AND PAID LEAVES**

Pay for all vacation or paid leave time shall be the supervisor's regular straight time base rate in effect on the payday immediately preceding the vacation or paid leave period.

**ARTICLE XV**  
**ADJUSTMENTS TO BASE WAGES**

**SECTION I: "ON-CALL" and CALL-IN PAY**

Any supervisor required to carry a cell phone and be on stand-by shall be compensated through an adjustment in his/her salary of one hour per day to a maximum of seven hours base pay per week provided, however, that the supervisor must be available and accessible to report to work during that week in order to receive this form of pay. Supervisors carrying cell phones are expected to answer all calls in a timely manner. Repeated failure to answer pages may result in disciplinary action.

In the event an employee required to carry a cellular phone uses his/her personal cellular phone, the employee shall be compensated at a rate of \$1 per day

Any supervisor required to return to work during periods other than his/her regular scheduled shift, shall be guaranteed two hours pay at the overtime rate so long as he/she works the regular 8-hour shift. This shall not apply when a supervisor requests to come into work during hours other than his/her regular shift.

If a supervisor is called into work after completing his/her normal work week, they shall be guaranteed a minimum of two hours compensation at the overtime rate.

Overtime compensation will be calculated at one and one-half times the supervisor's regular straight time base rate for each hour worked. For the purpose of overtime compensation, hours worked are computed to the nearest quarter-hour per day.

**DAILY:** All work performed in excess of eight work hours, with the exception of personnel who are approved to work four ten hour workdays.

**WEEKLY:** All work performed in excess of forty work hours.

**HOLIDAY RATE:** All work performed on a holiday shall be paid for at eight hours pay for the holiday and one and one-half times the regular rate for hours worked. There shall be no compensatory time off for holidays worked.

**NO PYRAMIDING ALLOWED:** There shall be no pyramiding of overtime compensation.

**DISTRIBUTION:** Overtime opportunities shall be distributed as equally as possible by use of a rotating- cycle among qualified supervisors. It is understood that nothing in this clause shall require payment for overtime hours not worked.

**WORK DAY DEFINED:** Sick, vacation and holiday leaves shall be construed as workdays for the purpose of this section.

**SECTION II: PUBLIC WASTEWATER TREATMENT OR COLLECTION SYSTEM LICENSURE**

Employees maintaining a license related to the wastewater field will be reimbursed for classes that are required to maintain appropriate Continuing Education Credits (CEUs) or Total Contact Hours (TCHs).

Employees that have or obtain and maintain a Public Wastewater Treatment or Collection System Operator's license will receive additional compensation above their regular base rate as indicated in Table 2.



Table 2

For Employees who obtained the following licenses prior to January 1, 2021

| <b>Class</b>  | <b>January 1<sup>st</sup></b> | <b>July 1<sup>st</sup></b> |
|---|-------------------------------|----------------------------|
| S-1 or C-1  | \$375.00                      | \$375.00                   |
| S-2 or C-2  | \$750.00                      | \$750.00                   |
| S-3 or C-3<br>Electrical Journeyman<br>Pesticide/Insecticide Applicator<br>Back Flow Prevention Inspector | \$1,125.00                    | \$1,125.00                 |
| S-4 or C-4  | \$1,500.00                    | \$1,500.00                 |

For Employees who obtained the following licenses after January 1, 2021

| <b>Class</b>  | <b>January 1<sup>st</sup></b> | <b>July 1<sup>st</sup></b> |
|---|-------------------------------|----------------------------|
| S-1 or C-1  | \$375.00                      | \$375.00                   |
| S-2 or C-2<br>Pesticide/Insecticide Applicator                        | \$750.00                      | \$750.00                   |
| S-3 or C-3<br>Electrical Journeyman<br>Back Flow Prevention Inspector | \$1,125.00                    | \$1,125.00                 |
| S-4 or C-4  | \$1,500.00                    | \$1,500.00                 |

Holders of more than one class of license or grade within a specific class shall be compensated for the highest-grade license.

### **EDUCATIONAL BENEFITS**

Supervisors furthering their education by taking courses that would be beneficial to both the Authority and supervisor may request 100% tuition and required books reimbursement for the course(s). All requests must be made through the immediate supervisor to the Executive Director prior to enrolling in the course. The amount to be reimbursed will be worked out with the Executive Director when the known cost is made-available and will be paid when the employee shows proof of a grade of "C+" or better.

Supervisors approved to take courses shall coordinate their shift schedule with other supervisors, if necessary, to accommodate course schedules, testing and the like. Any requests for changes in shift schedule shall not impact the operations of the Authority and must be submitted in writing in advance to either the Deputy Director for Plant Operations and/or the Operations Manager for review and approval by the Executive Director.

By accepting the reimbursement, the supervisor agrees to remain employed by the Authority for a minimum of one year after the dates of reimbursement. A supervisor terminating his/her employment within one year of receiving the reimbursement will be required to return to the Authority a proportionate share of the reimbursement as determined by the Executive Director.

Supervisors will receive a salary increase of two and one-half percent over their present base salary upon completion of 24 hours of college level or college level technical training courses related to the wastewater field that must be both beneficial to the Authority and the supervisor. This does not pertain to courses attended for renewal of current licenses.

To receive credit toward the 24 credit hour requirements a supervisor must request approval of the course through the immediate supervisor to the Executive Director prior to enrolling in the course.

### **SECTION III: COMMERCIAL DRIVERS LICENSE**

Supervisors hired by the Authority may be required to obtain and maintain a commercial driver's license with tanker endorsement (CDL/TE). Collection System Supervisors must obtain and maintain a CDL/TE. Requirements of this Section must be met within six months from the date of hire.

**ARTICLE XVI**  
**GRIEVANCE AND DISPUTES**

**SECTION I: GRIEVANCE PROCEDURE**

Any grievance or dispute, which may arise between the parties, involving the application, meaning, interpretation or alleged violations of the terms and conditions of this Agreement, shall be settled in the following manner:

- STEP 1           The Supervisory Union Shop Steward, with the aggrieved supervisor, shall take up the grievance or dispute with the immediate supervisor within five working days of the date of the occurrence of the grievance. The supervisor shall attempt to address the matter and respond to the steward within five working days. If the grievance or dispute is not taken up in accordance with this provision within five working days of its occurrence, it shall be deemed abandoned.
- STEP 2           If the grievance has not been settled to the supervisor's satisfaction, it shall be presented in writing by the Supervisory Union Shop Steward to the Deputy Director for Plant Operations and/or his/her designee within five days after the immediate supervisor's response is received and/or due. The Deputy Director for Plant Operations and/or his/her designee shall respond in writing to the Supervisory Union Shop Steward within five working days.
- STEP 3           If the grievance still remains unadjusted, it shall be presented by the President of the Union, or designated representative, to the Executive Director, in writing within seven days after the response of the Deputy Director for Plant Operations and/or his/her designee is received and/or due. The Executive Director shall meet with all parties involved within seven days and shall render a decision in writing within twelve days following such meeting.
- STEP 4           If the grievance still remains unadjusted, it shall be presented to the Authority Board in writing, within seven days after the Executive Director's response is received and/or due. If the grievance is not presented, in writing, in accordance with this stipulation within seven days, it shall be deemed abandoned. The decision of the Authority Board shall be in writing and shall be rendered within forty-five days and such decision shall be final.

An employee is entitled to a representative of his choosing, at his cost, at each and every step

**SECTION II: DISCIPLINE FOR CAUSE**

All supervisors are expected to meet the Authority's work performance standards. Corrective disciplinary action, as appropriate, will be taken against any supervisor found to be in violation of established procedures. All disciplinary action shall be based upon concern for the supervisors, the individual(s) and the best interest of the Authority. Disciplinary action shall be of a positive, educational and corrective nature, and shall not be used in an abusive or vindictive manner. A supervisor may be subject to discipline and or termination for any or all of the following reasons:

- Chronic or excessive absenteeism, lateness or failure to report for work without a legitimate reason
- Neglect, incompetence, insubordination, inefficiency or failure to perform duties or care of the Authority's equipment or vehicles, including leaving the work station without being properly relieved or without permission from a supervisor
- Use of or the attempt to use political influence upon any person or engaging in any form of political activity during working hours
- Conviction of a crime, or off-duty or on-duty conduct unbecoming a public employee
- Willfully interfering with the work performance of other employees and/or supervisors
- Violation of Authority policies, procedures and regulations
- Violation of Federal, State or Authority regulations concerning drug and alcohol use and possession
- Unsatisfactory work performance
- Disorderly conduct, fighting with, threatening, or intimidating other employees and/or supervisors
- Possession of weapons or firearms on Authority property
- Off-duty or on-duty conduct reflecting adversely on the Authority
- Falsification of public records including personnel records, employment applications and time cards
- Sleeping while on duty

**ARTICLE XVII**  
**TERM OF CONTRACT**

**SECTION I: TERM OF CONTRACT**

This Agreement shall be effective on January 1, 2021. The contract shall expire December 31, 2024. Negotiations for a successor Agreement shall begin no later than one hundred-twenty (120) days prior to the expiration date of this Agreement. This Agreement shall remain in full force and effect during the period of negotiations and until this Agreement is replaced by a new Agreement.

**SECTION II: SEVERABILITY AND SAVINGS**

If any section, subsection, paragraph, sentence, clause, or phrase of this Agreement, or any application thereof to any supervisor or group of supervisors, is held to be invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

**SECTION III: REOPENER CLAUSE**

If any provision of this Agreement is subsequently declared by the legislative or judicial authority or court of competent jurisdiction to be unlawful, unenforceable or not in accordance with applicable statutes, all other provisions of this Agreement shall remain in full force and effect during the duration of this Agreement. The parties agree immediately to negotiate a substitute for the invalidated portion thereof.

IN WITNESS WHEREOF, we have hereunder set our hands and seal the date and year first hereinabove written

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

|       |         |       |
|-------|---------|-------|
| _____ | _____   | _____ |
| BY    | Witness | Date  |

|       |         |       |
|-------|---------|-------|
| _____ | _____   | _____ |
| BY    | Witness | Date  |

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY SUPERVISORY UNION**

|       |         |       |
|-------|---------|-------|
| _____ | _____   | _____ |
| BY    | Witness | Date  |

|       |         |       |
|-------|---------|-------|
| _____ | _____   | _____ |
| BY    | Witness | Date  |

## **APPENDIX A**

Effective January 1, 2021, all supervisors covered by this Agreement shall receive a wage increase as indicated in Appendix B.

Employees hired by the Authority on or before January 1, 2018 will receive the following length of service bonuses payments included in their regularly scheduled payroll.

|   |   |                            |
|---|---|----------------------------|
| 1 <sup>st</sup> year up to completion of 2 <sup>nd</sup> year | - | \$50.00                    |
| 2 through 5 completed years                                   | - | 1.0% of yearly base salary |
| 6 through 10 completed years                                  | - | 1.5% of yearly base salary |
| 11 through 14 completed years                                 | - | 2.5% of yearly base salary |
| 15 through 19 completed years                                 | - | 3.5% of yearly base salary |
| 20 through 24 completed years                                 | - | 4.5% of yearly base salary |
| 25 years and after  | - | 5.5% of yearly base salary |

In addition to the above, all supervisors will receive \$20.00 for each completed year of employment with Authority in December.

Effective January 1, 2021, a supervisor called in to work in the Plant for a shift (8 hrs or the majority thereof), which has a shift differential shall be paid the shift differential for the time worked on that shift.

| <b>Shift Differential</b>           | <b>Rate Per Hour</b> |
|-------------------------------------|----------------------|
| 3 p.m. – 11p.m.                     | <b>\$0.75</b>        |
| 11 p.m. – 7 a.m.                    | <b>\$1.00</b>        |
| Saturday – Sunday - 7 a.m. – 3 p.m. | <b>\$0.75</b>        |

Benefit hours (vacation, personal, sick, etc.) are paid at the Base Rate only.

## **APPENDIX B**

Supervisor salaries shall be adjusted to reflect the following annual percentage increases to base pay:

**Effective January 1, 2021, 2.25%**

**Effective January 1, 2022, 2.50%**

**Effective January 1, 2023, 2.75%**

**Effective January 1, 2024, 3.00%**

| <b>Salary Table</b> |                                 |                   |                   |                   |                   |
|---------------------|---------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Grade</b>        | <b>Title</b>                    | <b>2021 Rates</b> | <b>2022 Rates</b> | <b>2023 Rates</b> | <b>2024 Rates</b> |
| V                   | Laboratory Manager              | \$36.71           | \$37.63           | \$38.66           | \$39.82           |
| V                   | Plant Operations Supervisors    | \$38.51           | \$39.47           | \$40.56           | \$41.77           |
| VIII                | Collection System Supervisor    | \$39.96           | \$40.96           | \$42.08           | \$43.35           |
| V                   | Facility Maintenance Supervisor | \$42.75           | \$43.82           | \$45.02           | \$46.38           |

## **APPENDIX C**

| <b>Hours of work shall be as follows</b> |                                       |
|--|---------------------------------------|
| Laboratory Manager                       | 6 am – 4 pm or 6:30 am – 4:30 pm      |
| Plant Operations Supervisors             | 7 am – 3 pm/3 pm – 11 pm/11 pm – 7 am |
| Collection System Supervisor             | 7 am – 5 pm                           |
| Facility Maintenance Supervisor          | 7 am – 5 pm                           |

**RESOLUTION 2020-121**

**A RESOLUTION APPROVING SALARY AND WAGE ADJUSTMENTS FOR MANAGEMENT  
AND OTHER NON-UNION PERSONNEL**

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

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

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

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

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

**WHEREAS**, Management and Non-Union personnel shall receive a two and one quarter percent (2.25%) increase to their 2020 base wage rate for the fiscal year 2021 and;

**NOW THEREFORE BE IT RESOLVED**, by the Mount Holly Municipal Utilities Authority this 10th day of December 2020, that the adjustments to the salary and wages of Management and Non-Union personnel for 2021 are hereby approved.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

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

Attest:

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

**RESOLUTION 2020-122**  
**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION AWARDING A CONTRACT TO PAYARGO FOR RECOGNITION OF  
ELECTRONIC PAYEE AND OTHER ONLINE NETWORK PAYMENT ASSISTANCE SERVICES**

**WHEREAS**, the Mount Holly Municipal Utilities Authority (“Authority), County of Burlington and State of New Jersey has solicited and received a proposal for the implementation of Payargo, which would allow the Authority to be recognized as electronic payees throughout the online bill payment networks pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

**WHEREAS**, the Government Electronic Payment Acceptance Act (P.L. 1995, c.325) (“Act”) authorizes public entities to enter into agreements with processors to utilize electronic receipts as an alternative to acceptance of cash and checks as receipt for local unit obligations upon the passage of a Resolution by the Members of the Mount Holly Municipal Utilities Authority; and

**WHEREAS**, the Division of Local Government Services has adopted rules and regulations implementing the Act; and

**WHEREAS**, the Authority staff has recommended to the Members of the Mount Holly Municipal Utilities Authority the adoption of a Resolution approving this agreement which will eliminate the manual posting of checks received from ratepayers using the bank’s online bill pay service which will enable the Authority to receive funds faster than the current process, permit one credit sent via ACH for the entire daily total, provide faster and more accurate posting to ratepayer accounts and enabling a more efficient process for both the Authority and ratepayer.

**WHEREAS**, the anticipated cost to the Authority will be less than the amount established pursuant to N.J.S.A 40A:11-6.1(c).

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

1. The provisions of the WHEREAS clauses set forth above are incorporated herein by reference and made part hereof
2. A contract is hereby awarded to Payargo in accordance with N.J.S.A. 40A:11-5 of the Local Public Contracts Law in the form attached hereto and made a part hereof.
3. A copy of this Resolution and Contract shall remain on file and available for public inspection.

**THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

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

Jules K. Thiessen, Chairman

**CERTIFICATION**

I, Brandy C. Boyington, Board Secretary, of the Mount Holly Municipal Utilities Authority hereby certify the foregoing to be a true copy of a Resolution adopted by the Board of the Mount Holly Municipal Utilities Authority at a duly convened meeting held on March 12, 2020.

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

**THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION NO. 2020-123**

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**RESOLUTION OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
AUTHORIZING THE EXTENSION OF A SHARED SERVICES AGREEMENT WITH THE  
TOWNSHIP OF MOUNT HOLLY FOR ADMINISTRATIVE USE OF FACILITIES AT 37  
WASHINGTON STREET**

---

**WHEREAS**, the Mount Holly Municipal Utilities Authority (“MHMUA”) is the owner of real property at 37 Washington Street in Mount Holly (the “Facility”), including office spaces that are capable of being used for administrative and business purposes; and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-1, the Township of Mount Holly (“Township”) previously entered into a shared services agreement with the MHMUA that provides the Township with administrative office space to be used by its recreation and construction departments at a reduced cost while also providing the MHMUA with financial assistance in maintaining the Facility; and

**WHEREAS**, the shared services agreement will expire on January 1, 2021, and the Township has requested an extension of that agreement, as the Township continues to have a need for administrative office space; and

**WHEREAS**, the MHMUA Board believes it is in the best interest of the ratepayers to extend the shared services agreement under its current terms for a period of six (6) months;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of the Mount Holly Municipal Utilities Authority, in the County of Burlington, State of New Jersey, that:

1. The five-year shared services agreement that was previously approved for the period of January 1, 2016 through January 1, 2021 is hereby extended through July 1, 2021.



2. The Executive Director of the MHMUA is hereby authorized and directed to execute an extension of the shared services agreement and to take any and all further steps necessary to implement the terms of the agreement.

3. Any other resolution inconsistent herewith is repealed and rescinded to the extent of such inconsistency.

4. This resolution shall take effect immediately.

I, Brandy Boyington, Secretary of the Mount Holly Municipal Utilities Authority, in the County of Burlington, State of New Jersey do hereby certify that this to be a true and accurate copy of the Resolution approved by the Board of Mount Holly Municipal Utilities Authority at their regular public meeting held on December 10, 2020.

ATTEST:

SIGNED:

\_\_\_\_\_  
Brandy Boyington, Secretary

\_\_\_\_\_  
Jules Theissen, Chairman

| <b>RECORDED VOTE</b> | <b>MOTION</b> | <b>SECOND</b> | <b>AYE</b> | <b>NAY</b> | <b>ABSTAIN</b> | <b>ABSENT</b> |
|----------------------|---------------|---------------|------------|------------|----------------|---------------|
| THEISSEN             |               |               |            |            |                |               |
| BANKS                |               |               |            |            |                |               |
| SPRINGER             |               |               |            |            |                |               |

Date of adoption:

## **RESOLUTION 2020-115**

**A RESOLUTION APPROVING THE ANTICIPATED PAYROLL  
FOR DECEMBER AND THE ACTUAL PAYROLL FOR THE MONTH  
OF NOVEMBER 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 \$632,477.00 per the attached listing 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 10<sup>th</sup> day of December, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the  
seal of said MUA this 10<sup>th</sup> day of December, 2020.

Brandy C. Boyington, Secretary

|                         |   |         |          |           |
|-------------------------|---|---------|----------|-----------|
| P.O. Type: All          | Include Project Line Items: No            | Open: N | Paid: Y  | Void: N   |
| Range: First            | to Last                                   | Rcvd: Y | Held: N  | Aprv: Y   |
| Format: Condensed       | Received Date Range: 11/13/20 to 12/10/20 | 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 |
| ALLIE010 ALLIED ELECTRONICS INC.        |          |                                |        |          |             |                  |
| 20-01009                                | 09/29/20 | AXIAL FANS                     | Open   | 100.14   | 0.00        |                  |
| AMERI065 AMERICAN WATER                 |          |                                |        |          |             |                  |
| 20-01244                                | 11/30/20 | AMERICAN WATER BILLING         | Open   | 467.90   | 0.00        |                  |
| ANALY005 ANALYTICAL LABORATORY SERVICES |          |                                |        |          |             |                  |
| 20-00856                                | 08/18/20 | WEEKLY PHOS/MONTHLY SQAR SAMPL | Open   | 198.00   | 0.00        |                  |
| 20-00937                                | 09/10/20 | EFFLUENT/IPP PERMIT SAMPLING   | Open   | 676.00   | 0.00        |                  |
| 20-01012                                | 09/30/20 | SQAR/WEEKLY EFFLUENT SAMPLING  | Open   | 198.00   | 0.00        |                  |
|   |          |                                |        | 1,072.00 |             |                  |
| BARTU005 BARTUK HOSE & HYDRAULICS       |          |                                |        |          |             |                  |
| 20-01183                                | 11/06/20 | VACTOR HOSE REPAIR             | Open   | 102.50   | 0.00        |                  |
| BLOCK005 BLOCK LINE SYSTEMS             |          |                                |        |          |             |                  |
| 20-01212                                | 11/18/20 | PHONE LINE SERVICE BILLING     | Open   | 142.11   | 0.00        |                  |
| BRIMA005 BRIMAR INDUSTRIES, INC.        |          |                                |        |          |             |                  |
| 20-01052                                | 10/08/20 | PLANT SAFETY & FACILITY SIGNS  | Open   | 880.01   | 0.00        |                  |
| BRUCE005 BRUCE REED BUILDING MAINT      |          |                                |        |          |             |                  |
| 20-01286                                | 12/03/20 | JANITORIAL SERVICES 1 PARK DR  | Open   | 235.00   | 0.00        |                  |
| BUDGE005 BUDGET PRINTING                |          |                                |        |          |             |                  |
| 20-01228                                | 11/23/20 | REGULAR ENVELOPES              | Open   | 200.00   | 0.00        |                  |
| CABRI005 C A BRIGGS COMPANY INC.        |          |                                |        |          |             |                  |
| 20-01164                                | 11/03/20 | RELAYS FOR PS 229              | Open   | 730.69   | 0.00        |                  |
| CEMCO005 C.E.M. CORPORATION             |          |                                |        |          |             |                  |
| 20-01184                                | 11/10/20 | LABORATORY SUPPLIES            | Open   | 560.40   | 0.00        |                  |
| CENTR005 CENTRAL JERSEY EQUIPMENT LLC   |          |                                |        |          |             |                  |
| 20-01056                                | 10/08/20 | BATTERY                        | Open   | 43.36    | 0.00        |                  |
| 20-01223                                | 11/20/20 | V-BELT & FILTER                | Open   | 51.00    | 0.00        |                  |
|   |          |                                |        | 94.36    |             |                  |
| CINTA005 CINTAS CORPORATION             |          |                                |        |          |             |                  |
| 20-01161                                | 11/03/20 | UNIFORM RENTAL                 | Open   | 422.77   | 0.00        |                  |
| 20-01185                                | 11/10/20 | UNIFORM RENTAL                 | Open   | 422.77   | 0.00        |                  |
| 20-01204                                | 11/17/20 | UNIFORM RENTAL & DISINF.WIPES  | Open   | 758.77   | 0.00        |                  |
|   |          |                                |        | 1,604.31 |             |                  |
| CITYE005 CITY ELECTRIC SUPPLY CO        |          |                                |        |          |             |                  |
| 20-01206                                | 11/17/20 | 4-5/8 WP COVERS                | Open   | 50.76    | 0.00        |                  |

| Vendor # Name                           |          |                               |        |          |             |          |         |
|---|----------|-------------------------------|--------|----------|-------------|----------|---------|
| PO #                                    | PO Date  | Description                   | Status | Amount   | Void Amount | Contract | PO Type |
| COBUR005 COBURN CHEMICAL, INC.          |          |                               |        |          |             |          |         |
| 20-01149                                | 11/02/20 | MAGNESIUM HYDROXIDE           | Open   | 8,203.01 | 0.00        |          |         |
| COMCA005 COMCAST BUSINESS               |          |                               |        |          |             |          |         |
| 20-01247                                | 11/30/20 | BUSINESS INTERNET             | Open   | 244.57   | 0.00        |          |         |
| COURI005 COURIER TIMES, INC.            |          |                               |        |          |             |          |         |
| 20-01231                                | 11/23/20 | PUBLIC NOTICE CONTRACTS AWARD | Open   | 168.80   | 0.00        |          |         |
| WEEK0005 COURIER-POST & THIS WEEK       |          |                               |        |          |             |          |         |
| 20-01232                                | 11/23/20 | ADVERTISEMENT PUBLIC NOTICE   | Open   | 182.08   | 0.00        |          |         |
| CROSS005 CROSS COUNTRY                  |          |                               |        |          |             |          |         |
| 20-01196                                | 11/16/20 | GLOVES,DAWN,HAND SOAP         | Open   | 944.20   | 0.00        |          |         |
| CRISP005 DIANE CRISPI                   |          |                               |        |          |             |          |         |
| 20-01188                                | 11/10/20 | REIMBURSEMENT PANTS & SHOES   | Open   | 194.50   | 0.00        |          |         |
| EASTE005 EASTERN AUTOPARTS WAREHOUSE    |          |                               |        |          |             |          |         |
| 20-01141                                | 10/29/20 | BATTERY                       | Open   | 116.09   | 0.00        |          |         |
| 20-01178                                | 11/05/20 | BATTERY                       | Open   | 114.94   | 0.00        |          |         |
| 20-01190                                | 11/10/20 | ALTERNATOR & BELT - TR 4      | Open   | 101.57   | 0.00        |          |         |
|   |          |                               |        | 332.60   |             |          |         |
| EVOQU005 EVOQUA WATER TECHNOLOGIES, LLC |          |                               |        |          |             |          |         |
| 20-01194                                | 11/16/20 | PS BIOXIDE                    | Open   | 6,421.58 | 0.00        |          |         |
| 20-01220                                | 11/19/20 | LABOR CHARGE FOR UV SYSTEM    | Open   | 335.00   | 0.00        |          |         |
|   |          |                               |        | 6,756.58 |             |          |         |
| FACTS005 FLEX FACTS                     |          |                               |        |          |             |          |         |
| 20-01229                                | 11/23/20 | FSA BILLING                   | Open   | 50.00    | 0.00        |          |         |
| GCBEN005 GCB ENTERPRISES, LLC           |          |                               |        |          |             |          |         |
| 20-01179                                | 11/05/20 | FACE COVERINGS                | Open   | 497.50   | 0.00        |          |         |
| GRAIN005 GRAINGER                       |          |                               |        |          |             |          |         |
| 20-01193                                | 11/16/20 | FLANGED INLET & DRILL BIT     | Open   | 55.57    | 0.00        |          |         |
| GRANT010 GRANTURK EQUIPMENT COMPANY, IN |          |                               |        |          |             |          |         |
| 20-01118                                | 10/27/20 | BALL VALVE & SWIVEL ASSY      | Open   | 657.97   | 0.00        |          |         |
| HARRI010 HARRIS FENCE CORPORATION       |          |                               |        |          |             |          |         |
| 20-01192                                | 11/16/20 | STORM DAMAGE FENCE REPAIR     | Open   | 5,200.00 | 0.00        |          |         |
| HOMED005 HOME DEPOT CREDIT SERVICE      |          |                               |        |          |             |          |         |
| 20-01151                                | 11/02/20 | MECHANICAL OFFICE FURNITURE   | Open   | 1,117.40 | 0.00        |          |         |
| 20-01166                                | 11/04/20 | WASHER & DRYER                | Open   | 2,016.00 | 0.00        |          |         |
| 20-01176                                | 11/05/20 | ITEMS FOR WASHER/DRYER HOOKUP | Open   | 383.02   | 0.00        |          |         |
| 20-01217                                | 11/19/20 | GREASE GUN & TOOL SET         | Open   | 348.00   | 0.00        |          |         |
| 20-01234                                | 11/23/20 | VALVE,DRILL BIT, FITTINGS     | Open   | 114.39   | 0.00        |          |         |
| 20-01280                                | 12/02/20 | SHOE TRIM & BASE TRIM         | Open   | 37.28    | 0.00        |          |         |
|   |          |                               |        | 4,016.09 |             |          |         |

| Vendor # Name                          |          |                                 |        |            |             |                  |
|--|----------|---------------------------------|--------|------------|-------------|------------------|
| PO #                                   | PO Date  | Description                     | Status | Amount     | Void Amount | Contract PO Type |
| HOUGH005 HOUGH PETROLEUM               |          |                                 |        |            |             |                  |
| 20-01153                               | 11/03/20 | SHELL OMALA S2 GX 220 OIL       | Open   | 624.00     | 0.00        |                  |
| IATL0005 IATL                          |          |                                 |        |            |             |                  |
| 20-00627                               | 06/18/20 | ASBESTOS SAMPLING               | Open   | 81.00      | 0.00        |                  |
| 20-00968                               | 09/18/20 | ASBESTOS SAMPLING               | Open   | 81.00      | 0.00        |                  |
|  |          |                                 |        | 162.00     |             |                  |
| KRSSE005 KRS SERVICES, INC.            |          |                                 |        |            |             |                  |
| 20-01156                               | 11/03/20 | SERVICE CALL                    | Open   | 232.50     | 0.00        |                  |
| LOWES005 LOWE'S                        |          |                                 |        |            |             |                  |
| 20-01058                               | 10/13/20 | TAPE MEASURER & 2 CYCLE OIL     | Open   | 28.45      | 0.00        |                  |
| 20-01101                               | 10/21/20 | CODUIT,CO2 DETECTOR, STRAPS     | Open   | 64.48      | 0.00        |                  |
|  |          |                                 |        | 92.93      |             |                  |
| MANSF005 MANSFIELD OIL COMPANY         |          |                                 |        |            |             |                  |
| 20-01241                               | 11/23/20 | FUEL PURCHASES                  | Open   | 677.92     | 0.00        |                  |
| 20-01261                               | 12/02/20 | FUEL PURCHASES                  | Open   | 771.43     | 0.00        |                  |
|  |          |                                 |        | 1,449.35   |             |                  |
| MCMAS005 MCMASTER-CARR SUPPLY CO.      |          |                                 |        |            |             |                  |
| 20-01215                               | 11/19/20 | GASKETS,FILTERS,NUT,SCREWS      | Open   | 501.24     | 0.00        |                  |
| METLI005 METLIFE                       |          |                                 |        |            |             |                  |
| 20-01252                               | 11/30/20 | DISABILITY INSURANCE            | Open   | 844.32     | 0.00        |                  |
| MIDDL010 MIDDLESEX WELDING SALES       |          |                                 |        |            |             |                  |
| 20-01197                               | 11/16/20 | CYLINDER RENTAL                 | Open   | 61.50      | 0.00        |                  |
| MILLE005 MILLER FORD SALES INC.        |          |                                 |        |            |             |                  |
| 20-01108                               | 10/26/20 | RADIATOR & AC CONDENSER REPLAC  | Open   | 1,517.11   | 0.00        |                  |
| 20-01202                               | 11/17/20 | REPLACE ALTERNATOR              | Open   | 695.18     | 0.00        |                  |
| 20-01238                               | 11/23/20 | ANNUAL SERVICE TR 15 & TR 16    | Open   | 132.91     | 0.00        |                  |
|  |          |                                 |        | 2,345.20   |             |                  |
| MISSION005 MISSION COMMUNICATIONS, LLC |          |                                 |        |            |             |                  |
| 20-01182                               | 11/06/20 | PRINTED CIRCUIT BOARD,BATTERY R | Open   | 338.00     | 0.00        |                  |
| 20-01203                               | 11/17/20 | SERVICE PACKAGE RENEWAL         | Open   | 790.80     | 0.00        |                  |
|  |          |                                 |        | 1,128.80   |             |                  |
| MLKAS005 MLK ASSOCIATES                |          |                                 |        |            |             |                  |
| 20-01177                               | 11/05/20 | WHIPP 900 SER. SS SLIDE GATES   | Open   | 17,365.00  | 0.00        |                  |
| MOBIL010 MOBILE DREDGING & VIDEO PIPE  |          |                                 |        |            |             |                  |
| 20-01050                               | 10/08/20 | DESCALE CIP ON RANCOCAS RD      | Open   | 6,800.00   | 0.00        |                  |
| MOUNT020 MOUNT HOLLY TOWNSHIP          |          |                                 |        |            |             |                  |
| 20-01208                               | 11/17/20 | MUNICIPAL APPROPRIATION         | Open   | 169,000.00 | 0.00        |                  |
| TOILE005 MR. BOB PORTABLE TOILETS      |          |                                 |        |            |             |                  |
| 20-01198                               | 11/16/20 | PORTABLE TOILET RENTAL          | Open   | 92.00      | 0.00        |                  |

| Vendor # Name                          |          |                                  |        |           |             |                  |
|--|----------|----------------------------------|--------|-----------|-------------|------------------|
| PO #                                   | PO Date  | Description                      | Status | Amount    | Void Amount | Contract PO Type |
| NEWJE005 NEW JERSEY AMERICAN WATER     |          |                                  |        |           |             |                  |
| 20-01242                               | 11/24/20 | BILLING FOR WATER CONSUMPTION    | Open   | 1,912.15  | 0.00        |                  |
| PEROX010 PEROXYCHEM LLC                |          |                                  |        |           |             |                  |
| 20-01169                               | 11/04/20 | EQUIPMENT LEASE                  | Open   | 2,694.72  | 0.00        |                  |
| 20-01195                               | 11/16/20 | PAA TOTES FOR DISINFECTION       | Open   | 4,500.00  | 0.00        |                  |
|  |          |                                  |        | 7,194.72  |             |                  |
| PETTY005 PETTY CASH                    |          |                                  |        |           |             |                  |
| 20-01201                               | 11/17/20 | PETTY CASH REPLENISHMENT         | Open   | 188.36    | 0.00        |                  |
| PHOEN005 PHOENIX ADVISORS, LLC         |          |                                  |        |           |             |                  |
| 20-01240                               | 11/23/20 | CONTINUING DISCLOSURE FEES       | Open   | 1,050.00  | 0.00        |                  |
| POSTM005 POSTMASTER                    |          |                                  |        |           |             |                  |
| 20-01200                               | 11/17/20 | MAILING CYCLE 1 & 4 2020/4       | Open   | 1,457.28  | 0.00        |                  |
| 20-01287                               | 12/03/20 | POST OFFICE BOX FEE              | Open   | 402.00    | 0.00        |                  |
|  |          |                                  |        | 1,859.28  |             |                  |
| PRIME005 PRIMEPOINT LLC                |          |                                  |        |           |             |                  |
| 20-01226                               | 11/23/20 | PAYROLL PROCESSING               | Open   | 823.25    | 0.00        |                  |
| PSEG0005 PSE&G                         |          |                                  |        |           |             |                  |
| 20-01250                               | 11/30/20 | GAS & ELECTRIC CHARGES           | Open   | 22,601.96 | 0.00        |                  |
| RICHA005 RICHARD A. ALAIMO ASSOCIATES  |          |                                  |        |           |             |                  |
| 20-01254                               | 11/30/20 | ENGINEERING SERVICES             | Open   | 648.75    | 0.00        |                  |
| RUMSE005 RUMSEY ELECTRIC               |          |                                  |        |           |             |                  |
| 20-01165                               | 11/03/20 | PLC CARD                         | Open   | 432.70    | 0.00        |                  |
| RUSSE015 RUSSELL REID INC.             |          |                                  |        |           |             |                  |
| 20-01207                               | 11/17/20 | OCTOBER R.R.SLUDGE, GRIT, TRASH, | Open   | 6,766.00  | 0.00        |                  |
| SGSNO005 SGS NORTH AMERICA, INC.       |          |                                  |        |           |             |                  |
| 20-00886                               | 08/27/20 | PCB ANALYSIS                     | Open   | 1,630.00  | 0.00        |                  |
| SHERW005 SHERWIN-WILLIAMS              |          |                                  |        |           |             |                  |
| 20-01243                               | 11/24/20 | PAINT & SUPPLIES                 | Open   | 674.66    | 0.00        |                  |
| SOUTH030 SOUTHERN REGIONAL EMP BENEFIT |          |                                  |        |           |             |                  |
| 20-01239                               | 11/23/20 | MEDICAL/RX/DENTAL INSURANCE      | Open   | 97,181.00 | 0.00        |                  |
| SPRIN005 SPRINT                        |          |                                  |        |           |             |                  |
| 20-01210                               | 11/18/20 | PCS CONNECTION CARD/PLANT        | Open   | 40.24     | 0.00        |                  |
| ADVAN020 STAPLES BUSINESS CREDIT       |          |                                  |        |           |             |                  |
| 20-01083                               | 10/16/20 | OFFICE SUPPLIES                  | Open   | 127.99    | 0.00        |                  |
| 20-01191                               | 11/12/20 | OFFICE SUPPLIES                  | Open   | 57.38     | 0.00        |                  |
| 20-01221                               | 11/20/20 | OFFICE SUPPLIES                  | Open   | 123.26    | 0.00        |                  |
|  |          |                                  |        | 308.63    |             |                  |

| Vendor # Name  |          |                                |        |          |             |                  |
|--|----------|--------------------------------|--------|----------|-------------|------------------|
| PO #   | PO Date  | Description                    | Status | Amount   | Void Amount | Contract PO Type |
| STEVE005 STEVENSON SUPPLY CO. INC.   |          |                                |        |          |             |                  |
| 20-01139   | 10/28/20 | GATE VALVES                    | Open   | 1,140.04 | 0.00        |                  |
| 20-01175   | 11/05/20 | THREADED UNION                 | Open   | 120.82   | 0.00        |                  |
| 20-01180   | 11/06/20 | INNERLYNX SEAL,PVC CEMENT,ALUM | Open   | 352.76   | 0.00        |                  |
| 20-01216   | 11/19/20 | UNION,EL,BUSH,PVC CEMENT       | Open   | 309.69   | 0.00        |                  |
|  |          |                                |        | 1,923.31 |             |                  |
| SUMMI010 SUMMIT WATER NEXUS, MOUNT HOLL  |          |                                |        |          |             |                  |
| 20-01282   | 12/02/20 | SOLAR POWER PURCHASE           | Open   | 7,705.98 | 0.00        |                  |
| THEGA010 THE GARTY LAW FIRM, LLC   |          |                                |        |          |             |                  |
| 20-01227   | 11/23/20 | ATTORNEY FEES/SPECIAL COUNSEL  | Open   | 1,000.00 | 0.00        |                  |
| TRACT005 TRACTOR SUPPLY COMPANY  |          |                                |        |          |             |                  |
| 20-01098   | 10/21/20 | GORILLA LIFT ASSEMBLIES        | Open   | 199.99   | 0.00        |                  |
| TRICO005 TRI-COUNTY TERMITE & PEST CONT  |          |                                |        |          |             |                  |
| 20-01205   | 11/17/20 | CONT SERVICE, PLANT EXTERMINAT | Open   | 70.00    | 0.00        |                  |
| VERIZ015 VERIZON   |          |                                |        |          |             |                  |
| 20-01211   | 11/18/20 | INTERNET/TV SERVICES           | Open   | 329.23   | 0.00        |                  |
| 20-01245   | 11/30/20 | INTERNET/TV SERVICES           | Open   | 159.99   | 0.00        |                  |
|  |          |                                |        | 489.22   |             |                  |
| VERIZ035 VERIZON WIRELESS  |          |                                |        |          |             |                  |
| 20-01246   | 11/30/20 | CELL PHONE BILLING             | Open   | 1,102.34 | 0.00        |                  |
| VIRTU015 VIRTUA MEDICAL GROUP, P.A.  |          |                                |        |          |             |                  |
| 20-01230   | 11/23/20 | PRE-EMPLOYMENT PHYSICAL        | Open   | 143.45   | 0.00        |                  |
| VISIO005 VISION SERVICE PLAN   |          |                                |        |          |             |                  |
| 20-01248   | 11/30/20 | VISION INSURANCE               | Open   | 1,106.74 | 0.00        |                  |
| WBMAS005 W.B. MASON COMPANY, INC.  |          |                                |        |          |             |                  |
| 20-01140   | 10/28/20 | SAFETY SUPPLIES - COVID19      | Open   | 474.75   | 0.00        |                  |
| 20-01189   | 11/10/20 | OFFICE SUPPLIES                | Open   | 120.76   | 0.00        |                  |
| 20-01222   | 11/20/20 | TONER CARTRIDGES               | Open   | 479.33   | 0.00        |                  |
|  |          |                                |        | 1,074.84 |             |                  |
| GASKI015 WAYNE GASKILL   |          |                                |        |          |             |                  |
| 20-01213   | 11/18/20 | WORK BOOTS                     | Open   | 125.00   | 0.00        |                  |
| WILLI025 WILLIER ELEC MTR CO. INC.   |          |                                |        |          |             |                  |
| 20-01171   | 11/05/20 | VFD COVER KIT                  | Open   | 121.50   | 0.00        |                  |
| Total Purchase Orders: 97 Total P.O. Line Items: 0 Total List Amount: A 392,816.56 Total Void Amount: 0.00 |          |                                |        |          |             |                  |

|                         |               |                     |
|-------------------------|---------------|---------------------|
| Total Per Report:       | \$392,816.56  | A                   |
| Add: Payroll            | \$257,025.44  |                     |
| Less: Improvements      | \$(17,365.00) | Resolution 2020-118 |
| Total Operating Expense | \$632,477.00  | Resolution 2020-115 |

## **RESOLUTION 2020-116**

## 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.

**TOTAL REFUNDS AS PER THE ATTACHED REPORT: \$1,765.42**

## 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 10<sup>th</sup> day of December, 2020.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MUA  
this 10<sup>th</sup> day of December, 2020.

Brandy C. Boyington, Secretary



Tracking Id Range: SWR REFUND to SWR REFUND Vendor Range: First to Last Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: Y  
Account Type: G/L Received Date Range: 11/13/20 to 12/10/20 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   |
|------------|---------------|----------|--------------------------------|-------------------------------|----------------|----------|---------|-------------|---------------|----------|
| SWR REFUND | SEWER REFUNDS |          |                                |                               |                |          |         |             |               |          |
| 20-01271   | 1             | PATRI035 | PATRICIA & DARYL SPORER        | SEWER REFUND/1 SPINNAKER CT   | 01-000-2020    | 1.00     | 602.02  | other       | 12/02/20      | Rcvd     |
| 20-01272   | 1             | JOHNA010 | JOHN & ALIKI MACRIS            | SEWER REFUND/19 AZALEA DR     | 01-000-2020    | 1.00     | 202.75  | other       | 12/02/20      | Rcvd     |
| 20-01273   | 1             | RYANB005 | RYAN & BARBARA KLEIMAN         | SEWER REFUND/436 MAIN ST      | 01-000-2020    | 1.00     | 30.36   | other       | 12/02/20      | Rcvd     |
| 20-01274   | 1             | DAVID020 | DAVID & WENDY CARRINGTON       | SEWER REFUND/7 STONEHENGE DR  | 01-000-2020    | 1.00     | 32.36   | other       | 12/02/20      | Rcvd     |
| 20-01275   | 1             | CAZEN005 | CAZENOVIA CREEK FUNDING II LLC | SEWER REFUND/62 DOVER RD      | 01-000-2020    | 1.00     | 221.07  | other       | 12/02/20      | Rcvd     |
| 20-01276   | 1             | ALBER015 | ALBERT & ZENOVIA THOMPSON      | SEWER REFUND/421 W COUNTRY CL | 01-000-2020    | 1.00     | 74.96   | other       | 12/02/20      | Rcvd     |
| 20-01277   | 1             | TODDJ005 | TODD & JANICE SHERMAN          | SEWER REFUND/6 CANTERBURY CT  | 01-000-2020    | 1.00     | 48.33   | other       | 12/02/20      | Rcvd     |
| 20-01278   | 1             | FIGCA005 | FIG CAPITAL, LLC               | SEWER REFUND/197 RANOCAS RD   | 01-000-2020    | 1.00     | 553.57  | other       | 12/02/20      | Rcvd     |
| Bid:       |               | 0.00     | State:                         | 0.00                          | Other:         | 1,765.42 | Exempt: | 0.00        | Total:        | 8.00     |
|            |               |          |                                |                               |                |          |         |             |               | 1,765.42 |

Total Tracking Ids: 1 Total Qty: 8.00 Total Amount: 1,765.42

Total Bid: 0.00 Total State: 0.00 Total Other: 1,765.42 Total Exempt: 0.00

**RESOLUTION 2020-117**  
**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:

**Total Escrow Fund Expenditures: \$7,128.30 (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 10<sup>th</sup> day of December, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the seal of said MUA this 10<sup>th</sup> day of December, 2020.

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: 11/13/20 to 12/10/20 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 ESCROW PROJECTS |      |          |                              |                             |                |          |          |             |               |        |
| 20-01279               | 1    | RICHA005 | RICHARD A. ALAIMO ASSOCIATES | LENNAR @ RANCOCAS           | 0000000108     | 1.00     | 1,543.15 | other       | 12/02/20      | Rcvd   |
| 20-01279               | 2    | RICHA005 | RICHARD A. ALAIMO ASSOCIATES | RESERVE @ CREEKSIDE         | 0000000184     | 1.00     | 1,533.90 | other       | 12/02/20      | Rcvd   |
| 20-01279               | 3    | RICHA005 | RICHARD A. ALAIMO ASSOCIATES | WESTAMPTON LOGISTICS CENTER | 0000000185     | 1.00     | 438.75   | other       | 12/02/20      | Rcvd   |
| 20-01279               | 4    | RICHA005 | RICHARD A. ALAIMO ASSOCIATES | LUMBERTON FAMILY APARTMENTS | 0000000189     | 1.00     | 3,612.50 | other       | 12/02/20      | Rcvd   |
| Bid:                   |      | 0.00     | State:                       | 0.00                        | other:         | 7,128.30 | Exempt:  | 0.00        | Total:        | 4.00   |
|                        |      |          |                              |                             |                |          | 7,128.30 |             |               |        |

Total Tracking Ids: 1 Total Qty: 4.00 Total Amount: 7,128.30

Total Bid: 0.00 Total State: 0.00 Total Other: 7,128.30 Total Exempt: 0.00

**RESOLUTION 2020-118**

**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:

|  |                           |
|--|---------------------------|
| <b>Total Improvements (Per Attached Listing)</b> | <b><u>\$17,365.00</u></b> |
|--|---------------------------|

**CERTIFICATION**

|                      |   |     |
|----------------------|---|-----|
| STATE OF NEW JERSEY  | } |     |
|                      |   | :ss |
| COUNTY OF BURLINGTON | } |     |

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby certify the foregoing to be a true copy of the Resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting thereof, held on the 10<sup>th</sup> day of December, 2020.

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Brandy C. Boyington, Secretary

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

**REQUISITION NO. 2020-118**

**DATE: December 10, 2020**

**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<br/>TO BE PAID</b> | <b>PURPOSE OF<br/>DISBURSEMENT</b> |
|-----------------------|------------------------------|------------------------------------|
| <b>MLK Associates</b> | <b>\$17,365.00</b>           | <b>Stainless Steel Slide Gates</b> |

So that we may affect 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 WSFS 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: 11/13/20 to 12/10/20 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 |          |                |                                |                |               |           |             |               |        |
| 20-01177            | 1                              | MLKAS005 | MLK ASSOCIATES | 924 SELF-CONT. SS SLIDE GATE   | 01-010-6303    | 1.00          | 6,015.00  | other       | 11/24/20      | Rcvd   |
| 20-01177            | 2                              | MLKAS005 | MLK ASSOCIATES | 925 NON SELF-CONT. SLIDE GATES | 01-010-6303    | 2.00          | 11,350.00 | other       | 11/24/20      | Rcvd   |
| Bid:                |                                | 0.00     | State:         | 0.00                           | other:         | 17,365.00     | Exempt:   | 0.00        | Total:        |        |
| Total Tracking Ids: |                                | 1        | Total Qty:     |                                | 3.00           | Total Amount: |           | 17,365.00   |               |        |
| Total Bid:          |                                | 0.00     | Total State:   |                                | 0.00           | Total Other:  |           | 17,365.00   | Total Exempt: |        |
|                     |                                |          |                |                                |                |               |           | 0.00        |               |        |

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
ENGINEER'S STATUS REPORT  
December 4, 2020**

- M-0030-0317      Garden Street Pump Station Replacement
- Received Mount Holly Township comments at meeting on July 20, 2020. Received MHMUA comments on August 31, 2020. **Alaimo submitted documents for final review incorporating MHMUA and Township comments from August 2020 on November 3, 2020. Signed TWA submitted to NJDEP also.**
- M-0030-0320      Sludge Tank Conversion
- Alaimo will submit a proposal for final design for MHMUA review and comment.
- M-0030-0321      TSST Tank Demolition
- Alaimo upon MHMUA's request will submit a final design proposal for MHMUA review and comment.
- M-0030-0322      Reactor Demolition
- Alaimo will submit a design proposal for MHMUA review and comment.
- M-0030-0325      P.S. Corrosion Protection System
- Alaimo upon MHMUA's request to submit a design proposal and scope of work for MHMUA review and comment.
- M-0030-0328      **Blower GD 2 Replacement**
- Alaimo has been given authorization on the project and design has started. **Conference call was had with the MHMUA on December 3, 2020. Instruction is to put new blower and silencer inside existing Blower Room. Alaimo to submit mechanical design for MHMUA review by December 31, 2020.**

M-0030- Locker Room/Shower Facility

Alaimo sent preliminary sketches on layout options to the MHMUA on February 11, 2020 for review and comment. Alaimo received MHMUA comments on August 19, 2020 on option selected. Alaimo submitted proposal for authorization on September 30, 2020.

M-0031-0223 Lennar at Rancocas Creek

Sanitary sewer main and manhole installation has continued. Construction site inspection is ongoing. **Pump station to start-up on December 10, 2020.**

M-0031-0227 Fountain Square

Review and comment letter was issued on December 10, 2019 and designated as "Revise and Resubmit". Review and comment letter was issued on April 1, 2020 and designated as "Revise and Resubmit". Package was resubmitted on April 2, 2020. Review and comment letter issued on April 16, 2020. Documents were deemed "Approved as Noted".

M-0031-0230 Smithville Park Maintenance Facility

A revised documentation package was submitted on July 21, 2020, including Plumbing Plan and As-Built Details. An approval letter was issued August 12, 2020.

M-0031-0231 Dunkin Donuts Western Drive

Received revised package on November 21, 2019. Review and comment letter was issued on December 16, 2019. Received revised package on January 9, 2020. Review and comment letter was issued on February 10, 2020 and still noted as "Revise and Resubmit."

M-0031-0237 Hainesport Commerce Center

Revised documents were received on March 13, 2020. Review and comment letter was issued on March 19, 2020, designated as "Approved as Noted". A Performance Bond letter was issued on August 3, 2020. A revised approval letter was completed on October 28, 2020 adjusting the EDU's per MHMUA standards.



- M-0031-0238      The Reserve at Creekside  
Review and comment letter was issued on February 20, 2020 and deemed "Approved." Signed drawings were received on March 2, 2020.
- M-0031-0239      Westampton Logistics Center  
Review and comment letter was issued on April 10, 2020 and documents deemed "Approved as Noted". Shop drawings were reviewed the week of August 31, 2020.
- M-0031-0240      Parker's Landing  
Received documentation for review on April 17, 2020. Review and comment was issued on June 2, 2020 and package was deemed "Revise and Resubmit". A revised document package was received on October 22, 2020. **Review and comment letter was issued on November 23, 2020. Package deemed "Revise and Resubmit".**
- M-0031-0241**      Walters Group/Viking, Lumberton Family Apts., LLC  
TWA was approved on April 15, 2020. Received revised documents on July 28, 2020. Review and comment letters were issued on August 20 and August 28, 2020. Received revised documents for review on September 4, 2020. Final document review and bond estimate letter was issued on September 22, 2020. Shop Drawing review has started. **Sanitary main construction inspection was completed in October 2020.**

DJS/dal



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

**FOR**

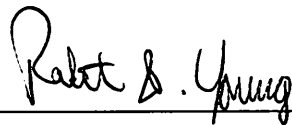
**December 10, 2020**

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### **PLANT OPERATIONS**

1. The **MONTHLY DISCHARGE MONITORING REPORT** summary for November, 2020 is included. There were **no violations** during the month of November.
2. The **YEAR TO DATE CONSUMABLES USAGE REPORT** for November, 2020 is attached.
3. The **SLUDGE QUALITY** data summaries through November, 2020 are attached. There were no significant changes in sludge quality for the period covered.
4. The **COLLECTION SYSTEM OPERATIONS REPORT** for November, 2020 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 November, 2020 is attached.

Respectfully submitted,



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Robert I. Young  
Operations Superintendent

## MONTHLY AVERAGE VALUES

| PARAMETER               | 10/20  | 11/20  | 12/20 | 01/21 | 02/21 | 03/21 | 04/21 | 05/21 | 06/21 | 07/21 | 08/21 | 09/21 | YEARLY AVERAGE        |                       | Limits |
|-------------------------|--------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----------------------|-----------------------|--------|
|                         |        |        |       |       |       |       |       |       |       |       |       |       | This Reporting Period | Last Reporting Period |        |
| POTW Flow               | 2.95   | 3.25   |       |       |       |       |       |       |       |       |       |       |                       |                       | 5      |
| CBOD5(influent)         | 204    | 229    |       |       |       |       |       |       |       |       |       |       |                       |                       | n/a    |
| CBOD5(effluent)         | < 2    | < 2    |       |       |       |       |       |       |       |       |       |       |                       |                       | 15     |
| COD(influent)           | 849    | 840    |       |       |       |       |       |       |       |       |       |       |                       |                       | n/a    |
| COD(effluent)           | 28.7   | 26.6   |       |       |       |       |       |       |       |       |       |       |                       |                       | n/a    |
| TSS(influent)           | 456    | 447    |       |       |       |       |       |       |       |       |       |       |                       |                       | n/a    |
| TSS(effluent)           | 2      | 2      |       |       |       |       |       |       |       |       |       |       |                       |                       | 30     |
| pH(influent-Max)        | 8.3    | 8.2    |       |       |       |       |       |       |       |       |       |       |                       |                       | n/a    |
| pH(influent-Min)        | 6.1    | 6.1    |       |       |       |       |       |       |       |       |       |       |                       |                       | n/a    |
| pH(effluent-Max)        | 7.1    | 6.7    |       |       |       |       |       |       |       |       |       |       |                       |                       | 9      |
| pH(effluent-Min)        | 6.4    | 6.3    |       |       |       |       |       |       |       |       |       |       |                       |                       | 6      |
| Oil & Grease (effluent) | < 3.8  | < 3.8  |       |       |       |       |       |       |       |       |       |       |                       |                       | 10     |
|                         |        |        |       |       |       |       |       |       |       |       |       |       |                       |                       |        |
| SQAR                    |        |        |       |       |       |       |       |       |       |       |       |       |                       |                       |        |
| Arsenic                 | < 11.8 | < 11.8 |       |       |       |       |       |       |       |       |       |       |                       |                       | 41     |
| Beryllium               | < 5.9  | < 5.9  |       |       |       |       |       |       |       |       |       |       |                       |                       | n/a    |
| Cadmium                 | < 2.9  | 4.2    |       |       |       |       |       |       |       |       |       |       |                       |                       | 39     |
| Chromium                | 24.3   | 23.5   |       |       |       |       |       |       |       |       |       |       |                       |                       | n/a    |
| Copper                  | 749    | 782    |       |       |       |       |       |       |       |       |       |       |                       |                       | 1500   |
| Lead                    | 22.9   | 30.1   |       |       |       |       |       |       |       |       |       |       |                       |                       | 300    |
| Mercury                 | 0.73   | 1      |       |       |       |       |       |       |       |       |       |       |                       |                       | 17     |
| Molybdenum              | 15     | 12.9   |       |       |       |       |       |       |       |       |       |       |                       |                       | 75     |
| Nickel                  | 21.7   | 15.5   |       |       |       |       |       |       |       |       |       |       |                       |                       | 420    |
| Selenium                | < 29.4 | < 29.5 |       |       |       |       |       |       |       |       |       |       |                       |                       | 100    |
| Zinc                    | 2270   | 2230   |       |       |       |       |       |       |       |       |       |       |                       |                       | 2800   |
| Cyanide                 | N/A    | N/A    |       |       |       |       |       |       |       |       |       |       |                       |                       | 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- 2020

| Fund Number | Consumable Name                 | Unit   |          |          |         |          |          |          |          |          |          |          |          |     | Actual   | Actual  | Actual       | Projected 2020 |              | 2020         |
|-------------|---------------------------------|--------|----------|----------|---------|----------|----------|----------|----------|----------|----------|----------|----------|-----|----------|---------|--------------|----------------|--------------|--------------|
|             |                                 | 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 | 141.70   | 150.04   | 160.34  | 175.61   | 142.20   | 164.25   | 172.37   | 196.58   | 333.55   | 424.32   | 374.15   |     | 2435.11  | 221.37  | \$1,453.27   | 2656.48        | \$1,585.39   | \$15,000.00  |
| 040-6045    | Diesel Fuel (gal) Vehicles **** | 2.8500 | 104.20   | 90.40    | 112.69  | 62.00    | 62.52    | 197.29   | 120.66   | 148.60   | 106.48   | 183.19   | 107.13   |     | 1295.16  | 117.74  | \$3,691.21   | 1412.90        | \$4,026.77   | \$5,000.00   |
| 020-6044    | Diesel Fuel (gal) Gen           | 2.2762 | 82.00    | 69.00    | 78.00   | 84.00    | 45.00    | 353.00   | 668.00   | 495.00   | 63.00    | 117.00   | 53.00    |     | 2107.00  | 191.55  | \$4,795.95   | 2298.55        | \$5,231.95   | \$20,000.00  |
| 022-6044    | Diesel Fuel (gal) Maple Ave     | 2.2762 | 31.00    | 31.00    | 63.00   | 31.00    | 31.00    | 229.00   | 937.00   | 219.00   | 62.00    | 94.00    | 31.00    |     | 1759.00  | 159.91  | \$4,003.84   | 1918.91        | \$4,367.82   | \$5,000.00   |
| 020-6106    | Ecogrow Nutrients               | 5.7500 | 15.00    | 15.00    | 15.00   | 15.00    | 15.00    | 15.00    | 15.00    | 15.00    | 15.00    | 15.00    | 15.00    |     | 165.00   | 15.00   | \$948.75     | 180.00         | \$1,035.00   | \$2,000.00   |
| 020-6041    | Electric (100 kwhr)             | 2.8010 | 2,352.00 | 2,156.00 | 2212.00 | 2,016.00 | 2,072.00 | 1,960.00 | 2,044.00 | 1,904.00 | 1,820.00 | 1,848.00 | 2,016.00 |     | 22400.00 | 2036.36 | \$62,742.40  | 24438.38       | \$68,446.25  | \$350,000.00 |
| 022-6041    | Electric (100 kwhr)Maple Ave    | 10.721 | 1,133.70 | 960.56   | 2094.20 | 208.02   | 232.79   | 146.37   | 140.07   | 170.97   | 334.26   | 255.14   | 364.20   |     | 6040.28  | 549.12  | \$64,757.84  | 6589.40        | \$70,644.92  | \$175,000.00 |
| 022-6102    | Hypochlorite - Maple Ave        | 1.0850 | 59.00    | 107.00   | 166.00  | 156.00   | 145.00   | 244.00   | 497.00   | 371.00   | 282.00   | 415.00   | 273.00   |     | 2715.00  | 246.82  | \$2,945.78   | 2961.82        | \$3,213.57   | \$5,000.00   |
| 020-6105    | Lime (lbs)                      | 0.0670 | 1,250.00 | 700.00   | 1200.00 | 900.00   | 1,050.00 | 1,100.00 | 900.00   | 900.00   | 900.00   | 1,100.00 | 1,200.00 |     | 11200.00 | 1018.18 | \$1,086.40   | 12218.18       | \$1,185.16   | \$1,000.00   |
| 020-6104    | MgOH (gal)                      | 2.4013 | 2,809.00 | 2,763.00 | 2627.00 | 1,489.00 | 2,712.00 | 2,525.00 | 3,120.00 | 2,723.00 | 168.00   | 1,348.00 | 2,420.00 |     | 24704.00 | 2245.82 | \$59,321.72  | 26949.82       | \$64,714.60  | \$63,000.00  |
| 020-6046    | Natural Gas (ccf)               | 1.0315 | 55.10    | 61.00    | 17.20   | 63.00    | 4.00     | 18.70    | 37.00    | 16.70    | 4.80     | 5.00     | 12.00    |     | 294.50   | 26.77   | \$303.78     | 321.27         | \$331.39     | \$7,500.00   |
| 022-6045    | Natural Gas (ccf) Maple Ave     | 1.1252 | 886.606  | 882.598  | 2381.00 | N/A      | 143.139  | 54.478   | 4.273    | 4.273    | 3.205    | 21.364   | 47.001   |     | 4427.94  | 442.79  | \$4,982.31   | 5313.52        | \$5,978.78   | \$5,000.00   |
| 020-6102    | Peracetic Acid (gal)            | 7.2500 | 663.00   | 600.00   | 645.00  | 632.00   | 609.00   | 584.00   | 605.00   | 688.00   | 526.00   | 1018.00  | 597.00   |     | 7167.00  | 651.55  | \$51,960.75  | 7818.55        | \$56,684.45  | \$82,000.00  |
| 020-6101    | Polymer (lbs)                   | 1.6800 | 1,980.00 | 1,860.00 | 1470.00 | 1,500.00 | 1,410.00 | 1,800.00 | 2,260.00 | 1,580.00 | 1,360.00 | 1,570.00 | 1,430.00 |     | 18220.00 | 1656.36 | \$30,609.60  | 19876.36       | \$33,392.29  | \$55,000.00  |
| 040-6045    | Unleaded-MUA (gal) Pit Tank     | 2.1955 | 24.10    | 8.40     | 52.20   | 78.10    | 63.1     | 78.90    | 44.70    | 101.80   | 89.40    | 42.40    | 56.20    |     | 639.30   | 58.12   | \$1,403.58   | 697.42         | \$1,531.18   | \$145,000.00 |
| 040-6045    | Unleaded-MUA (gal) ****         | 2.5600 | 695.12   | 580.42   | 294.03  | 608.07   | 678.05   | 637.75   | 578.81   | 651.58   | 507.59   | 621.20   | 574.59   |     | 6427.21  | 584.29  | \$16,453.68  | 7011.50        | \$17,949.44  |              |
| Subtotal    |                                 |        |          |          |         |          |          |          |          |          |          |          |          |     |          |         | \$311,460.83 |                | \$340,318.98 | \$935,500.00 |

## Collection System Consumables

|          |                           |        |          |          |         |          |          |           |          |           |          |          |          |  |           |          |              |            |              |                |
|----------|---------------------------|--------|----------|----------|---------|----------|----------|-----------|----------|-----------|----------|----------|----------|--|-----------|----------|--------------|------------|--------------|----------------|
| 040-6104 | Bioxide (gals)            | 2.8900 | 2,721.00 | 1,959.00 | 1952.00 | 1,759.50 | 2,314.00 | 2,220.40  | 2,299.30 | 2,022.60  | 2,776.40 | 3,224.00 | 3,169.30 |  | 6,632.00  | 2,210.67 | \$19,166.48  | 26,528.00  | \$76,665.92  | \$90,000.00    |
| 040-6044 | Diesel Fuel (gal) P/S Gen | 2.2762 | 35.00    | 20.10    | 38.10   | 22.10    | 21.20    | 171.40    | 20.00    | 144.87    | 19.70    | 31.10    | 26.40    |  | 93.20     | 31.07    | \$212.14     | 372.80     | \$848.57     | \$500.00       |
| 040-6046 | Natural Gas (ccf)         | 1.0315 | 8,864.00 | 8,330.00 | 8117.00 | 5,500.00 | 3,700.00 | 63,300.00 | 4,800.00 | 83,400.00 | 3,900.00 | 5,300.00 | 5,400.00 |  | 25,311.00 | 8,437.00 | \$26,108.30  | 101,244.00 | \$104,433.19 | \$3,500.00     |
| Subtotal |                           |        |          |          |         |          |          |           |          |           |          |          |          |  |           |          | 45,486.92    |            | 181,947.67   | 94,000.00      |
| Total    |                           |        |          |          |         |          |          |           |          |           |          |          |          |  |           |          | \$356,947.75 |            | \$522,266.65 | \$1,029,500.00 |

Mount Holly Municipal Utilities Authority

Report Date: 12/01/2020

Receipt Summary Report for the Period

11/2/2020 Through 11/30/2020

Page 1

| Source Name                         | Waste Type    | Flow, gpd | Total Gallons | Total Tons | No. of Trucks | Average % Solids | Amount Charged |
|-------------------------------------|---------------|-----------|---------------|------------|---------------|------------------|----------------|
| A & L SEPTIC SERVICES               | Septage       | 12860     | 398,650       |            | 81            | 0.5              | \$16,091.00    |
| AAA Septic                          | Septage       | 1061      | 32,900        |            | 7             | 1.0              | \$1,452.30     |
| BEMS / BIG HILL LANDFILL            | Leachate      | 2903      | 89,982        |            | 18            | 0.6              | \$3,509.30     |
| BROWN, ALBERT S.                    | Septage       | 516       | 16,000        |            | 4             | 0.8              | \$640.00       |
| Burlington County RRF PO# 13-09265  | Leachate      | 29154     | 903,777       |            | 151           | 0.5              | \$16,267.99    |
| Champion Contracting, LLC           | Septage       | 2432      | 75,400        |            | 18            | 0.6              | \$3,016.00     |
| Colgate-Palmolive Company           | Miscellaneous | 210       | 6,500         |            | 1             | 0.2              | \$780.00       |
| DREDGE HARBOR BOAT CENTER LLC       | Septage       | 226       | 7,000         |            | 1             | 0.1              | \$280.00       |
| Deckers Septic                      | Septage       | 8729      | 270,600       |            | 82            | 0.2              | \$10,824.00    |
| Dey Farms                           | Miscellaneous | 1345      | 41,700        |            | 7             | 0.3              | \$2,085.00     |
| Dimeglio Septic                     | Septage       | 813       | 25,200        |            | 7             | 0.1              | \$1,008.00     |
| Drayton                             | Septage       | 8726      | 270,500       |            | 58            | 0.5              | \$10,820.00    |
| Drayton Transfer Station            | Septage       | 4419      | 137,000       |            | 28            | 0.7              | \$5,480.00     |
| Fieldsboro                          | Sludge        | 323       | 10,000        |            | 2             | 1.3              | \$800.00       |
| First Choice Waste Disposal, LLC    | Septage       | 323       | 10,000        |            | 2             | 1.0              | \$400.00       |
| Homestead Treatment Utilities, Inc. | Sludge        | 465       | 14,400        |            | 3             | 0.6              | \$590.40       |
| Jackson Transfer Station            | Septage       | 3410      | 105,700       |            | 19            | 1.0              | \$4,228.00     |
| Joseph J Carbin Plumbing            | Septage       | 581       | 18,000        |            | 8             | 0.8              | \$785.25       |
| L & L Pumping Septic Services       | Septage       | 1084      | 33,600        |            | 7             | 0.7              | \$1,344.00     |
| Laird & Company                     | Miscellaneous | 715       | 22,152        |            | 4             | 0.5              | \$1,018.99     |
| Medford Township STP                | Sludge        | 10568     | 327,600       |            | 60            | 1.6              | \$18,018.00    |
| Mobile Estates of Southampton, Inc. | Sludge        | 484       | 15,000        |            | 3             | 1.9              | \$1,200.00     |
| Palmyra                             | Sludge        | 210       | 6,500         |            | 1             | 2.2              | \$325.00       |
| Puglisi Egg Farms. Inc.             | Septage       | 968       | 30,000        |            | 5             | 0.5              | \$1,200.00     |
| Russell Reid                        | Septage       | 681       | 21,100        |            | 4             | 0.5              | \$844.00       |
| State Environmental Services        | Septage       | 803       | 24,900        |            | 6             | 0.4              | \$996.00       |
| United Hospital Supply Corp.        | Miscellaneous | 465       | 14,400        |            | 3             | 0.7              | \$720.00       |
| Waste Management/Parklands Landfill | Leachate      | 1458      | 45,200        |            | 11            | 0.4              | \$1,130.00     |

Total  
Gallons  
2,973,761

Total  
Tons  
0

No. of  
Trucks  
601

Amount  
Charged  
\$105,853.23

**YEARLY TOTALS OF COLLECTION SYSTEM WORK**

**R-23A**

**YEAR 2020**

| MONTH |  | JAN    | FEB   | MAR    | APR   | MAY  | JUN   | JUL   | AUG   | SEP   | OCT   | NOV   | DEC | TOTAL  |
|-------|--|--------|-------|--------|-------|------|-------|-------|-------|-------|-------|-------|-----|--------|
| 1)    | MISCELLANEOUS BEEPER CALL                | 7      | 10    | 10     | 4     | 5    | 17    | 12    | 7     | 7     | 4     | 4     |     | 87     |
| 2)    | MISCELLANEOUS CALLS NOT OURS             | 1      | 0     | 3      | 0     | 1    | 3     | 2     | 1     | 1     | 0     | 1     |     | 13     |
| 3)    | NUMBER OF OVERTIME CALLS                 | 6      | 10    | 6      | 3     | 2    | 6     | 10    | 6     | 3     | 2     | 2     |     | 56     |
| 4)    | ACTUAL OTHER BILLABLE MANHOURS           | 0      | 0     | 0      | 0     | 0    | 0     | 0     | 0     | 0     | 0     | 0     |     | 0      |
| 5)    | NUMBER OF FEET OF PIPE CLEANED           | 34,494 | 29744 | 32,963 | 24304 | 5935 | 48859 | 46136 | 51803 | 31589 | 10035 | 14900 |     | 330762 |
| 6)    | MANHOLE OVERFLOW INCIDENTS               | 0      | 0     | 0      | 0     | 0    | 0     | 0     | 1     | 0     | 0     | 0     |     | 1      |
| 7)    | LATERAL INSPECTIONS                      | 6      | 3     | 0      | 3     | 1    | 2     | 1     | 0     | 3     | 1     | 1     |     | 21     |
| 8)    | MANHOLE INSPECTIONS                      | 17     | 13    | 12     | 10    | 4    | 18    | 12    | 12    | 10    | 12    | 16    |     | 136    |
| 9)    | TOTAL NUMBER OF SERVICE CALLS (STOPPAGE) | 10     | 6     | 6      | 5     | 2    | 8     | 6     | 6     | 6     | 6     | 7     |     | 68     |
| 10)   | NUMBER OF SERVICE CALLS NOT OUR PROBLEM  | 9      | 6     | 6      | 4     | 2    | 7     | 6     | 5     | 6     | 6     | 7     |     | 64     |
| 11)   | NUMBER OF OVERTIME SERVICE               | 6      | 1     | 2      | 1     | 1    | 1     | 4     | 2     | 0     | 1     | 1     |     | 20     |
| 12)   | NUMBER OF REPEAT SERVICE CALLS **        | 0      | 0     | 0      | 0     | 0    | 0     | 0     | 0     | 0     | 0     | 0     |     | 0      |
| 13)   | NUMBER OF SECOND WATER METER READINGS    | 11     | 4     | 4      | 0     | 0    | 0     | 0     | 18    | 25    | 10    | 7     |     | 79     |
| 14)   | NUMBER OF FEET OF PIPE SMOKE TESTED      | 0      | 0     | 0      | 0     | 0    | 0     | 0     | 0     | 0     | 0     | 0     |     | 0      |
| 15)   | NUMBER OF FEET OF PIPE TELEVIEWED        | 80     | 0     | 80     | 0     | 0    | 405   | 0     | 0     | 0     | 398   | 366   |     | 1329   |
| 16)   | MARK OUT REQUESTS                        | 309    | 185   | 352    | 308   | 487  | 508   | 452   | 439   | 370   | 394   | 346   |     | 4150   |

\*\* SAME MAIN IN A 3 MONTH PERIOD

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

October 2020 through September 2021  
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 | 3               | 3              | 0                              | 0           | 1                      | 1           | 2               | 2           |
| Number of IUs added to POTW Monitoring Program                       |                 | 0              |                                | 0           |                        | 0           |                 | 0           |
| Number of IUs eliminated from POTW Monitoring Program                |                 | 0              |                                | 0           |                        | 0           |                 | 0           |
| Total number of POTW inspections of IUs.                             |                 | 3              |                                | 0           |                        | 1           |                 | 2           |
| Total number of POTW sampling visits to IUs.                         |                 | 5 <sup>1</sup> |                                | 0           |                        | 1           |                 | 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: Dey Farm, United Hospital Supply

**Bulk Waste Monitoring November, 2020**

|   | November | October | October 2020-<br>September 2021 | October 2019-<br>September 2020 |
|---|----------|---------|---------------------------------|---------------------------------|
| 1. Number of bulk delivery pH, T.S. and sensory checks:   | 601      | 718     | 1,319                           | 7,567                           |
| 2. Number of bulk delivery conventional pollutant checks: | 0        | 0       | 0                               | 62                              |
| 3. Number of bulk septage sources:                        | 16       | 18      | 18                              | 23                              |
| 4. Number of bulk sludge sources:                         | 5        | 7       | 8                               | 13                              |

Sampling (October): None  
Inspections (October): None

TABLE AR-7  
Mount Holly Sewerage Authority NJPDES 0024015  
SUMMARY OF VIOLATIONS OF LOCAL, STATE, AND FEDERAL PRETREATMENT REGULATIONS  
November, 2020

| 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  |
| United Hospital Supply         | 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  
November, 2020

| November, 2020                 |    |    |    |    |   |    |    |   |   |                |    |     |     |    |    |     |     |    |  |
|--------------------------------|----|----|----|----|---|----|----|---|---|----------------|----|-----|-----|----|----|-----|-----|----|--|
| 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  |  |
| United Hospital Supply         | 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 |

**December 3, 2020**  
**MHMUA STATUS REPORT**  
**Safety Director and Special Projects & Purchasing Agent**  
**MONTHLY AGENDA UPDATE for November 2020**

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Claims:

- Plant Operator – 10/22/2020
  - Employee had follow-up on 11/2/2020 with Ortho and an MRI was completed
    - Diagnosed with partial tear of cartilage in elbow
      - Received injections and completing therapy
      - Still working at modified duty
- Motor Vehicle Accident, Plant Operations – 11/04/2020
  - Process Acord Property Loss Report with photos and FROI and email to Don at Qual-Lynx
  - Work with Russ to schedule truck for estimate
  - Meet with Leo from 1<sup>st</sup> Alert Appraisals for damage inspection
  - Email repair estimate and accident report from MHPD to Doris and Joe at Qual-Lynx and Leo 1<sup>st</sup> Alert Appraisals
    - Vehicle totaled based on age and cost to repair
  - Complete paperwork for title transfer (Principal Owner of Record, Title, etc.) have notarized, email and mail to 1<sup>st</sup> Alert Appraisals
  - Emails to 1<sup>st</sup> Alert Appraisals and Doris inquiring about retention of truck for in-plant use
    - 1<sup>st</sup> Alert Appraisals advised Qual-Lynx will advise if possible based on salvage costs
- Edward St. & Maple Ave. Storm Damage
  - Repairs/replacement of fence complete and claim closed

**2020 Employee Incident/Injury Reports – Workers Compensation - \* Indicates submittal to Qual-Care/Qual-Lynx\***

| DOL       | Lost Time Days | Restricted Duty Days | DESCRIPTION   | TYPE                           |
|-----------|----------------|----------------------|---|--------------------------------|
| 05/05/20  | 0              | 3                    | Struck in left forearm by rotating handle of davit winch  | Abrasion/contusion / Struck by |
| 05/08/20  | 0              | 0                    | Plant operator felt discomfort in left calf as he exited the cab of the new F-250 at Maple Avenue. No offsite treatment required  | Sprain/Strain                  |
| *07/29/20 | 0              | 5                    | Emp. Vehicle rear-ended by commercial vehicle while stopped at res light  | Upper body sprain strain       |
| *10/22/20 | 0              | 28 Ongoing           | Plant operators were turning a “tight” valve at Maple Ave. CCT when one heard/felt a “pop” in right elbow causing pain from elbow to thumb. Because of time of injury, directed employee to ER. Had follow-up with Ortho and MRI. Diagnosed with partial tear, received injections and completing therapy | Right elbow                    |

**2020 General Liability – \* Indicates submittal to Qual Lynx\***

| DOI        | DESCRIPTION          |   |
|------------|----------------------|---|
| 01/28/2020 | Ms. Cadiente         | Alleged T/F in sinkhole at Mi-Place Apts., inspected area and emailed info and photos to Qual-Lynx w/copy to Brian  |
| 04/28/20   | County of Burlington | Boom of VACTOR allegedly struck variable message board on shoulder of Route 541 as part of Property claim below   |
| *09/18/20  | Robert Mitchell      | Claimant reports he stepped on and fell into a “manhole” that was identified as a New Jersey American Water meter pit in front of 154 Grant Street resulting in multiple extremity injuries |

**2020 Property/Automobile Damage – \* Indicates submittal to Qual Lynx\***

| DOI        | DESCRIPTION   |
|------------|---|
| *04/28/20  | The elbow of the VACTOR boom caught a low hanging wire on the exit from Route 541 to Woodlane Road causing the boom to lift out of the support bracket, bending and breaking the boom sleeve        |
| *07/29/20  | Truck 55 rear-ended by commercial vehicle while stopped at red light  |
| *11/4/2020 | Truck 56 rear-ended by a passenger vehicle while stopped at the intersection of High Street and Rancocas Road. No injury to employee but truck has been totaled by 1 <sup>st</sup> Alert Appraisals |

Health & Safety:

- Confined Space
  - Complete inspections and calibrations of multi-meters at all locations
- COVID-19 - Executive Order EO#192
  - Completed revisions to the draft COVID19 policy to comply with EO#192

- Created compliance chart to be displayed in work areas including information regarding the proper use of digital non-touch forehead thermometers
- Discussions with management regarding implementation of required daily health checks
- Worked with Brandy to create web-based remote daily health check questionnaire to be completed by employees prior to entering any facility
- Completed teleconference with Qualtrics to review their software for tracking employee self/well check compliance
- Emails to employees regarding November 5<sup>th</sup> implementation as required by EO#192 for
- Daily monitoring of employee activity completing the web-based questionnaire
- Created Excel tracking sheet for weekly activity, monitoring and reporting purposes and email weekly daily health check sheets to all departments
- Provided additional information to an employee that had a positive NON-Work-related exposure required for return-to-work
- Drafted and emailed additional Safety and E-training Bulletins updating COVID-19 travel restrictions, social distancing requirements and highlighting the differences in symptoms and personal responses to cold, flu and COVID, and other related issues
- Provided guidance, testing and self-monitoring information to management and employees that reported potential non-work-related exposures
- First Aid Kits & Safety Equipment:
  - Checked and refilled first aid kits and ordered additional supplies
- Incinerator Stack:
  - Emails from employees regarding debris (brick & mortar) that falls from incinerator stack and has the potential to strike employees or vehicles
    - Discussed at Safety Committee meeting
      - Started working on draft specification for demolition of the incinerator stack at Rancocas Road
        - Demolition will require the services of an Environmental Engineer for related issues (asbestos, silica, etc.)
- Regulatory Updates:
  - Continue reviewing regulatory websites, periodicals, etc. to identify the need for revision to Authority Safety Manual, policies, training and safety bulletins
- Safety Bulletin:
  - See updated tables below
- Safety Committee:
  - Processed minutes from meeting and emailed to all members
    - Revised per Russ to reflect completion of outstanding item at Rancocas Road
  - Next telephonic meeting scheduled for Tuesday, December 15, 2020 @ 1330
- Safety Manual
  - Fleet Safety Policy
    - Started reviewing federal and state regulations and updating the existing policy
    - Will include greater detail regarding compliance with Federal Motor Carrier Safety Administration (FMCSA) regulations pertaining to the Federal "Clearinghouse" for commercial motor vehicle (CMV) operator and commercial driver license (CDL) information

#### NJDEP:

- Updated air permit files for all locations and assisted Jason with documents required for upcoming County Health inspection of the pump stations

#### NJUA:

- Completed a Loss Control Survey of nine (9) Westampton pump stations with NJUAJIF Safety Director Brian Maitlin from J A Montgomery
  - Prior to the survey, provided Brian addresses, cross streets and map snippets for each location
- Review Loss Control report received from Danielle, update Safety binder with report, safety and E-training bulletins

#### MEL:

- Review agenda and minutes from previous Safety & Education Committee meeting in preparation for the upcoming meeting
- Emails to/from Brian Monaghan regarding EPL manual updates, forward to Mike with offer to assist

#### Purchasing & Contracts:

- Airgas Safety
  - Emails to Coleen at Airgas Safety for pricing of PPE and first aid supplies

- Received, distributed and balance placed in inventory
- Arc Flash:
  - Produced replacement arc flash labels as requested by the electricians for Plant Safety
  - Received, reviewed, and disseminated a project update received from EG&R towards completion of contract
    - Tony and Wayne will review and advise of any concerns or revisions
- Certified Environmental Laboratory Services
  - Process Letter of Award (resolution and contracts for signature) and mail to ALS Environmental
- PPA Supply
  - Calls and emails to/from Eric at PeroxyChem and Davis at Bio Safe regarding bid tabulation
    - Process Letter of Award (resolution and contracts for signature) and mail to PeroxyChem
- Propane
  - Calls and emails to/from Kate and Steve at Allen's regarding scheduling change-out of the existing propane storage tanks owned by AmeriGas
  - Emails to affected department supervisors to confirm the date, time, and location for project initiation
    - All work completed on Friday, November 20, 2020
  - Pat has contacted AmeriGas to schedule removal of their storage tanks
- Rancocas Road Slide Gates
  - Gates were delivered and purchase order processed
- Roll Off Truck:
  - Continue to search for a financially feasible option to replace the aging roll-off truck currently in use
    - Drafted "rough" RFP outline for 2018 or newer model and reviewed with Bob and Russ
      - Russ also reviewed with maintenance
    - After discussion with several haulers and in consideration of cost verses needs, the draft will be made more generic
- Tarnsfield Pump Station Replacement Generator
  - Updates files with follow-up emails and paperwork needed to establish accounts for both supplier and customer
    - Tentative delivery is 2<sup>nd</sup> week of December

#### Training:

- In-person training has been postponed until such time as assembly and social distancing restrictions are lifted
  - Provided Russ with dates, times, and courses for new employee training
- American Heart Association (AHA)
  - I will need to complete the 2020 Instructor Update webinar required by the AHA
- E-Training Bulletins – Started drafts of four (4)
  - Chain Saw Operations
  - Defensive Driving
  - Landscaping Equipment
  - Power Tool Safety

| 2020 In-Person Training Programs                                   | # of Seminars |
|--|---------------|
| Accident/Incident Investigation                                    |               |
| Aerial Lifts and Truck-Mounted Aerial Devices                      |               |
| Asbestos, Silica & Lead Awareness, including NJ Dry Cutting law    |               |
| Back Safety/Material Handling                                      |               |
| Bloodborne/Waterborne Pathogens (Communicable Disease)             | 6             |
| Confined Space Entry/Fall Protection/Multi-Gas Meters              | 7             |
| CPR / AED / First Aid  |               |
| Defensive Driving  |               |
| Electrical Safety / Arc Flash / Lockout Tagout (LOTO)              | 2             |
| Employment Practices Liability Harassment/Hostile Work Environment |               |
| Federal Motor Carrier Safety Administration Regulations (FMCSA)    |               |
| Fire Extinguishers / Fire Safety/Hot Work & Welding                | 2             |
| Hand & Power Tools, Powder Actuated Tools & Chainsaw Safety        |               |
| Hazard Communication (NJ RTK) w/ Global Harmonizing System (GHS)   | 6             |
| Hazardous Materials Level One Awareness                            | 2             |
| Heavy Equipment Safety   |               |
| Jetter/VACTOR Truck Safety Awareness                               |               |
| Ladder Safety/ Walking & Working Surfaces                          |               |

|  |           |
|--|-----------|
| Level One Awareness                              |           |
| National Incident Management System (NIMS)       |           |
| PPE & Respiratory Protection                     |           |
| Office Safety                                    |           |
| Spill Prevention Control & Countermeasure (SPCC) |           |
| Trench & Shore (Excavation Safety)               |           |
| Work Zone/Flagger                                |           |
| <b>TOTAL YTD</b>                                 | <b>25</b> |

Listed below are the Safety Bulletins and E-Training Bulletins that have been distributed to employees YTD

| <b>Safety Bulletins</b>  | <b>E-Training Bulletins</b>  |
|--|--|
| 3M/DBI SALA Winch<br>Highlights of Excavation<br>March Ladder Safety Month<br>Coronavirus Protocols<br>Nutritional Culture Shift<br>Combating Stress Through Nutrition<br>Understanding Nutrition Labels<br>EPIC Underwriters/CNA Safety News<br>COVID-19 Disinfect to Protect<br>MEL Safety Institute COVID-19 for Water & Wastewater<br>Reuse of Respiratory Protection<br>COVID-19<br>EPIC Underwriters/CNA Property Updates<br>Reducing Risk of Skin Cancer<br>The Heat is ON, Preventing Heat Stresses<br>Complacency in Workplace<br>COVID Travel Advisory<br>Maple Avenue Fire Alarm Upgrades<br>COVID-19 Understanding Contact Tracing<br>COVID-19 Workplace Safety<br>Workers Compensation, Non-Compensable Injuries At Work<br>Overview of Excavation Fatality<br>National Safety Council Update, Increased Drug Use in the Workplace<br>Workplace Bulletin – Performing Daily Health Checks<br>COVID-19 Updates with Cold, Flu and COVID Symptom Comparison | Communicable Disease/Waterborne Pathogens<br>Excavation Safety<br>Confined Space Safety<br>Multi Gas Meters<br>Personal Fall Protection<br>Electrical Safety<br>Arc Flash Safety<br>Lock-Out/Tag-Out<br>Fire Safety & Hot Work<br>Personal Protective Equipment (PPE)<br>Respiratory Protection<br>Personal Protective Equipment<br>First Aid & Medical Emergencies Part 1<br>Stopping the Bleed, Medical Emergencies Part 2<br>CPR & AED, Medical Emergencies Part 3<br>Respiratory Difficulties, Medical Emergencies Part 3<br>Respiratory Difficulties, Medical Emergencies Part 4<br>Overview of Executive Order #192 and Authority Daily Health Check Protocols |

### **Permit Required Confined Space Entries – January 1, 2020 thru December 31, 2020**

#### **Activity to be Reported Quarterly**

Report from Collection System may not be available at time of report and will be included in next month's report

| <b>2020 Confined Space Entry Activity by Location</b>   |           |           |            |              |           |           |             |           |           |           |          |     |              |
|---|-----------|-----------|------------|--------------|-----------|-----------|-------------|-----------|-----------|-----------|----------|-----|--------------|
| <b>Rancocas Road Treatment Plant</b>  |           |           |            |              |           |           |             |           |           |           |          |     |              |
|   | Jan       | Feb       | Mar        | Apr          | May       | June      | July        | Aug       | Sept      | Oct       | Nov      | Dec | <b>TOTAL</b> |
| Grit/Screen   | 0         | 0         | 1          | 0            | 0         | 0         | 0           | 0         | 0         | 0         | 0        |     | <b>1</b>     |
| Trickling Filters   | 1         | 1         | 1          | 1            | 0         | 1         | 2           | 1         | 1         | 0         | 1        |     | <b>9</b>     |
| Other   | 11        | 5         | 12         | 14           | 4         | 8         | 7           | 12        | 5         | 5         | 3        |     | <b>83</b>    |
| <b>TOTAL</b>  | <b>12</b> | <b>6</b>  | <b>14</b>  | <b>15</b>    | <b>4</b>  | <b>9</b>  | <b>9</b>    | <b>13</b> | <b>6</b>  | <b>5</b>  | <b>4</b> |     | <b>97</b>    |
| <b>Maple Avenue Treatment Plant</b>   |           |           |            |              |           |           |             |           |           |           |          |     |              |
|   | Jan       | Feb       | Mar        | Apr          | May       | June      | July        | Aug       | Sept      | Oct       | Nov      | Dec | <b>TOTAL</b> |
| <b>TOTAL</b>  | <b>0</b>  | <b>0</b>  | <b>2</b>   | <b>1</b>     | <b>1</b>  | <b>6</b>  | <b>0</b>    | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b> |     | <b>10</b>    |
| <b>Collection System</b>  |           |           |            |              |           |           |             |           |           |           |          |     |              |
|   | Jan – Mar |           |            | April – June |           |           | July – Sept |           |           | Oct – Dec |          |     |              |
| Pump Stations   | 71        | 76        | 113        | 80           | 59        | 79        | 77          | 69        | 61        | 44        | 2        |     | <b>730</b>   |
| <b>Combined</b>   | <b>83</b> | <b>82</b> | <b>129</b> | <b>96</b>    | <b>64</b> | <b>94</b> | <b>86</b>   | <b>82</b> | <b>67</b> | <b>49</b> | <b>5</b> |     | <b>838</b>   |
| <b>Hot Work Permits – (for welding/cutting/brazing/grinding) - January 1, 2020 thru December 31, 2020</b> |           |           |            |              |           |           |             |           |           |           |          |     |              |
|   | Jan       | Feb       | Mar        | Apr          | May       | June      | July        | Aug       | Sep       | Oct       | Nov      | Dec | <b>Total</b> |
| <b>Plant R &amp; M</b>  | <b>1</b>  | <b>0</b>  | <b>2</b>   | <b>4</b>     | <b>1</b>  | <b>1</b>  | <b>3</b>    | <b>2</b>  | <b>1</b>  | <b>0</b>  | <b>1</b> |     | <b>16</b>    |

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
BANK BALANCE REPORT  
NOVEMBER 2020**

| <b><u>BANK ACCOUNTS</u></b> | <b><u>REGISTRATION</u></b>    | <b><u>AMOUNT</u></b> |                     |
|-----------------------------|-------------------------------|----------------------|---------------------|
| WSFS Bank                   | MHMUA Escrow Account          | \$                   | 211,348.17          |
| WSFS Bank                   | MHMUA Self Insured UE Fund    | \$                   | 50,569.71           |
| WSFS Bank                   | MHMUA Payroll                 | \$                   | 57,623.59           |
| WSFS Bank                   | MHMUA Operating Fund          | \$                   | 544,189.22          |
| Republic Bank               | MHMUA Operating Fund          | \$                   | 2,750.00            |
| WSFS Bank                   | MHMUA Trustee Deposit Account | \$                   | 2,245,245.84        |
| WSFS Bank                   | MHMUA FSA Account             | \$                   | 6,605.25            |
|                             |                               | <b>\$</b>            | <b>3,118,331.78</b> |

| <b><u>ACCOUNTS HELD IN TRUST</u></b> |                       |           |                        |
|--------------------------------------|-----------------------|-----------|------------------------|
| T.D. Wealth Management               | Debt Service Reserve  | \$        | 2,839,083.96 In Trust  |
| T.D. Wealth Management               | Revenue Fund          | \$        | 2,458,936.51 In Trust  |
| T.D. Wealth Management               | Renewal & Replacement | \$        | 21,090,812.01 In Trust |
| T.D. Wealth Management               | Debt Service Fund     | \$        | 1,369,704.87 In Trust  |
|                                      |                       | <b>\$</b> | <b>27,758,537.35</b>   |

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| <b>Debt Service payment December 1, 2020:</b> |                      | <b><u>DEBT SERVICE SCHEDULED PAYMENTS (P&amp;I) FOR 2020:</u></b> |                        | <b><u>NJEIT FEES</u></b> |
|---|----------------------|---|------------------------|--------------------------|
|   |                      | Due 2.1.20  | \$ 263,645.76          | 18,960.00                |
| Total Debt Payment 12/1/2020                  | \$ 869,690.63        | Due 6.1.20  | \$ 359,690.63          |                          |
| Balance 11/30/2020                            | \$ 1,369,704.87      | Due 8.1.20  | \$ 1,341,556.02        | 18,960.00                |
|   |                      | Due 12.1.20   | \$ 869,690.63          |                          |
| <b>Debt Service (Required)/Available</b>      | <b>\$ 500,014.24</b> |   | <b>\$ 2,834,583.04</b> | <b>\$ 37,920.00</b>      |

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
SCHEDULE OF CASH IN/OUT  
FOR THE YEAR 2020**

| <b>SOURCE OF INCOME</b>    | <b>JANUARY</b>       | <b>FEBRUARY</b>      | <b>MARCH</b>           | <b>APRIL</b>         | <b>MAY</b>           | <b>JUNE</b>            | <b>JULY</b>          | <b>AUGUST</b>          | <b>SEPTEMBER</b>     | <b>OCTOBER</b>         | <b>NOVEMBER</b>      | <b>DECEMBER</b> | <b>TOTAL</b>           |
|----------------------------|----------------------|----------------------|------------------------|----------------------|----------------------|------------------------|----------------------|------------------------|----------------------|------------------------|----------------------|-----------------|------------------------|
| METER SERVICE              | 1,299,479.57         | 1,015,067.90         | 951,336.81             | 1,150,809.91         | 966,378.44           | 875,688.17             | 1,101,719.12         | 1,031,498.59           | 956,342.81           | 1,485,783.30           | 1,186,372.27         |                 | 12,020,476.89          |
| CONNECTION FEES            | 14,172.98            | 319,232.00           | 200,518.50             | 98.00                | 638,464.00           | -                      | 118,812.25           | 14,848.00              | 315,319.25           | 110,509.80             | -                    |                 | 1,731,974.78           |
| APPLICATION FEES           | 960.00               | 600.00               | 445.00                 | 180.00               | 495.00               | 470.00                 | 505.00               | 710.00                 | 900.00               | 660.00                 | 540.00               |                 | 6,465.00               |
| SLUDGE/SEPTAGE/LEACH.      | 73,667.07            | 123,889.83           | 91,586.96              | 89,548.03            | 113,195.52           | 128,709.62             | 163,095.91           | 102,155.37             | 107,226.52           | 108,367.10             | 152,177.81           |                 | 1,253,619.74           |
| OUTSIDE SERVICES           | -                    | 70,218.18            | 877.00                 | 1,169.64             | -                    | -                      | 747.96               | -                      | 310.00               | 1,866.90               | -                    |                 | 75,189.68              |
| RENTAL INCOME              | 4,392.86             | 4,406.58             | -                      | 8,021.33             | 3,627.49             | 5,929.35               | 4,428.19             | 750.00                 | 750.00               | 4,521.67               | 8,667.17             |                 | 45,494.64              |
| MISCELLANEOUS              | 117,409.14           | 25,505.75            | 1,739.57               | 1,739.57             | 10,866.45            | 1,754.57               | 5,239.57             | 87,487.57              | 2,483.39             | 253,899.21             | 2,304.47             |                 | 510,429.26             |
| INTEREST INCOME            | 26,198.97            | 32,126.66            | 19,889.51              | 13,284.68            | 9,183.67             | 3,428.29               | 3,089.79             | 3,411.28               | 440.20               | 5,700.37               | 2,071.25             |                 | 118,824.67             |
| <b>TOTAL CASH IN</b>       | <b>1,536,280.59</b>  | <b>1,591,046.90</b>  | <b>1,266,393.35</b>    | <b>1,264,851.16</b>  | <b>1,742,210.57</b>  | <b>1,015,980.00</b>    | <b>1,397,637.79</b>  | <b>1,240,860.81</b>    | <b>1,383,772.17</b>  | <b>1,971,308.35</b>    | <b>1,352,132.97</b>  | <b>-</b>        | <b>15,762,474.66</b>   |
| <b>EXPENDITURES</b>        |                      |                      |                        |                      |                      |                        |                      |                        |                      |                        |                      |                 |                        |
| CHECK REGISTER             | (374,920.00)         | (444,532.10)         | (703,328.90)           | (215,918.78)         | (645,509.67)         | (614,673.61)           | (572,815.72)         | (500,437.36)           | (194,541.75)         | (363,948.41)           | (402,581.53)         |                 | (5,033,207.83)         |
| PAYROLL                    | (284,136.65)         | (241,286.09)         | (844,304.02)           | (251,245.21)         | (239,100.73)         | (287,816.05)           | (280,419.57)         | (242,044.79)           | (367,393.16)         | (259,076.99)           | (238,311.36)         |                 | (3,535,134.62)         |
| BOND/LOAN PRINCIPAL        | -                    | (117,795.76)         | -                      | -                    | -                    | -                      | -                    | (1,195,706.02)         | -                    |                        |                      |                 | (1,313,501.78)         |
| BOND/LOAN INTEREST         | -                    | (145,850.00)         | -                      | -                    | -                    | (359,690.63)           | -                    | (143,244.64)           | -                    |                        |                      |                 | (648,785.27)           |
| BOND/LOAN FEES             | -                    | (18,960.00)          | -                      | -                    | -                    | -                      | -                    | (18,960.00)            | -                    |                        |                      |                 | (37,920.00)            |
| <b>TOTAL CASH OUT</b>      | <b>(659,056.65)</b>  | <b>(968,423.95)</b>  | <b>(1,547,632.92)</b>  | <b>(467,163.99)</b>  | <b>(884,610.40)</b>  | <b>(1,262,180.29)</b>  | <b>(853,235.29)</b>  | <b>(2,100,392.81)</b>  | <b>(561,934.91)</b>  | <b>(623,025.40)</b>    | <b>(640,892.89)</b>  | <b>-</b>        | <b>(10,530,629.50)</b> |
| <b>DIFFERENCE (IN/OUT)</b> | <b>\$ 877,223.94</b> | <b>\$ 622,622.95</b> | <b>\$ (281,239.57)</b> | <b>\$ 797,687.17</b> | <b>\$ 857,600.17</b> | <b>\$ (246,200.29)</b> | <b>\$ 544,402.50</b> | <b>\$ (859,532.00)</b> | <b>\$ 821,837.26</b> | <b>\$ 1,348,282.95</b> | <b>\$ 711,240.08</b> | <b>\$ -</b>     | <b>\$ 5,231,845.16</b> |

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
SCHEDULE OF INTEREST INCOME  
FOR THE YEAR 2020**

| <b>BANK ACCOUNTS</b>                | <b>JANUARY</b>     | <b>FEBRUARY</b>    | <b>MARCH</b>       | <b>APRIL</b>       | <b>MAY</b>        | <b>JUNE</b>       | <b>JULY</b>       | <b>AUGUST</b>     | <b>SEPTEMBER</b> | <b>OCTOBER</b>    | <b>NOVEMBER</b>   | <b>DECEMBER</b> | <b>TOTAL</b>        |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|-----------------|---------------------|
| REVENUE - TRUSTEE ACCT              | 1,301.41           | 1,791.00           | 1,084.40           | 723.58             | 791.27            | 429.33            | 318.53            | 255.67            | 178.93           | 104.03            | 257.41            |                 | 7,235.56            |
| OPERATING                           | 966.44             | 1,036.75           | 645.82             | 406.21             | 438.60            | 250.96            | 176.55            | 133.89            | 76.62            | 306.50            | 77.30             |                 | 4,515.64            |
| ESCROW                              | 255.33             | 233.57             | 181.90             | 122.90             | 121.83            | 73.52             | 56.08             | 46.77             | 33.85            | 35.26             | 26.79             |                 | 1,187.80            |
| UNEMPLOYMENT                        | 54.32              | 51.63              | 41.48              | 27.73              | 29.25             | 19.17             | 14.94             | 11.15             | 8.28             | 8.58              | 6.30              |                 | 272.83              |
| PAYROLL                             | 69.66              | 64.85              | 75.75              | 41.79              | 44.10             | 25.83             | 22.02             | 19.21             | 15.10            | 14.58             | 9.85              |                 | 402.74              |
| FSA ACCOUNT                         | 10.18              | 9.26               | 7.35               | 5.11               | 6.78              | 4.51              | 3.55              | 2.45              | 1.76             | 1.72              | 0.87              |                 | 53.54               |
| REVENUE FUND (Trust Acct )          | 2,444.02           | 2,167.47           | 2,016.23           | 749.62             | 13.00             | 14.14             | 12.89             | 14.30             | 14.05            | 13.16             | 13.14             |                 | 7,472.02            |
| DEBT SERVICE RES. (Trust Acct )     | 6,404.19           | 7,064.07           | 1,683.01           | 3,792.88           | 11.02             | 2,511.39          | 2,386.02          | 11.39             | 11.39            | 3,135.98          | 11.33             |                 | 27,022.67           |
| DEBT SERVICE (Trust Acct)           | 311.34             | 774.81             | 895.13             | 462.38             | 10.22             | 12.64             | 11.08             | 11.45             | 4.93             | 4.34              | 4.97              |                 | 2,503.29            |
| RENEWAL & REPLACEMENT (Trust Acct ) | 14,382.08          | 18,933.25          | 13,258.44          | 6,952.48           | 7,717.60          | 86.80             | 88.13             | 2,905.00          | 95.29            | 2,076.22          | 1,663.29          |                 | 68,158.58           |
| <b>TOTAL INTEREST</b>               | <b>\$26,198.97</b> | <b>\$32,126.66</b> | <b>\$19,889.51</b> | <b>\$13,284.68</b> | <b>\$9,183.67</b> | <b>\$3,428.29</b> | <b>\$3,089.79</b> | <b>\$3,411.28</b> | <b>\$440.20</b>  | <b>\$5,700.37</b> | <b>\$2,071.25</b> | <b>\$0.00</b>   | <b>\$118,824.67</b> |