

To: Mount Holly Municipal Utilities Authority
From: Robert G. Maybury, Executive Director
Date: April 15, 2021
Subject: Regular Meeting

There will be a Regular Meeting of the Mount Holly Municipal Utilities Authority held on Thursday, April 15, 2021 at 6:00 PM telephonically. The agenda for this meeting is as follows:

- Roll Call
- Mr. Thiessen____, Mr. Springer____, Mr. Banks ____, Mr. DiFolco ____, Ms. Sheppard ____
- Verification of Notice
- Pledge of Allegiance
- Public Comments on Action Items
- Approval of Minutes

Regular Meeting Minutes	March 11, 2021
Executive Minutes	March 11, 2021

New Business

- | | |
|--------------------|--|
| Resolution 2021-46 | A resolution of the Mt. Holly Municipal Utilities Authority approving a service agreement with D.E.Y. Farms for sanitary sewerage service. |
| Resolution 2021-47 | A resolution of the Mt. Holly Municipal Utilities Authority authorizing a shared service agreement with Burlington County. |
| Resolution 2021-48 | A resolution of the Mt. Holly Municipal Utilities Authority authorizing the construction of improvements to sanitary sewer collection mains in Lumberton and Mt. Holly Township. |

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 2021-42 | A resolution approving the operating expenses for the month of March. |
| *Resolution 2021-43 | A resolution approving the sewer refunds for the month of March. |
| *Resolution 2021-44 | A resolution approving the expenditures for the month of March from the escrow fund. |
| *Resolution 2021-45 | A resolution approving the expenditures for the month of March 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 2021- ____)
 - Adjournment 1st Motion _____ 2nd Motion _____ Time: __: __PM
- *Indicates addendum to original agenda.**

OPEN PUBLIC MEETINGS ACT STATEMENT

REGULAR MEETING

“In compliance with the Open Public Meetings Act, adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Burlington County Times on March 03, 2021 and the Courier-Post on March 03, 2021. On Monday, April 12, 2021 advanced written notice of meeting was (1) posted and (2) advanced written notice of this meeting was mailed to all persons who, according to the records of the MUA, requested such notice.”

MANDATORY AFFIRMATIVE ACTION COMPLIANCE NOTICE

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

Mount Holly Municipal Utilities Authority
Regular Meeting Minutes March 11, 2021

The regular meeting of the Mount Holly Municipal Utilities Authority was held telephonically on Thursday, March 11, 2021 at 6:00 P.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
Ms. Jeena Sheppard, Commissioner
Mr. Richard DiFolco, Commissioner
Mr. Robert G. Maybury, Executive Director
Mr. Tom Coleman, Raymond, Coleman Heinold, LLP
Mr. Dave Skibicki, R. A. Alaimo Associates, Engineer
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
Mr. Bill Kirchner, E.R.I
Mr. Jim Logue, Communication Director

ABSENT: Mr. Anthony Stagliano, Safety Director & Special Projects

Verification of Notice

Executive Director Maybury verified that "In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Burlington County Times and the Courier Post on March 03, 2021. On Monday March 08, 2021 advanced written notice of this meeting was mailed to all persons who, according to the records of the Authority, 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 February 11, 2021

Commissioner DiFolco moved for the approval of the minutes from the February 11, 2021 meeting.

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

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen

Nays:

Absent:

Abstain:

Old Business

Resolution 2021-28 A resolution of the Mt. Holly Municipal Utilities Authority appropriating funding from the improvement/ replacement fund for the purchase of a new Roll-off Truck & authorizing the advertisement of bids. Commissioner DiFolco moved for the approval of the resolution 2021-28. Commissioner Springer seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen

Nays:

Absent:

Abstain:

New Business

Resolution 2021- 34 A resolution approving refund to MHMUA Employees from a dividend check in the amount of \$85,201.00 that was received from the Southern New Jersey Regional Employee Benefits Fund (SNJREBF). Executive Director explained this check was issued due to overpayment surplus from the employee medical insurance plans. A portion of this dividend is due to the employee for their contribution portion. The refund to the employees will be issued as a credit to their future payment in the amount due to each employee based on their individual Chapter 78 contribution. The amount to be refunded to the employees is 19.76 percent of the total amount received, or \$16,832.47.

Commissioner Banks moved for the approval of the resolution 2021-34. Commissioner DiFolco seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen

Nays:

Absent:

Abstain:

Resolution 2021- 35 A resolution of the Mt. Holly Municipal Utilities Authority authorizing the sale of surplus personal property no longer needed for public use through an online auction (GOVDEALS). Commissioner DiFolco moved for the approval of the resolution 2021-35. Commissioner Sheppard seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen

Nays:

Absent:

Abstain:

Resolution 2021-36 A resolution of the Mt. Holly Municipal Utilities Authority authorizing the award of a non-fair and open contract. Executive Director explained this resolution is for a FOLEY-CAT warranty plan for each generator at an amount not to exceed \$12,990.00 per generator or \$25,980 in total for the five (5) year term. Commissioner Banks moved for the approval of the resolution 2021-36. Commissioner Springer seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen

Nays:

Absent:

Abstain:

Resolution 2021-37 and Resolution 2021-38 Resolutions of the Mt. Holly Municipal Utilities Authority authorizing an addendum to the General Laborers' Union Local 172 of South Jersey and the collective bargaining agreement with the Supervisory Unit. Executive Director Maybury explained this is to amend one provision regarding clothing provided to the unit members. Commissioner Springer moved for the approval of the resolution 2021-37 and resolution 2021-38. Commissioner Sheppard seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen

Nays:

Absent:

Abstain:

Resolution 2021-39 A resolution of the Mt. Holly Municipal Utilities Authority awarding a competitive bid to Clyde N. Lattimer & Son Construction Co., Inc. in the amount of \$1,512,400.00 for construction of a new Pumping Station located at 511 Garden Street (Contract # C2018-19). Executive Director explained to the board that the Authority has worked with said contractor in the past and recommends the award for approval. Some conversation was held with the commissioners about the difference in the lowest responsible bidder and the other bidders. Commissioner DiFolco moved for the approval of the resolution 2021-39. Commissioner Springer seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen

Nays:

Absent:

Abstain:

Resolution 2021-40 A resolution of the Mt. Holly Municipal Utilities Authority authorizing a proposal from Environmental Resolutions, Inc. for demolition of an incineration chimney that likely contains asbestos and removal of an adjoined building, both originally constructed on or about 1949. Commissioner DiFolco moved for the approval of the resolution 2021-40. Commissioner Springer seconded the motion. At the call of the roll the vote was:

Ayes: Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer

Nays:

Absent:

Abstain: Chairman Thiessen

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 2021-30 A resolution approving the operating expenses for the month of February.

*Resolution 2021-31 A resolution approving the sewer refunds for the month of February.

*Resolution 2021-32 A resolution approving the expenditures for the month of February from the escrow fund.

*Resolution 2021-33 A resolution approving the expenditures for the month of February from the improvement replacement fund.

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

Ayes:

Nays:

Absent:

Abstain:

Communications None

To be presented by the public None

Report of the Executive Director Report of the Executive Director was received. Executive Director informed the board that each Commissioner will receive a packet in the mail containing the 2019-2020 Municipal Excess Liability annual report. Executive Director Maybury continued stating that Commissioner Springer shared possible grant and training opportunities that could benefit the Authority and its wastewater professionals. The Authority and its employees provide an important environmental service that goes without community recognition and Mr. Logue, the Communication Director is currently working on promoting these vital services. Executive Director Maybury informed the board that there is an RFP currently posted for an Architect of Record for the Authority.

Report of the Engineer Report of the Engineer was received. Mr. Skibicki stated Alaimo is looking to setup a pre-construction meeting for the Garden Street Pump Station project early next week.

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

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

Report of the Solicitor Nothing for open session will reserve comments for Executive Session.

Report of the Finance Administrator/Treasurer Report of the Finance Administrator was received. Mr. Dehoff stated the annual audit is underway and going well.

Other new business Reminder the 2021-2021 Elected Officials Risk Management Seminar Training expires May 01, 2021.

Matters to be presented by the Commissioners Commissioner Springer stated he feels the P.A.A. metering system soon to be installed at the Authority would make a good press release. Executive Director Maybury verified the press release is in the works.

Executive Session Resolution 2021-41. Commissioner DiFolco moved to enter executive session. Commissioner Springer seconded the motion. At the call of the roll the vote was:
Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen
Nays:
Absent:
Abstain:

Commissioner DiFolco moved to exit executive session. Commissioner Sheppard seconded the motion. At the call of the roll the vote was:
Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen
Nays:
Absent:
Abstain:

Commissioner Sheppard moved to adjourn meeting. Commissioner DiFolco seconded the motion. At the call of the roll the vote was:
Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen
Nays:
Absent:
Abstain:
Adjournment Time 7:09 PM

**** Indicates addendum to original agenda.**

Respectfully submitted,

Brandy C. Boyington, Secretary

**RESOLUTION OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
APPROVING A SERVICE AGREEMENT WITH DEY FARMS FOR SANITARY
SEWERAGE SERVICE**

RESOLUTION 2021-46

WHEREAS, the Mount Holly Municipal Utilities Authority (hereinafter "MHMUA") is a public body created by the governing body of the Township of Mount Holly pursuant to the provisions of the Municipal Utilities Authorities Law of the State of New Jersey, as amended and supplemented; and

WHEREAS, the MHMUA, a State designated pretreatment authority, is charged inter alia, with the responsibility for the maintenance, operation and improvement of works for the collection, treatment, purification and disposal of sewerage within the Township of Mount Holly and surrounding service areas; and

WHEREAS, Dey Farms, has submitted application and requested a Service Agreement Renewal for disposal of non-domestic wastewater produced by Dey Farms. This information is outlined in a memo dated February 17,2021, from David W. Reich of the Industrial Pretreatment Department, a copy is attached and considered a part of this resolution; and

WHEREAS, the MHMUA has reviewed said application and under the terms and provisions of the submittal, as well as the Rules and Regulations of the MHMUA, will accept said non domestic wastewater from Dey Farms with the terms of the Service Agreement between the MHMUA and Dey Farms and

WHEREAS, the public hearing was held with regard to this Service Agreement on April 15,2021; and

WHEREAS, the MHMUA deems it in its best interests to enter into the aforesaid Agreement.

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

1. The Service Agreement Renewal between the Mount Holly Municipal Utilities Authority and Dey Farms for Sanitary Sewerage Service, dated as of April 15, 2021, is hereby ratified, and approved.
2. The Chairman and Secretary of the MHMUA are authorized and directed to execute the necessary documentation for the aforesaid Sewerage Service Agreement on behalf of the MHMUA.

CERTIFICATION

STATE OF NEW JERSEY }
 :
COUNTY OF BURLINGTON } ss

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 thereof held on April 15, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Authority this 15th day of April 2021.

BRANDY C BOYINGTON, SECRETARY

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

RESOLUTION NO 2021-47

**A RESOLUTION OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY,
IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY
AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE
COUNTY OF BURLINGTON**

WHEREAS, the Mount Holly Municipal Utilities Authority (the “Authority”) and the County of Burlington (the “County”) wish to enter into a shared services agreement for the purpose of establishing an agreement whereby the County will perform certain work and/or repairs for the benefit of the Authority and the Authority’s property;

WHEREAS, the “Uniform Shared Services and Consolidation Act” N.J.S.A. 40:65-1, *et seq.* authorizes the approval of shared services agreements by Resolution;

WHEREAS, the Authority has been presented with an opportunity to have the County Highway Department perform paving and other similar work within the Authority’s treatment facilities upon request;

WHEREAS, the Authority wishes to enter into a shared services agreement with the County in order for the County to perform certain repairs and other similar services on an as-needed basis;

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

1. The form shared services agreement between the Board of County Commissioners of the County of Burlington and the Mount Holly Municipal Utilities Authority in the form attached hereto as Exhibit “A” is hereby affirmed and approved.

2. The Authority hereby authorizes and directs the Authority's Executive Director to execute and the Board Secretary to attest the attached shared services agreement for the work and services to be undertaken by the County of Burlington.

3. A certified copy of this Resolution and a copy of the attached Agreement shall be sent to the Department of Community Affairs, Division of Local Government Services.

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 April 15, 2021.

ATTEST:

SIGNED:

Brandy Boyington, Secretary

Jules Theissen, Chairman

RECORDED VOTE	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
THEISSEN						
BANKS						
SPRINGER						

Date of adoption: April 15, 2021

RESOLUTION 2021-48

RESOLUTION AUTHORIZING THE CONSTRUCTION OF IMPROVEMENTS TO SANITARY SEWER COLLECTION MAINS LOCATED IN THE TOWNSHIPS OF LUMBERTON AND MOUNT HOLLY, FURTHER AUTHORIZING THE FUNDING FOR THESE IMPROVEMENT PROJECTS FROM THE AUTHORITY'S RENEWAL AND REPLACEMENT ACCOUNT AND FURTHER AUTHORIZING THE AUTHORITY'S EXECUTIVE DIRECTOR TO ADVERTISE FOR THE SOLICITATION OF CONSTRUCTION BIDS FOR THE PROPOSED CONSTRUCTION WORK

WHEREAS, The Mount Holly Municipal Utilities Authority ("Authority") has identified a need to repair, replace and refurbish its existing sanitary sewer collection lines located in the Townships of Lumberton and Mount Holly, (the "Project") in order to establish and maintain the ongoing integrity of its wastewater collection system;

WHEREAS, the Authority's Executive Director believes it is in the best interest of the Authority to develop specifications for the construction of the Project and to oversee and undertake the Project utilizing the Authority's existing employees and management;

WHEREAS, the Authority believes that it is in the general health, safety and welfare of the residents of the six (6) towns that it serves that the Project be undertaken by the Authority;

NOW, THEREFORE, BE IT RESOLVED on this 15th day of April 2021 by the Board of the Mount Holly Municipal Utilities Authority, in the County of Burlington, State of New Jersey, as follows:

1. The Project specifically identified as the repair, replacement and refurbishment of existing sanitary sewer main collection lines located within the Townships of Lumberton and Mount Holly is hereby authorized and approved by the Authority's Board as a capital Project to be undertaken by the Authority.
2. Funds in the amount not to exceed \$500,000 are hereby appropriated from the Authority's Renewal and Replacement account to finance the construction of the Project.
3. The Authority's Executive Director is hereby authorized to prepare contractual specifications for the construction of the Project and to solicit and post the proposed construction specifications in accordance with the New Jersey Local Public Contracts Law.
4. The Authority's Chairman, Executive Director, Chief Financial Officer and Secretary are hereby authorized and directed to execute all documentation and related forms in connection with the award of a Contract for the construction of the Project.
5. All resolutions or parts of resolutions inconsistent with the provisions hereof are repealed to the extent of such inconsistency.

Motion:		Second:	
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Record Vote

	AYE	NO	ABSTAIN	ABSENT
Chairman Thiessen				
Commissioner Springer				
Commissioner Banks				
Commissioner DiFolco				
Commissioner Sheppard				

The foregoing is a true copy of a Resolution adopted by the Mount Holly Municipal Utilities Authority on April 15, 2021.

[SEAL]

**THE MOUNT HOLLY MUNICIPAL
UTILITIES AUTHORITY**

Brandy C. Boyington, Secretary

BY: _____
Jules Thiessen, Chairman

RESOLUTION 2021-42

**A RESOLUTION APPROVING THE ANTICIPATED PAYROLL
FOR APRIL AND THE ACTUAL PAYROLL FOR THE MONTH
OF MARCH 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 \$400,000.00

BE IT FURTHER RESOLVED by the Mount Holly Municipal Utilities Authority that the payroll and Operating Expenditures in the amount of \$1,303,449.10 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 15th day of April, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the
seal of said MUA this 15th day of April, 2021.

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: N
Format: Condensed	Received Date Range: 03/12/21 to 04/15/21	Bid: Y	State: Y	Other: Y Exempt: Y
Include Non-Budgeted: Y	Prior Year Only: N			

Vendor #	Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ADVAN020 STAPLES BUSINESS CREDIT							
21-00242	03/01/21	PAPER TOWELS & TONER	Open	650.92	0.00		
21-00263	03/02/21	OFFICE SUPPLIES	Open	256.06	0.00		
21-00302	03/11/21	RECIEPT BOOKS & OFFICE SUPPLY	Open	20.12	0.00		
21-00333	03/17/21	OFFICE SUPPLIES	Open	146.33	0.00		
				1,073.43			
AGWAY005 BURLINGTON AGWAY							
21-00366	03/25/21	LIME FOR PLANT USE	Open	283.50	0.00		
ALLEN005 ALLEN'S OIL & PROPANE, INC.							
21-00320	03/16/21	PROPANE - MAINT	Open	329.67	0.00		
ALLIE010 ALLIED ELECTRONICS INC.							
21-00202	02/19/21	ENCLOSURE DOOR HANDLE	Open	89.72	0.00		
21-00250	03/01/21	SQUARE D LIMIT SWITCHED	Open	391.18	0.00		
				480.90			
ALLIE030 ALLIED 100, LLC							
21-00353	03/23/21	AHA 2020 INST AED/CPR/FA USB	Open	360.50	0.00		
AMERI065 AMERICAN WATER							
21-00279	03/08/21	AMERICAN WATER BILLING	Open	468.50	0.00		
21-00334	03/17/21	AMERICAN WATER BILLING	Open	468.24	0.00		
				936.74			
BDS00005 BDS							
21-00235	02/25/21	BEARINGS	Open	100.00	0.00		
BLOCK005 BLOCK LINE SYSTEMS							
21-00281	03/08/21	PHONE LINE SERVICE BILLING	clsd	144.66	0.00		
BOWES005 PITNEY BOWES							
21-00278	03/08/21	POSTAGE MACHINE	clsd	514.26	0.00		
BRENT BRENT W. LEE & CO., LLC							
21-00349	03/23/21	AUDIT SERVICES	Open	23,015.00	0.00		
BRUCE005 BRUCE REED BUILDING MAINT							
21-00399	04/05/21	JANITORIAL SERVICES 1 PARK DR	Open	235.00	0.00		
BYERL005 BYER LOCK SHOP							
21-00052	01/12/21	DUPLICATE KEYS	Open	18.00	0.00		
CHERR005 CHERRY VALLEY TRACTOR SALES							
21-00342	03/19/21	TIRES FOR MAINTENANCE GATOR	Open	824.08	0.00		

Vendor #	Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
CINTA005 CINTAS CORPORATION							
21-00257	03/02/21	UNIFORM RENTAL	Open	199.90	0.00		
21-00258	03/02/21	PARKA & BIBS	Open	251.94	0.00		
21-00288	03/09/21	UNIFORM RENTAL	Open	195.67	0.00		
21-00322	03/16/21	UNIFORM RENTAL	Open	216.55	0.00		
21-00323	03/16/21	PARKA - B. MAYS	Open	79.94	0.00		
21-00350	03/23/21	UNIFORM RENTAL	Open	216.55	0.00		
21-00390	03/30/21	UNIFORM RENTAL	Open	200.80	0.00		
				1,361.35			
CITYE005 CITY ELECTRIC SUPPLY CO							
21-00050	01/12/21	CONDUIT, FITTINGS, WIRE	Open	852.23	0.00		
21-00113	02/02/21	CONDUIT, FITTINGS, WIRE	Open	110.80	0.00		
				963.03			
COMCA005 COMCAST BUSINESS							
21-00392	03/30/21	BUSINESS INTERNET	Open	244.57	0.00		
COURI005 COURIER TIMES, INC.							
21-00291	03/09/21	PUBLIC NOTICE	clsd	140.74	0.00		
CROSS005 CROSS COUNTRY							
21-00260	03/02/21	GLOVES, JANITORIAL SUPPLY, TYVEK	Open	991.75	0.00		
21-00335	03/17/21	XL GLOVES	Open	1,050.00	0.00		
				2,041.75			
DELA010 DELAWARE RIVER BASIN COMMISSIO							
21-00276	03/08/21	ANNUAL MONITORING FEE	clsd	858.00	0.00		
DIAMO015 DIAMOND TOOL & FASTNERS, INC							
21-00340	03/18/21	45' ARTICUL BOOM LIFT RENTAL	Open	1,298.40	0.00		
DOCUV005 DOCUVAULT							
21-00352	03/23/21	DOCUMENT SHREDDING	Open	854.95	0.00		
EARLE005 EARLE'S TIRE SERVICE							
21-00265	03/03/21	REAR TIRES - BACKHOE	Open	1,213.00	0.00		
EASTE005 EASTERN AUTOPARTS WAREHOUSE							
21-00284	03/09/21	BATTERY TERMINAL	Open	2.76	0.00		
21-00363	03/24/21	BATTERY	Open	56.09	0.00		
				58.85			
EGRPC005 EG&R ENGINEERING, PC							
21-00428	04/07/21	PROGRESS PMT. #1 CONT 2020-15	Open	28,350.00	0.00		
ENVIR005 ENVIRODYNE SYSTEMS INC.							
21-00292	03/09/21	ALGAE SWEEP BRUSHES	Open	1,676.08	0.00		
ENVIR040 ENVIRONMENTAL SYSTEMS RESEARCH							
21-00259	03/02/21	BLOCK 1000 SERVICE CREDITS	Open	98.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
EVOQU005	EVOQUA WATER TECHNOLOGIES, LLC								
		21-00354	03/23/21	PS BIOXIDE	Open	7,316.00	0.00		
FACTS005	FLEX FACTS								
		21-00274	03/08/21	FSA BILLING	clsd	50.00	0.00		
FOLEY005	FOLEY, INCORPORATED								
		21-00305	03/12/21	GENERATOR INSPECTIONS	Open	2,199.00	0.00		
		21-00426	04/07/21	PLAT PLUS EXTENDED WARRANTY	Open	25,980.00	0.00		
						28,179.00			
FRANK020	FRANKLIN-GRIFFITH, LLC								
		21-00245	03/01/21	PADLOCK LATCH KIT	Open	262.77	0.00		
		21-00324	03/16/21	2500' YELLOW THHN 14 AWG WIRE	Open	341.38	0.00		
		21-00326	03/16/21	LED WALL PACK & PLUGS	Open	412.19	0.00		
		21-00351	03/23/21	START STOP SWITCH	Open	312.18	0.00		
						1,328.52			
FSWEL010	F. S. WELSFORD CO								
		21-00131	02/03/21	HIGH OUTPUT TRANSDUCER	Open	1,004.95	0.00		
GAYLE005	GAYLE CORPORATION								
		21-00167	02/09/21	BEARING,WASHER,WEAR PLATE,SEAL	Open	2,912.08	0.00		
GRAIN005	GRAINGER								
		21-00283	03/09/21	HYDRANT CAP & HALOGEN BULB	Open	28.47	0.00		
		21-00289	03/09/21	RELIEF VALVE,NIPPLE,COUP,CLAMP	Open	357.66	0.00		
		21-00297	03/10/21	METAL TUBING, CONNECTOR, CAP	Open	254.77	0.00		
		21-00304	03/11/21	PIPE CAP, BUSHING,SEAL TAPE	Open	41.55	0.00		
		21-00307	03/12/21	WIRE,WASHERS & EXTENSION WIRE	Open	466.39	0.00		
		21-00385	03/29/21	TIME DELAY RELAY	Open	46.79	0.00		
						1,195.63			
GWLIP005	G.W. LIPPINCOTT'S SUPPLY								
		21-00360	03/24/21	MORTAR & GRAVEL MIX	Open	60.50	0.00		
HOMED005	HOME DEPOT CREDIT SERVICE								
		21-00203	02/19/21	PASS THRU CAT 5E CONNECTOR	Open	68.62	0.00		
		21-00209	02/22/21	DRILL COMBO SET	Open	849.00	0.00		
						917.62			
HUBBA005	HUBBARD HALL INC.								
		21-00300	03/11/21	PASSIVATION SOLUTION & CLEANER	Open	508.66	0.00		
IKRUG005	I KRUGER, INC.								
		21-00180	02/11/21	CHAIN LINKS & NYLON NUTS	Open	375.88	0.00		
INTER020	INTERSTATE MOBILE CARE, INC.								
		21-00345	03/22/21	OCCU HEALTH & SAFETY SERVICES	Open	1,625.00	0.00		
		21-00417	04/07/21	2ND AUDIO TEST FOR C. MAYBURY	Open	30.00	0.00		
						1,655.00			

Vendor #	Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
JHBER005 J & H BERGE INC							
21-00205	02/19/21	LABORATORY SUPPLIES AND CHEM	Open	1,464.25	0.00		
JOSEP005 JOSEPH FAZZIO INC.							
21-00309	03/12/21	16GA x4'x8' STEEL	Open	265.48	0.00		
LOWES005 LOWE'S							
21-00162	02/08/21	DEHUMIDIFIER & CLEANER & PADS	Open	200.99	0.00		
21-00239	02/26/21	PUMP SPRAY NOZZLES	Open	21.87	0.00		
21-00256	03/02/21	DUPLICATE KEYS	Open	12.25	0.00		
21-00362	03/24/21	FITTINGS & ELBOWS	Open	52.05	0.00		
				287.16			
LUMBE005 LUMBERTON TOWNSHIP							
21-00414	04/07/21	ANNUAL REGISTRATION FEE	Open	75.00	0.00		
MANSF005 MANSFIELD OIL COMPANY							
21-00325	03/16/21	FUEL PURCHASES	Open	1,150.56	0.00		
21-00398	04/05/21	FUEL PURCHASES	Open	1,020.35	0.00		
				2,170.91			
MARIO005 MARION LANDSCAPING							
21-00240	02/26/21	10-TON 3/4' GRAY STONE	Open	560.00	0.00		
MCMAS005 MCMASTER-CARR SUPPLY CO.							
21-00282	03/09/21	LOW PROFILE UNISTRUT	Open	244.33	0.00		
21-00344	03/19/21	QUICK DISCONNECT TERMINALS	Open	242.17	0.00		
21-00394	03/30/21	ORANGE CHAIN BARRIER	Open	295.12	0.00		
				781.62			
METLI005 METLIFE							
21-00348	03/23/21	DISABILITY INSURANCE	Clsd	880.81	0.00		
21-00425	04/07/21	DISABILITY INSURANCE	Open	863.61	0.00		
				1,744.42			
MIDDL010 MIDDLESEX WELDING SALES							
21-00285	03/09/21	ARGON/CO2 & TRI-MIX STAINSHIEL	Open	234.95	0.00		
21-00321	03/16/21	CYLINDER RENTAL	Open	71.50	0.00		
21-00396	03/31/21	SS WELDING ROD & WELDING LEADS	Open	149.46	0.00		
				455.91			
MILLE010 MILLER ENERGY INC.							
21-00130	02/03/21	PRESSURE VENT	Open	1,962.50	0.00		
MISSION005 MISSION COMMUNICATIONS, LLC							
21-00328	03/16/21	SERVICE PACKAGE RENEWAL	Open	563.40	0.00		
NEWJE005 NEW JERSEY AMERICAN WATER							
21-00384	03/29/21	BILLING FOR WATER CONSUMPTION	Open	1,764.79	0.00		
NJWEA005 NJWEA							
21-00148	02/04/21	VIRTUAL TRAINING	Open	558.00	0.00		
21-00179	02/11/21	VIRTUAL TRAINING REGISTRATION	Open	60.00	0.00		

Vendor #	Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
NJWEA005 NJWEA Continued							
21-00199	02/17/21	VIRTUAL TRAINING	clsd	60.00	0.00		
21-00238	02/25/21	VIRTUAL TRAINING	Open	15.00	0.00		
21-00355	03/23/21	VIRTUAL TRAINING REGISTRATION	Open	45.00	0.00		
				738.00			
ONECA005 ONE CALL CONCEPTS, INC.							
21-00298	03/10/21	MARK OUT REQUESTS	Open	806.52	0.00		
PAYAR005 PAYARGO, INC							
21-00402	04/06/21	TRANSACTION FEES	Open	307.20	0.00		
PEROX010 PEROXYCHEM LLC							
21-00312	03/15/21	PAA TOTES FOR DISINFECTION	Open	2,250.00	0.00		
21-00346	03/22/21	EQUIPMENT LEASE	Open	673.68	0.00		
				2,923.68			
POSTM005 POSTMASTER							
21-00329	03/17/21	MAILING CYCLE 2 2021-1	clsd	2,310.58	0.00		
PRIME005 PRIMEPOINT LLC							
21-00318	03/16/21	PAYROLL PROCESSING	Open	698.60	0.00		
PRIOR005 PRIOR-NAMI BUSINESS							
21-00293	03/09/21	PRINTER MAINTENANCE/REPAIRS	Open	494.00	0.00		
PROFE010 PROFESSIONAL GOVERNMENT							
21-00418	04/07/21	CONTINUED EDUCATION WEBINAR	Open	90.00	0.00		
PSEG005 PSE&G							
21-00314	03/15/21	GAS & ELECTRIC CHARGES	clsd	36,359.37	0.00		
21-00382	03/29/21	GAS & ELECTRIC CHARGES	Open	31,719.07	0.00		
				68,078.44			
QUADI005 QUADIANT, INC							
21-00111	01/28/21	FOLDER/INSERTER	Open	13,759.95	0.00		
RAYMO005 RAYMOND, COLEMAN, HEINOLD, LLP							
21-00403	04/06/21	ATTORNEY FEES - SOLICITOR	Open	3,500.00	0.00		
RICHA005 RICHARD A. ALAIMO ASSOCIATES							
21-00375	03/29/21	ENGINEERING SERVICES	Open	25,191.25	0.00		
21-00404	04/06/21	ENGINEERING SERVICES	Open	6,886.25	0.00		
				32,077.50			
RIGGI005 RIGGINS INC.							
21-00319	03/16/21	ULS DIESEL	Open	422.06	0.00		
RUSSE015 RUSSELL REID INC.							
21-00306	03/12/21	SLUDGE,GRIT & TRASH HAUL	Open	7,562.00	0.00		
RUSSW005 RUSS WHELAN, INC							
21-00331	03/17/21	POWER SWITCHES & HYD OIL	Open	340.00	0.00		

Vendor #	Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
SELEC005	SELECTIVE INSURANCE						
21-00357	03/24/21	FLOOD INSURANCE	Open	8,009.00	0.00		
SHERW005	SHERWIN-WILLIAMS						
21-00412	04/06/21	YELLOW PAINT	Open	36.43	0.00		
SHOES005	MIKES BETTER SHOES						
21-00296	03/10/21	WORK BOOTS - T. DESILVA	Open	150.00	0.00		
SOJKA005	GEORGE SOJKA						
21-00272	03/05/21	PARKA	Open	69.99	0.00		
SOUTH030	SOUTHERN REGIONAL EMP BENEFIT						
21-00275	03/08/21	MEDICAL/RX/DENTAL INSURANCE	clsd	105,202.00	0.00		
21-00373	03/29/21	MEDICAL/RX/DENTAL INSURANCE	Open	106,372.00	0.00		
				211,574.00			
SPRIN005	SPRINT						
21-00313	03/15/21	PCS CONNECTION CARD/PLANT	clsd	38.49	0.00		
STATE010	STATE TREASURER						
21-00358	03/24/21	CERTIFICATION RENEWAL	Open	50.00	0.00		
STEVE005	STEVENSON SUPPLY CO. INC.						
21-00244	03/01/21	BACKFLOW PREVENTER	Open	377.40	0.00		
SUMMI010	SUMMIT WATER NEXUS, MOUNT HOLL						
21-00405	04/06/21	SOLAR POWER PURCHASE	Open	13,757.79	0.00		
THEGA010	THE GARTY LAW FIRM, LLC						
21-00280	03/08/21	ATTORNEY FEES/SPECIAL COUNSEL	Open	1,000.00	0.00		
21-00427	04/07/21	ATTORNEY FEES/SPECIAL COUNSEL	Open	1,000.00	0.00		
				2,000.00			
TOILE005	MR. BOB PORTABLE TOILETS						
21-00410	04/06/21	PORTABLE TOILET RENTAL	Open	191.96	0.00		
TRACT005	TRACTOR SUPPLY COMPANY						
21-00386	03/29/21	WEED KILLER & CHAIN SAW CHAIN	Open	230.95	0.00		
TREAS025	TREASURER STATE OF N.J.						
21-00266	03/03/21	LABORATORY CERTIFICATION	clsd	2,750.00	0.00		
21-00341	03/18/21	SOLID WASTE DECAL	clsd	178.00	0.00		
21-00347	03/22/21	GENERATOR AIR PERMIT RENEWALS	clsd	1,770.00	0.00		
				4,698.00			
TRICO005	TRI-COUNTY TERMITE & PEST CONT						
21-00299	03/11/21	CONT SERVICE, PLANT EXTERMINAT	Open	70.00	0.00		
UTILI005	NJUA JOINT INSURANCE FUND						
21-00437	04/08/21	NJUAJIF 2ND INSTALLMENT	Open	135,798.01	0.00		

Vendor #	Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
VERIZ015 VERIZON							
21-00277	03/08/21	INTERNET/TV SERVICES	Clsd	102.70	0.00		
21-00311	03/15/21	INTERNET/TV SERVICES	Clsd	164.24	0.00		
21-00317	03/16/21	INTERNET/TV SERVICES	Clsd	159.99	0.00		
21-00383	03/29/21	INTERNET/TV SERVICES	Open	159.99	0.00		
21-00400	04/05/21	INTERNET/TV SERVICES	Open	102.70	0.00		
				689.62			
VERIZ035 VERIZON WIRELESS							
21-00290	03/09/21	CELL PHONE BILLING	Clsd	153.35	0.00		
21-00356	03/24/21	CELL PHONE BILLING	Clsd	1,137.36	0.00		
21-00401	04/05/21	CELL PHONE BILLING	Open	109.67	0.00		
				1,400.38			
VISION005 VISION SERVICE PLAN							
21-00361	03/24/21	VISION INSURANCE	Open	1,140.36	0.00		
WBMA005 W.B. MASON COMPANY, INC.							
21-00301	03/11/21	COPY PAPER	Open	221.76	0.00		
WEALT005 TD WEALTH							
21-00372	03/29/21	MHMUA DEBT EXPENSE/TRUSTEE FEE	Open	7,350.00	0.00		
WEEK005 COURIER-POST & THIS WEEK							
21-00316	03/16/21	ADVERTISEMENT PUBLIC NOTICE	Clsd	1,654.73	0.00		
WILLI025 WILLIER ELEC MTR CO. INC.							
21-00222	02/25/21	VFD & REMOTE KEY PAD	Open	7,281.46	0.00		
ZOOMV005 ZOOM VIDEO COMMUNICATIONS, INC							
21-00330	03/17/21	ONLINE MEETING SUBSCRIPTION	Clsd	14.99	0.00		
Total Purchase Orders: 139 Total P.O. Line Items: 0 Total List Amount: 655,987.59 Total Void Amount: 0.00							

Total Per Report:	\$655,987.59	A
Less Improvements:	\$(58,350.00)	Resolution 2021-45
Add March Payroll:	\$278,406.52	
PERS Annual Appropriation:	\$427,405.00	
Total Operating Expense:	\$1,303,449.10	- Resolution 2021-42

RESOLUTION 2021-43

A RESOLUTION APPROVING SEWER REFUNDS

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

TOTAL REFUNDS AS PER THE ATTACHED REPORT: \$575.61

CERTIFICATION

STATE OF NEW JERSEY }

 $\cdot SS$

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 15th day of April, 2021.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MUA
this 15th day of April, 2021.

Brandy C. Boyington, Secretary

Tracking Id Range: SWR REFUND to SWR REFUND Vendor Range: First to Last Tracking Id Status: Active Budgeted Tracking Report: N
Account Types: Exp: Y Rev: Y G/L: Y Prj: Y Date Range: 03/12/21 to 04/15/21 Include Items Without Tracking Id: N
Trans Types: Purchase Order: Y Manual: N Expenditure: N Rev/Cash: N
PO Status: Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: N Date Type: Received
Expenditure RaFirst to Last All Years w/Perpetual Class Id Range: First to Last
Revenue Range: First to Last All Years w/Perpetual
G/L Range: First to Last All Years
Project Range: First to Last

Tracking Id Description		Start Date	End Date	Tracking Status						
PO#/Trans	Description	Vendor	Charge Account	Quantity	Amount	Purch. Type	Date	PO Status		
SWR REFUND	SEWER REFUNDS		Active							
P 21-00221	1 SEWER REFUND/46 REGENCY DR	WAYNE010 WAYNE NOURSE	01-000-2020	G 1.00	58.72	Other	03/15/21	Paid		
P 21-00377	1 SEWER REFUND/74-76 HIGH STREET	IIIBR005 TIDSWELL III,BROOKE	01-000-2020	G 1.00	43.30	Other	04/07/21	Rcvd		
P 21-00378	1 SEWER REFUND/2 SUSSEX ROAD	MICHA040 MICHAEL & CEARA PERTAIN	01-000-2020	G 1.00	107.90	Other	04/07/21	Rcvd		
P 21-00379	1 SEWER REFUND/16 WATERFORD DR	DWIGH005 DWIGHT SAYLOR	01-000-2020	G 1.00	156.48	Other	04/07/21	Rcvd		
P 21-00380	1 SEWER REFUND/21 AUGUSTA DRIVE	WILLI065 WILLIAM & ANNE HOLLAND	01-000-2020	G 1.00	103.96	Other	04/07/21	Rcvd		
P 21-00381	1 SEWER REFUND/426 PENNINGTON DR	SOONE005 SOON-EE HOSE	01-000-2020	G 1.00	87.56	Other	04/07/21	Rcvd		
P 21-00430	1 SEWER REFUND/390 E MILL ST	DENVE010 DENVER PHILIPS	01-000-2020	G 1.00	17.69	Other	04/08/21	Rcvd		
		01-000-2020 SEWER REFUNDS PAYABLE			Totl: 575.61					
Bid:	0.00	State:	0.00	Other:	575.61	Exempt:	0.00	PO Qty:	7.00	Totl: 575.61
Classification Totals:	Assets:	0.00	Transaction Type Totals:	Purchase Orders:	575.61					
	Liabilities:	575.61		Excludes Void Po:	0.00					
	Revenue:	0.00								
	Expense:	0.00								
	Fund Balance:	0.00								
Total Tracking Ids:	1		Total PO Qty:	7.00	Total Amount:	575.61				
Bid:	0.00	State:	0.00	Other:	575.61	Exempt:	0.00			
Classification Totals:	Assets:	0.00	Transaction Type Totals:	Purchase Orders:	575.61					
	Liabilities:	575.61		Excludes Void Po:	0.00					
	Revenue:	0.00								
	Expense:	0.00								
	Fund Balance:	0.00								

RESOLUTION 2021-44
A RESOLUTION APPROVING EXPENDITURES
FROM THE ESCROW FUND

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

For Engineering Services as of January 31, 2020:

Richard A. Alaimo Associates: \$5,039.01 (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 15th day of April, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the seal of said MUA this 15th day of April, 2021.

Brandy C. Boyington, Secretary

Tracking Id Range: ESCROW to ESCROW Vendor Range: First to Last Tracking Id Status: Active Budgeted Tracking Report: N
 Account Types: Exp: Y Rev: Y G/L: Y Prj: Y Date Range: 03/12/21 to 04/15/21 Include Items Without Tracking Id: N
 Trans Types: Purchase Order: Y Manual: N Expenditure: N Rev/Cash: N
 PO Status: Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: N Date Type: Received
 Expenditure RaFirst to Last All Years w/Perpetual Class Id Range: First to Last
 Revenue Range: First to Last All Years w/Perpetual
 G/L Range: First to Last All Years
 Project Range: First to Last

Tracking Id Description			Start Date	End Date	Tracking Status						
PO#/Trans	Description	Vendor	Charge Account		Quantity	Amount	Purch. Type	Date	PO Status		
ESCROW	ESCROW PROJECTS				Active						
P 21-00376	1 ENGINEER SERVICE LENNAR	RICHA005 RICHARD A. ALAIMO ASSOCIATES	0000000108		P 1.00	3,711.13	other	04/07/21	Rcvd		
P 21-00376	3 ENGINEER SERVICE W RAN 1B-2-3C	RICHA005 RICHARD A. ALAIMO ASSOCIATES	0000000167		P 1.00	187.50	other	04/07/21	Rcvd		
P 21-00376	2 ENGINEER SERVICE DIXIE CHIX	RICHA005 RICHARD A. ALAIMO ASSOCIATES	0000000171		P 1.00	1,140.38	other	04/07/21	Rcvd		
Bid:	0.00	State:	0.00	Other:	5,039.01	Exempt:	0.00	PO Qty:	3.00	Totl:	5,039.01
Classification Totals:		Assets:	0.00	Transaction Type Totals:		Purchase Orders:	5,039.01				
		Liabilities:	0.00			Excludes Void Po:	0.00				
		Revenue:	0.00								
		Expense:	0.00								
		Fund Balance:	0.00								

Total Tracking Ids: 1 Total PO Qty: 3.00 Total Amount: 5,039.01

Bid: 0.00 State: 0.00 other: 5,039.01 Exempt: 0.00

Classification Totals: Assets: 0.00 Transaction Type Totals: Purchase Orders: 5,039.01
 Liabilities: 0.00 Excludes Void Po: 0.00
 Revenue: 0.00
 Expense: 0.00
 Fund Balance: 0.00

RESOLUTION 2021-45

**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:

Total Improvements (per attached listing) \$58,350.00

CERTIFICATION

STATE OF NEW JERSEY }

:ss

COUNTY OF BURLINGTON }

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby certify the foregoing to be a true copy of the Resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting thereof, held on the 15th day of April, 2021

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the seal of said MUA this 15th day of April, 2021.

Brandy C. Boyington, Secretary

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

REQUISITION NO. 2021-45

DATE: April 15, 2021

To: TD BANK, NATIONAL ASSOCIATION, TRUSTEE

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

PAYEE	AMOUNT TO BE PAID	PURPOSE OF DISBURSEMENT
Alaimo Associates Inc.	\$30,000.00	Blower GD2 Replacement
EG&R Engineering, PC	\$28,350.00	Arc Flash Analysis

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

Dated:

By: _____
Authorized Officer

Tracking Id Range: RENEWREPLA to RENEWREPLA Vendor Range: First to Last Tracking Id Status: Active Budgeted Tracking Report: N
Account Types: Exp: Y Rev: Y G/L: Y Prj: Y Date Range: 03/12/21 to 04/15/21 Include Items Without Tracking Id: N
Trans Types: Purchase Order: Y Manual: N Expenditure: N Rev/Cash: N
PO Status: Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: N Date Type: Received
Expenditure RaFirst to Last All Years w/Perpetual Class Id Range: First to Last
Revenue Range: First to Last All Years w/Perpetual
G/L Range: First to Last All Years
Project Range: First to Last

Tracking Id Description		Start Date	End Date	Tracking Status					
PO#/Trans	Description	Vendor	Charge Account	Quantity	Amount	Purch. Type	Date	PO Status	
RENEWREPLA	CAPITAL ITEMS - R&R RESOLUTION		Active						
P 21-00375	3 BLOWER GD2 REPLACEMENT	RICHA005 RICHARD A. ALAIMO ASSOCIATES	01-010-6303	E 1.00	24,000.00	other	03/29/21	Rcvd	
P 21-00404	3 BLOWER GD2 REPLACEMENT	RICHA005 RICHARD A. ALAIMO ASSOCIATES	01-010-6303	E 1.00	6,000.00	other	04/07/21	Rcvd	
P 21-00428	1 PROGRESS PMT. #1 CONT 2020-15	EGRPC005 EG&R ENGINEERING, PC	01-010-6303	E 1.00	22,500.00	other	04/07/21	Rcvd	
P 21-00428	2 PROGRESS PMT. #1 CONT 2020-15	EGRPC005 EG&R ENGINEERING, PC	01-010-6303	E 1.00	5,850.00	other	04/07/21	Rcvd	
		01-010-6303	ALLOCTN TO RENEW/RPLCMT-PLANT		Totl: 58,350.00				
Bid:	0.00	State:	0.00	other:	58,350.00	Exempt:	0.00	PO Qty:	4.00 Totl: 58,350.00
Classification Totals:		Assets:	0.00	Transaction Type Totals:	Purchase Orders:	58,350.00			
		Liabilities:	0.00		Excludes Void Po:	0.00			
		Revenue:	0.00						
		Expense:	58,350.00						
		Fund Balance:	0.00						
Total Tracking Ids:	1	Total PO Qty:	4.00	Total Amount:	58,350.00				
Bid:	0.00	State:	0.00	other:	58,350.00	Exempt:	0.00		
Classification Totals:		Assets:	0.00	Transaction Type Totals:	Purchase Orders:	58,350.00			
		Liabilities:	0.00		Excludes Void Po:	0.00			
		Revenue:	0.00						
		Expense:	58,350.00						
		Fund Balance:	0.00						

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

April 15, 2021

Executive Director's Report

- NJDEP Compliance Enforcement Inspection: On March 16, 2021, Sam Magro of the NJDEP conducted a compliance inspection of the Authority's records and operations at both treatment facilities. There were no violations noted during the inspection and Mr. Magro will return to the facility one time prior to June 30, 2021 to sample the treated effluent.
- PAA Metering and Storage Facility Project Update – (Contract #2018-09): On Wednesday, March 24, 2021, the PAA storage tank was filled with approximately 4,000 gallons of peracetic acid. The pumping and metering system has been programmed, tested and is ready to be put into service. The completion of this important and complex project is the result of a significant effort by all Authority employees, especially the mechanics and electricians. On March 25, 2021, a press release (*attached*) was sent to media outlets announcing the substantial savings the Authority's rate payers realized because of the success of this project.
- Garden Street Pump Station Bid Results - Resolution #2021-39 (Contract # C2018-19): Contracts have been signed and a preconstruction meeting was held at the pumping station site on Monday March 22, 2021. It is anticipated an official notification to neighbors for the Garden Street PS upgrade project will be distributed approximately 10 days prior to the start of on-site construction.
- Request for Proposals For a Licensed Architect: The Authority is currently seeking proposals for a licensed architect. The architect would be utilized to assist the Authority in planning the future administration facility and other such feasibility studies for future development. The RFP is currently advertised and the response date for the RFP is April 20, 2021.
- Records Destruction: On March 31, 2021, archived records of the Authority were destroyed after state approval by shredding in an industrial shredding vehicle supplied by DocuVault.
- GovDeals Auction – Surplus Equipment Resolution #2021-35: The GovDeals resolution authorizing the sale of used equipment at the March 2021 meeting ended April 8, 2021.
- Meeting with Developers for Mount Laurel Parcel: On March 17, 2021, Authority staff met with developers to discuss a development on a 65-acre parcel at the intersection of Fostertown Road and Route 38 (*#3032-3042 Fostertown Road*). The proposal could contain 120 COAH senior apartment units, 480 market rate (*mix of apartments and townhomes*) and a small amount of retail. The developers were advised to work with Mount Laurel MUA, since this parcel is outside of the Authority's sewer service area.
- Sewer Service along the Route 206 Corridor: There have been several requests by Pemberton Township and independent developers about constructing warehousing facilities along the Route 206 corridor. They are requesting to connect into the Authority's sewer infrastructure, but as of now, these parcels are outside of the Authority's sewer service area. There is also limited availability of sewer availability in these locations.
- Chimney Stack Demolition Resolution #2021-40: On Wednesday March 31, 2021, Harry Fox and a technician from ERI were on site at the Rancocas Road treatment facility to sample the chimney for asbestos contamination prior to writing the demolition specifications.



MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

1 Park Drive
P.O. Box 486
Mount Holly, New Jersey 08060
(609) 267-0015
www.mhmua.com

Mount Holly MUA saves ratepayers \$700,000.

For Immediate Release:

Thursday March 25, 2021

Contact: Jim Logue

609-864-3050

(Mount Holly)-Robert Maybury, Executive Director of the Mount Holly Municipal Utilities Authority (“Authority”) announced the new Peracetic Acid (PAA) storage tank and metering facility was put into service today. “This project was completed in-house by the Authority’s skilled technicians, saving the ratepayers nearly seven hundred thousand dollars.” stated Maybury.

The original bid for the project had bids ranging from \$869,000 to well over \$1 million dollars. The Authority, led by Chairman Jules Thiessen, the Commissioners and Executive Director Maybury, decided to allow the Authority’s valuable and dedicated employees to tackle the project. The resulting savings amounted to an estimated \$697,000—comparison to the lowest qualified contractor bid.

“Under Maybury’s leadership, the Authority has strived to achieve peak efficiency while providing wastewater treatment that consistently exceeds environmental standards. The ratepayers in each of the six townships served by the Authority are receiving the benefits of stable rates due to efficient staffing, reissuing of bonds and elimination of certain debt service. The Authority has not increased customer rates since 2013 and this is a testament to the dedicated staff that make up the Authority family.” according to Authority Chairman, Jules Thiessen.

These savings will allow the Authority to make needed capital improvements to its infrastructure such as sewer main repairs and manhole rehabilitation. Safety additions and other upgrades are also being completed so the Authority can continue to deliver the best quality wastewater treatment possible to protect the environment. Based on the success of this project, the Authority will continue to seek projects that would be completed in-house for additional ratepayer savings.

The Authority owns and operates/maintains 40 pumping stations in 6 townships (Mount Holly, Hainesport, Eastampton, Westampton, Lumberton, and Moorestown). The Authority owns and maintains more than 175 miles of sanitary (gravity and force) mains that collect and transfer wastewater to 2 wastewater treatment facilities (the Rancocas Road Water Pollution Control and the Maple Avenue Water Pollution Control Facility). The Authority services approximately 15,000 residential customers (representing an estimated population of 50,000) in addition to nearly 600 commercial customers and 6 regulated industrial users.

MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
ENGINEER'S STATUS REPORT
April 8, 2021

M-0030-0317 Garden Street Pump Station Replacement

A preconstruction meeting was held on March 22, 2021. Contractor to receive Notice to Proceed the week of April 12, 2021.

M-0030-0320 Sludge Tank Conversion

Alaimo submitted the SCCT structural tank inspection report for MHMUA review and comment in March 2021. Site meeting was held with MHMUA on March 23, 2021 to discuss project scope. Alaimo to submit a proposal for the SCCT tank sludge conversion pending MHMUA's final mark-out of inlet/outlet lines. Proposal to include both TSST and OSST tank demolition.

M-0030-0322 Reactor Demolition

MHMUA has put the design proposal on "Hold".

M-0030-0325 P.S. Corrosion Protection System

MHMUA has put the design proposal on "Hold".

M-0030-0328 Blower GD 2 Replacement

Alaimo to submit final drawings and specs the week of April 12, 2021 for MHMUA review. Once MHMUA comments are incorporated a project bid schedule can be finalized.

M-0031-0223 Lennar at Rancocas Creek

Sanitary sewer main and manhole installation has continued. Construction site inspection is ongoing. Pump station start-up occurred during the week of January 25, 2021. Site meeting was held on March 3, 2021. MHMUA is working with Contractor and Bowman Engineers on Yaskawa VFD installation.

- M-0031-0226 Rancocas Glen 1B, 2, and 3C
- Preconstruction meeting was held on December 16, 2020. Shop Drawings were reviewed and sent out on January 4, 2021. Construction was started on the project.
- M-0031-0227 Fountain Square
- Review and comment letter issued on April 16, 2020. Documents were deemed "Approved as Noted".
- M-0031-0231 Dunkin Donuts Western Drive
- 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-0031-0240 Parker's Landing
- 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
- Received revised documents for review on September 4, 2020. Final document review and bond estimate letter was issued on September 22, 2020. Sanitary main construction inspection was completed in October 2020.

DJS/dal

M:\Projects\M00300007000\DOCS\Status Reports\April 2021.docx



SUPERINTENDENT OF OPERATION'S REPORT

FOR

April 8, 2021

PLANT OPERATIONS

1. The **MONTHLY DISCHARGE MONITORING REPORT** summary for March, 2021 is included. There were **no violations** during the month of March.
2. The **YEAR TO DATE CONSUMABLES USAGE REPORT** for March, 2021 is attached.
3. The **SLUDGE QUALITY** data summaries through March, 2021 are attached. There were no significant changes in sludge quality for the period covered.
4. The **COLLECTION SYSTEM OPERATIONS REPORT** for March, 2021 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 March, 2021 is attached.

Respectfully submitted,

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	3.32	3.28	3.93	3.36									5
CBOD5(influent)	204	229	197	197	243	276									n/a
CBOD5(effluent)	< 2	< 2	< 2	2.3	3.7	5.7									15
COD(influent)	849	840	672	797	633	864									n/a
COD(effluent)	28.7	26.6	23	32	34.9	44.5									n/a
TSS(influent)	456	447	325	384	312	592									n/a
TSS(effluent)	2	2	0.75	< 1	2.5	5									30
pH(influent-Max)	8.3	8.2	6.9	8.6	6.8	7									n/a
pH(influent-Min)	6.1	6.1	6.2	6.3	6.4	6.2									n/a
pH(effluent-Max)	7.1	6.7	6.7	6.7	6.8	6.7									9
pH(effluent-Min)	6.4	6.3	6.2	6.3	6.3	6.4									6
Oil & Grease (effluent)	< 3.8	< 3.8	< 3.8	< 3.7	< 3.7	< 3.8									10
SQAR															
Arsenic	< 11.8	< 11.8	< 12.9	< 12.9	< 12.9	< 11.8									41
Beryllium	< 5.9	< 5.9	< 6.5	< 6.5	< 6.4	< 2.9									n/a
Cadmium	< 2.9	4.2	< 3.2	< 3.2	< 3.2	< 2.9									39
Chromium	24.3	23.5	21.5	20.8	14.8	17.2									n/a
Copper	749	782	775	559	460	503									1500
Lead	22.9	30.1	34.7	19	14.3	14.1									300
Mercury	0.73	1	1.5	0.6	0.64	0.37									17
Molybdenum	15	12.9	< 12.9	< 12.9	< 12.9	< 11.8									75
Nickel	21.7	15.5	19.8	16.4	< 12.9	< 11.8									420
Selenium	< 29.4	< 29.5	< 32.3	< 32.4	< 32.2	< 29.4									100
Zinc	2270	2230	2310	1780	1715	1620									2800
Cyanide	N/A	N/A	N/A	3.4	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- 2021

Fund Number	Consumable Name	Unit													Actual	Actual	Actual	Projected 2021		2021
		Price	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTDTOT	YTDAVE	YTD COST	Quantity	Costs	Budget
020-6042	City H2O (100 gal)	0.5968	135.88	113.59	169.26										418.73	139.58	\$249.90	1674.92	\$999.59	\$15,000.00
040-6045	Diesel Fuel (gal) Vehicles ****	1.6283	191.00	85.71	145.33										422.04	140.68	\$687.21	1688.16	\$2,748.83	\$5,000.00
020-6044	Diesel Fuel (gal) Gen	1.6283	68.00	63.00	18.00										149.00	49.67	\$242.62	596.00	\$970.47	\$22,000.00
022-6044	Diesel Fuel (gal) Maple Ave	1.3203	47.00	52.00	93.00										192.00	64.00	\$253.50	768.00	\$1,013.99	\$5,000.00
020-6106	Ecogrow Nutrients	5.7500	15.00	15.00	15.00										45.00	15.00	\$258.75	180.00	\$1,035.00	\$2,000.00
020-6041	Electric (100 kwhr)	3.1303	8,600.00	2,100.00	77.00										10777.00	3592.33	\$33,735.24	43108.00	\$134,940.97	\$350,000.00
022-6041	Electric (100 kwhr)Maple Ave	3.130	670.21	480.83	355.20										1506.24	502.08	\$4,714.98	6024.96	\$18,859.93	\$175,000.00
022-6102	Hypochlorite - Maple Ave	1.9850	10.00	20.00	97.00										127.00	42.33	\$252.10	508.00	\$1,008.38	\$5,000.00
020-6105	Lime (lbs)	0.0970	1,200.00	750.00	850.00										2800.00	933.33	\$271.60	11200.00	\$1,086.40	\$1,000.00
020-6104	MgOH (gal)	2.4633	2,575.00	938.00	2357.00										5870.00	1956.67	\$14,459.57	23480.00	\$57,838.28	\$67,500.00
020-6046	Natural Gas (ccf)	0.9895	91.80	57.70	25.40										174.90	58.30	\$173.06	699.60	\$692.25	\$7,500.00
022-6045	Natural Gas (ccf) Maple Ave	0.9895	337.551	821.446	833.196										1992.19	664.06	\$1,971.27	7968.77	\$7,885.10	\$5,000.00
020-6102	Peracetic Acid (gal)	7.2500	637.00	621.00	931.00										2189.00	729.67	\$15,870.25	8756.00	\$63,481.00	\$90,000.00
020-6101	Polymer (lbs)	1.6800	1,580.00	1,200.00	1260.00										4040.00	1346.67	\$6,787.20	16160.00	\$27,148.80	\$85,000.00
040-6045	Unleaded-MUA (gal) Pit Tank	2.1955	19.30	15.00	29.70										64.00	21.33	\$140.51	256.00	\$562.05	\$145,000.00
040-6045	Unleaded-MUA (gal) ****	2.5600	656.87	737.87	568.37										1963.11	654.37	\$5,025.56	7852.44	\$20,102.25	
Subtotal																	\$85,093.32		\$340,373.30	\$980,000.00
Collection System Consumables																				
040-6104	Bioxide (gals)	2.9500	3,600.50	3,613.30	2727.50										9941.30	3313.77	\$29,326.84	39765.20	\$117,307.34	\$95,000.00
040-6044	Diesel Fuel (gal) P/S Gen	1.6283	22.20	33.10	32.40										87.70	29.23	\$142.80	350.80	\$571.21	\$500.00
040-6046	Natural Gas (ccf)	0.9895	8,700.00	10,600.00	7200.00										26500.00	8833.33	\$26,221.75	106000.00	\$104,887.00	\$3,500.00
Subtotal																	\$55,691.39		\$222,765.55	\$99,000.00
Total																	\$140,784.71		\$563,138.85	\$1,079,000.00

Source Name	Waste Type	Flow, gpd	Total Gallons	Total Tons	No. of Trucks	Average % Solids	Amount Charged
A & L SEPTIC SERVICES	Septage	13061	404,900		81	0.6	\$16,330.50
AAA Septic	Septage	303	9,400		2	0.9	\$376.00
BEMS / BIG HILL LANDFILL	Leachate	5644	174,965		35	0.4	\$6,823.64
BROWN, ALBERT S.	Septage	903	28,000		7	1.1	\$1,236.00
Burlington County RRF PO# 13-09265	Leachate	33297	1,032,222		174	0.5	\$18,580.00
Champion Contracting, LLC	Septage	4032	125,000		31	0.9	\$5,000.00
Deckers Septic	Septage	11071	343,200		104	0.2	\$13,728.00
Dey Farms	Miscellaneous	1255	38,900		7	0.2	\$1,945.00
Dimeglio Septic	Septage	116	3,600		1	0.3	\$144.00
Drayton	Septage	11290	350,000		70	0.6	\$14,000.00
Drayton Transfer Station	Septage	1774	55,000		11	0.6	\$2,200.00
Due Process Golf Course	Sludge	129	4,000		1	0.3	\$320.00
Fieldsboro	Sludge	161	5,000		1	0.9	\$400.00
Homestead Treatment Utilities, Inc.	Sludge	765	23,700		5	1.2	\$971.70
Jackson Transfer Station	Septage	426	13,200		3	1.2	\$793.00
Joseph J Carbin Plumbing	Septage	290	9,000		4	0.5	\$360.00
L & L Pumping Septic Services	Septage	1858	57,600		12	1.0	\$2,611.20
Laird & Company	Miscellaneous	759	23,535		4	0.5	\$1,082.61
McGovern Environmental	Septage	152	4,700		1	0.5	\$188.00
Medford Township STP	Sludge	14971	464,100		85	1.9	\$25,525.50
Mobile Estates of Southampton, Inc.	Sludge	484	15,000		3	2.1	\$1,200.00
NEW EGYPT SCHOOL PO#15-1280	Sludge	277	8,600		2	1.6	\$688.00
Puglisi Egg Farms. Inc.	Septage	774	24,000		4	0.8	\$960.00
Russell Reid	Septage	465	14,400		3	0.1	\$576.00
State Environmental Services	Septage	416	12,900		3	0.6	\$516.00
United Hospital Supply Corp.	Miscellaneous	619	19,200		4	0.8	\$960.00
Waste Management/Parklands Landfill	Leachate	2519	78,100		19	0.3	\$1,952.50

Total Gallons	Total Tons	No. of Trucks	Amount Charged
3,342,222	0	677	\$119,467.64

YEARLY TOTALS OF COLLECTION SYSTEM WORK

R-23A

YEAR 2021

MONTH		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1)	MISCELLANEOUS BEEPER CALL	3	6	4										13
2)	MISCELLANEOUS CALLS NOT OURS	0	1	1										2
3)	NUMBER OF OVERTIME CALLS	3	4	3										10
4)	ACTUAL OTHER BILLABLE MANHOURS	0	0	0										0
5)	NUMBER OF FEET OF PIPE CLEANED	64,974	15822	58,057										138853
6)	MANHOLE OVERFLOW INCIDENTS	0	0	0										0
7)	LATERAL INSPECTIONS	1	1	3										5
8)	MANHOLE INSPECTIONS	25	8	15										48
9)	TOTAL NUMBER OF SERVICE CALLS (STOPPAGE)	12	4	7										23
10)	NUMBER OF SERVICE CALLS NOT OUR PROBLEM	12	4	7										23
11)	NUMBER OF OVERTIME SERVICE	1	1	1										3
12)	NUMBER OF REPEAT SERVICE CALLS **	0	0	0										0
13)	NUMBER OF SECOND WATER METER READINGS	1	0	2										3
14)	NUMBER OF FEET OF PIPE SMOKE TESTED	0	0	0										0
15)	NUMBER OF FEET OF PIPE TELEVISED	0	0	0										0
16)	MARK OUT REQUESTS	479	568	440										1487

** 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.	2	5 ¹		0	1	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

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

Bulk Waste Monitoring February, 2021

	March	February	October 2020- September 2021	October 2019- September 2020
1. Number of bulk delivery pH, T.S. and sensory checks:	677	506	3,726	7,567
2. Number of bulk delivery conventional pollutant checks:	0	0	0	62
3. Number of bulk septage sources:	15	14	20	23
4. Number of bulk sludge sources:	6	4	12	13

Sampling (March): None
Inspections (March): None

TABLE AR-7
Mount Holly Sewerage Authority NJPDES 0024015
SUMMARY OF VIOLATIONS OF LOCAL, STATE, AND FEDERAL PRETREATMENT REGULATIONS
March, 2021

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
March, 2021

March, 2021																			
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

April 7, 2021
MHMUA STATUS REPORT
Safety Director and Special Projects & Purchasing Agent
MONTHLY AGENDA UPDATE for March 2021

Claims:

2021 Employee Incident/Injury Reports – Workers Compensation - * Indicates submittal to Qual-Care/Qual-Lynx*

DOL	Lost Time Days	Restricted Duty Days	DESCRIPTION	TYPE
2/13/2021	0	0	A plant operator slipped and on the metal grating by plant 2 intermediate tank and scraped his knee. No offsite treatment required	Slip/Trip/Fall

2021 General Liability – * Indicates submittal to Qual Lynx*

DOI	DESCRIPTION
Claim File Opened 1/19/21	01/28/2020 - Advised by Ms. Cadiente (stopped at 1 Park Drive requesting property owner info) that she tripped and fell in sinkhole at Mi-Place Apartments

2021 Property/Automobile Damage – * Indicates submittal to Qual Lynx*

DOI	DESCRIPTION

Health & Safety:

- Alcohol and Controlled Substance
 - Bob Young and I are scheduled to complete our Designated Employer Representative (DER) training on April 22, 2021 for compliance with the Federal Motor Carrier Safety Administration and Code of Federal Regulations (CFR) 49 Part 40
- COVID-19 –
 - Continue to review and update employee response spreadsheet to daily health check questionnaire and daily temperature checks and manual forms completed for visitors to plant or other facilities
 - Reviewed recent information received from the CDC, EHS, and state regarding vaccination protocols
 - Currently reviewing the recently released COVID compliance handbook from OSHA
 - Reviewed the Mandatory COVID Vaccination Guidance bulletin issued by the MEL
 - Emailed Cate Kiernan with questions requiring clarification regarding the omission by the State of specifically naming “Public Works Employees” from the revised workers compensation statute related to COVID-19 coverages
 - The State specifically listed “Public Safety Workers” in the recent revisions
 - I questioned “As WE are part of the emergency management system as First Responders, are they automatically included under that umbrella for the afforded coverages?”
 - Cate responded “At the outset of the virus, the MEL formed a special committee & engaged a workers’ compensation expert attorney to provide us with guidance. I have had your email forwarded to him. I will get back to you with his comments.”
 - Received additional emails from Cate and provided supporting information from FEMA and NJ Emergency Management
 - Still have not received a response to the requested information
- First Aid Kits & Safety Equipment:
 - Checked and refilled first aid kits
- Job Safety Observations
 - Developed a new form for use when conducting JSO’s of employees as required by NJUA Safety Incentive Program
- Incinerator Stack:
 - Met with representatives from Environmental Resolutions, Inc. who will be taking the lead on this project for asbestos testing and remediation plan if necessary, demolition plan and specification.
- PPE Inventory
 - Compiled the list of PPE and raingear requested by the department supervisors
 - Emailed to several suppliers for quotations
- Regulatory Updates:

- Continued reviewing regulatory websites, periodicals, etc. to identify the need for revision to Authority Safety Manual, policies, training, and safety bulletins
- Safety Bulletins:
 - See updated table below
- Safety Committee:
 - Next meeting is scheduled for April 20, 2021
 - Agenda will be forthcoming
- Training
 - Will be starting in-person employee training in April

Enforcement:

- NJDEP
 - Cross Connection Permit #1029
 - Received several emails regarding 2020 quarterly inspection reports required for renewal and advised NJDEP that:
 - All 2020 quarterly inspections were completed by Carl and his reports were uploaded to the NJDEP database as required by the permit
 - Provided scanned copies of Carl's reports for NJDEP review
 - Information regarding the change of the 4" device in March of 2019 was again updated on the database and once again that information has reverted back to the prior device information
 - Provided evidence that the information for the 4" valve has been updated
 - The annual certification of all 2020 information was completed and witnessed by three (3) MHMUA employees and the 2021 permit renewed and paid for
 - Provided supporting information regarding the ongoing inconsistency the MHMUA has encountered with the NJDEP database, copies of the email communications from the MHMUA reporting same to various NJDEP representatives
 - Requested a formal meeting at Rancocas Road with NJDEP officials to review and resolve the database related issues
 - Received the 2021 permit

Purchasing & Contracts:

- Arc Flash:
 - Project is ongoing and submittals continue to be reviewed
- 2021 Professional Service Contracts
 - Executed contracts were mailed to all appointed professionals
- Generator Replacements
 - Generator B
 - Recommended the project be given to the MHMUA engineer
 - Eastampton Mews Pump Station generator
 - Price obtained from KOHLER through the ESCONJ Co-Op for the replacement of the pump station generator
- Generator Warranties
 - All required non-fair and open paperwork was received agreement with FOLEY/CAT for a five (5) year platinum program at \$12,990 each for Generator (Rancocas Road) and the Maple Avenue generator has been established
- Plant Operator's Office
 - Air Comfort has ordered the components required for the installation of a new HVAC unit specific to the operator's office as this was determined to be the most feasible and cost effective option
 - Once the HVAC is installed, we will refine the work plan to identify what if any work will be completed by MHMUA staff or if all phases will be contracted out
- Plant Pickup – Replacement for Truck 56
 - The State has closed the access for 2021 F150 & F250 models under the State contracts and the Educational Services Co-OP so we will need to order a 2022 model
 - We have pricing for the 2022 model year and will just need to finalize if we want to get the F-250 with the plow package with the truck so we have an additional plow when needed
- Roll Off Truck:
 - Bid specification is out and has been downloaded by seven (7) different vendors
 - Opening scheduled for Tuesday April 20th at 10:00
 - Anticipated price is not to exceed \$200,000
- Tarnsfield Pump Station Replacement Generator
 - The ATS was delivered as promised

Training:

2021 In-Person Training Programs	# of Seminars
Accident/Incident Investigation	2
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)	2
Confined Space Entry/Fall Protection/Multi-Gas Meters	2
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)	2
Level One Awareness	2
Heavy Equipment Safety	
Jetter/VACTOR Truck Safety Awareness	
Ladder Safety/ Walking & Working Surfaces	
National Incident Management System (NIMS)	
PPE & Respiratory Protection	2
Office Safety	
Spill Prevention Control & Countermeasure (SPCC)	
Trench & Shore (Excavation Safety)	
Work Zone/Flagger	
TOTAL YTD	16

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

Safety Bulletins	E-Training Bulletins
COVID-19 Vaccination Information and Sites TORO Snowblower Recall Notice (amputation hazard) Review of OSHA's 10 Most-Cited Workplace Safety Violations Lithium Battery Warning: Fire Hazards of Aftermarket Loose Cells Distracted Driving Awareness	

Permit Required Confined Space Entries – January 1, 2021 thru December 31, 2021

Activity to be Reported Quarterly

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

2021 Confined Space Entry Activity by Location													
Rancocas Road Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Grit/Screen	3	0	0										3
Trickling Filters	1	1	3										5
Other	3	6	10										19
TOTAL	7	7	13										27
Maple Avenue Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
TOTAL	0	0	1										1
Collection System													
	Jan – Mar			April – June			July – Sept			Oct – Dec			
Pump Stations	72	89	81										242
Combined	79	96	95										270
Hot Work Permits – (for welding/cutting/brazing/grinding) - January 1, 2021 thru December 31, 2021													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Plant R & M	6	2	4	1									12

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
BANK BALANCE REPORT
MARCH 2021**

<u>BANK ACCOUNTS</u>	<u>REGISTRATION</u>	<u>AMOUNT</u>
WSFS Bank	MHMUA Escrow Account	\$ 204,276.35
WSFS Bank	MHMUA Self Insured UE Fund	\$ 52,974.17
WSFS Bank	MHMUA Payroll	\$ 168,404.94
WSFS Bank	MHMUA Operating Fund	\$ 482,204.78
Republic Bank	MHMUA Operating Fund	\$ 2,750.00
WSFS Bank	MHMUA Trustee Deposit Account	\$ 1,315,010.48
WSFS Bank	MHMUA FSA Account	\$ 5,977.26
		<u>\$ 2,231,597.98</u>

<u>ACCOUNTS HELD IN TRUST</u>			
T.D. Wealth Management	Debt Service Reserve	\$ 2,839,072.63	In Trust
T.D. Wealth Management	Revenue Fund	\$ 2,969,695.75	In Trust
T.D. Wealth Management	Renewal & Replacement	\$ 21,090,812.01	In Trust
T.D. Wealth Management	Debt Service Fund	\$ 2,240,363.29	In Trust
		<u>\$ 29,139,943.68</u>	

Debt Service payment June 1, 2021:		<u>DEBT SERVICE SCHEDULED PAYMENTS (P&I) FOR 2021:</u>		<u>NJEIT FEES</u>
		Due 2.1.21	\$ 239,645.86	18,960.00
Total Debt Payment 6/1/2021	\$ 346,940.63	Due 6.1.21	\$ 346,940.63	
Balance 3/31/2021	\$ 2,240,363.29	Due 8.1.21	\$ 1,361,769.17	18,960.00
		Due 12.1.21	\$ 886,940.63	
Debt Service (Required)/Available	<u>\$ 1,893,422.66</u>		<u>\$ 2,835,296.29</u>	<u>\$ 37,920.00</u>

[illegible]

[illegible]

LFN 2021-07

March 23, 2021

Local Finance Notice

Philip D. Murphy
Governor

Lt. Governor Sheila Y. Oliver
Commissioner

Jacquelyn A. Suárez
Director

Contact Information

Director's Office

V. 609.292.6613

F. 609.633.6243

Local Assistance Bureau

V. 609.292.6858

F. 609.633.6243

Financial Regulation and Assistance

V. 609.292.4806

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Local Finance Board

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Administrative Services Unit

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Distribution

Municipal and County Clerks
Local Ethics Boards
County Colleges
Joint Insurance Funds
Joint Meetings
Regional Authorities
Regional Health Commissions

Local Government Ethics Law

2021 Financial Disclosure Statements For the 2021 Filing Year

Local Government Entity (LGE) Roster Updates Due: April 2, 2021

Introduction

The Local Government Ethics Law (LGEL) requires local government officers to annually file a financial disclosure statement on or before April 30th of each year. This Local Finance Notice (LFN) outlines the filing procedure that is designed to facilitate efficiency and enhance transparency by using available technology to accept and report financial disclosure statements online. This notice is intended for municipal clerks, county clerks, and other local government entity representatives who have administrative responsibilities concerning roster maintenance for financial disclosure statements. Local Finance Notice 2021-08 contains information for local government officers and will be issued in the coming weeks.

Please note that beginning with the 2017 filing year, the Division of Local Government Services adopted new Rules and Regulations determining positions specifically required to file under the managerial executive section of the LGEL. N.J.A.C. 5:35-2.1 is described in Section 4 of this LFN.

Contents of this Local Finance Notice

- I. Background
- II. Statutory Requirements/Concepts
- III. Role of Municipal Clerks, County Clerks, and other Local Government Entity Representatives
- IV. Determining Local Government Officers Required to File
- V. Distribution of Local Finance Notice 2021-08
- VI. LGE Representative Contact Information
- VII. Best Practices Inventory
- VIII. Help System

The following abbreviations are used throughout this notice:

LGO = local government officer

FDS = financial disclosure statement(s)

LGE = local government entity

LFB = Local Finance Board

LFN = Local Finance Notice

NJAC = New Jersey Administrative Code

DLGS = Division of Local Government Services

“Local government entity representative” is intended herein to mean the municipal clerk, county clerk, or other person who has administrative responsibilities on behalf of a local government entity regarding financial disclosure statements.

I. Background

For the 2021 FDS, DLGS is using the online filing system that has been in use since 2014. The 2020 rosters will be carried over and LGE representatives will be able to make necessary updates for 2021 without creating a new roster. Additionally, LGOs are able to save their FDS forms from year to year.

Prior to 2012, the FDS distribution and filing process relied upon a traditional paper-based system. The decision to move to an electronic filing system was designed to eliminate the practice of annually printing 70,000 paper copies of the FDS form and mailing them to each LGE.

Paper copies of the financial disclosure statement will not be accepted by the Local Finance Board. All completed financial disclosure statements must be submitted using the LFB’s online filing system found at: www.fds.nj.gov.

II. Statutory Requirements/Concepts

N.J.S.A. 40A:9-22.6.a provides that “[l]ocal government officers shall annually file a financial disclosure statement.” N.J.S.A. 40A:9-22.6.b provides that statements shall be filed on or before April 30th each year, except that each local government officer shall file a financial disclosure statement within 30 days of taking office.

The concept that LGOs have personal responsibility for annually filing their FDS forms is an important one. Municipal clerks, county clerks, and other local government entity representatives who have administrative responsibilities concerning the FDS filing process are not required to complete FDS forms on behalf of LGOs, nor are they required to ensure that LGOs satisfy their statutory obligation to annually file an FDS. The failure of any LGO to comply with the annual filing requirement subjects the LGO personally to the penalties and disciplinary action provisions set forth in N.J.S.A. 40A:9-22.10 and 40A:9-22.11.

This means that each LGO has the personal duty, by virtue of the LGO’s public office, appointment, or employment, to carefully read LFN 2021-08 (to be issued in the coming weeks), understand the online filing procedure, and take necessary steps to timely file the LGO’s FDS.

N.J.S.A. 40A:9-22.6.b provides that the “Local Finance Board shall prescribe a financial disclosure statement form for filing purposes.” N.J.S.A. 40A:9-22.6.d further provides that “the Division of Local Government Services in the Department of Community Affairs may establish an electronic filing system for financial disclosure statements required to be filed pursuant to this section.”

The online FDS form is substantively similar to the paper FDS form utilized for many years. The LFB has not adopted the more expansive ethics disclosure form utilized by the State Ethics Commission.

N.J.S.A. 40A:9-22.6.b further provides that “the original statement shall be filed with” the municipal clerk, county clerk, or other local government entity representative as appropriate to the circumstances. This requirement is satisfied when the LGO submits the FDS using the online filing system.

N.J.S.A. 40A:9-22.6.b also provides that “a copy of the statement shall be filed with the [Local Finance] board.” This requirement is satisfied when the LGO submits the FDS using the online filing system. The electronically submitted FDS forms will be accepted as the Board’s copy.

III. Role of Municipal Clerks, County Clerks, and Other Local Government Entity Representatives Regarding Financial Disclosure Statements and Rosters

The annual filing of an FDS starts with updating the local government entity roster. The following steps pertain only to municipal clerks, county clerks, and other local government entity representatives who have administrative responsibilities concerning managing the roster in connection with financial disclosure statements:

- STEP 1: Carefully review this Local Finance Notice.
- STEP 2: Visit the FDS website www.fds.nj.gov for FDS instructions and other resources.
- STEP 3: To login, go to www.fds.nj.gov and select “manage local government roster.” Login as the entity representative using the ID and password the entity used last year. Your login ID is an e-mail address. Please keep in mind that a different e-mail address must be used for you to file your personal FDS. If you are a new LGE representative and do not have a login ID and password or if you need to change your e-mail address as the LGE Representative, please e-mail the Local Finance Board at LFB_FDS@dca.nj.gov.
- STEP 4: Using the “Manage LGO Roster” button, update the roster to add new 2021 LGOs; update existing LGO’s positions and information; or “In-Activate” those LGOs that are no longer serving the LGE. All LGO rosters must be completed no later than Friday, April 2, 2021 so that LGOs have sufficient time to complete and submit their FDS forms by Friday, April 30, 2021.

Updating Existing LGOs:

All changes to an existing LGO can be done by clicking on the ‘EDIT’ button under the ‘Actions’ column to the far right in the roster listing.

-If an LGO is no longer serving in any of the positions listed in the FDS, then you must deactivate that LGO from the system by checking the box labeled “In-Active.”

-To delete one or more positions (but not all positions) for an LGO no longer serving in a certain position(s), click on the ‘Delete’ button for each position to be deleted.

-To add a new position for an existing LGO, complete the information in the “Add LGO position” box.

-After making any changes, be sure to click the ‘SAVE’ button on the page.

NOTE: If you add any positions to a LGO’s profile after the LGO has submitted their FDS, the LGO will need to re-submit their FDS to reflect the changes in their profile.

Adding New LGOs:

-To add a new LGO, click on the “Add LGO” button at the bottom of the Roster listing screen and complete the Local Government Officer information boxes.

-After making any changes, be sure to click the ‘SAVE’ button on the page.

STEP 5: As you update the LGO roster, a PIN # will be generated for each new LGO. Distribute the PIN # along with a copy of Local Finance Notice 2021-08 (when issued) to each new LGO, keeping in mind that the login information is confidential and should be given only to the associated LGO. Inform any new LGO that this PIN # must be used to register, and that their FDS must be filed on or before April 30th.

STEP 6: Inform LGOs who filed in 2020 that they must use the same Login ID (e-mail address) and password used to update their previous FDS. Distribute to each LGO a copy of Local Finance Notice 2021-08 once it is available. Inform the LGOs that they must file their FDS on or before April 30th. The method by which you choose to distribute this information is a local decision.

- If an LGO forgets his or her login ID/e-mail, you may provide it to him or her from the e-mail shown on your roster.
- If an LGO needs to change his or her e-mail address and/or password, you may do so for him or her by updating the LGO’s profile. Click on “manage your roster,” then select “edit” under actions, then select “Edit Profile” for the LGO whose e-mail address or password you need to edit or change.
- Remember that the PIN is separate from the password. Once an LGO has registered, he or she no longer needs the PIN.

STEP 7: View your roster and make sure the roster is up-to-date. To view the roster in its entirety, click on “Reports.” You can export your roster by selecting the “Export” button (it looks like a floppy disk). You can then view your roster as a pdf or Excel document, which may make it easier to view and/or sort. You can also view your roster through the public search by going to www.fds.nj.gov, then clicking the “search” button, and then selecting the “search local government officer roster.”

STEP 8: If you receive technical questions from LGOs concerning how to validate their PIN #s or how to complete their FDS forms, you can refer them to the help resources available at www.fds.nj.gov.

It is the LGE representative’s responsibility to ensure that the LGO roster is fully and accurately updated on or before April 2, 2021. Those LGE representatives who do not update the rosters may be subjecting some LGOs to possible violations of the filing requirement in the Local Government Ethics Law. For example, all LGOs who remain active on rosters will be required to submit a 2021 FDS. Former LGOs who are improperly retained on the roster, and as a result, fail to file an FDS, could be found in violation. Notices of violation for non-filing will be generated after the filing deadline based on the roster created by the LGE representative. Similarly, new LGOs who are required to be listed on the roster, but whose names have not been added, will not receive a PIN # and, therefore, will not be able to file an FDS.

IV. Determining Local Government Officers Required to File

While the Local Government Ethics Law applies to all employees and officers of local governments, only “local government officers” are required to file an FDS. Individuals who are serving the local government on April 30, 2021 are considered local government officers or employees for purposes of the LGEL. Individuals who are no longer in office or no longer employed by the local government on the filing deadline are NOT considered local government officers or employees under the LGEL. For example, an elected official whose term ended on December 31, 2020, and who is not currently serving the local government, should not be on the 2021 roster. The LFB requests that each municipal clerk, county clerk, and other local government entity representative carefully review their LGO roster in consideration of the guidance provided in this section and in consultation with local counsel.

Once the April 30th filing deadline has passed, newly elected or appointed LGOs shall be added to the roster and are required to file the FDS within 30 days of taking office.

If, after review, it is determined that some individuals within the local government are not deemed to be local government officers and, therefore, not required to file an FDS, please update the LGO roster and notify those individuals of your determination. If the LFB receives a signed, written complaint alleging that a person is an LGO who did not file an FDS and that person is not included on the roster, the LFB may require the local government to explain how it determined that person not to be an LGO.

N.J.S.A. 40A:9-22.3.e defines a local government agency as “any agency, board, governing body, including the chief executive officer, bureau, division, office, commission or other instrumentality within a county or municipality, and any independent local authority, including any entity created by more than one county or municipality, which performs functions other than of a purely advisory nature, but shall not include a school board.”

N.J.S.A. 40A:9-22.3.g defines a local government officer as “any person, whether compensated or not, whether part-time or full-time:

- (1) elected to any office of a local government agency;
- (2) serving on a local government agency which has the authority to enact ordinances, approve development applications or grant zoning variances;
- (3) who is a member of an independent municipal, county or regional authority; or
- (4) who is a managerial executive employee of a local government agency, as defined in rules and regulations adopted by the Director of the Division of Local Government Services in the Department of Community Affairs pursuant to the “Administrative Procedure Act,” P.L. 1968, c. 410 (C.52:14B-1 et seq.), but shall not mean any employee of a school district or member of a school board.”

The Office of the Attorney General has issued [AO 91-0093](#) which helps clarify N.J.S.A. 40A: 9-22.3.g(1), (2), and (3). LGE representatives should consult [AO 91-0093](#) when deciding if a title or position must file under N.J.S.A. 40A: 9-22.3.g(1), (2), and (3). For example, persons “elected to any office of a local government agency” include Fire District Commissioners. Local government agencies authorized to enact ordinances include local boards of health. Members of a municipal planning board, board of adjustment or any other agency, such as a regional planning board which exercises the authority to approve development applications under the Municipal Land Use Law, (N.J.S.A. 40:55D-77 et seq.) would be deemed a “local government officer” and would have to file the FDS per N.J.S.A. 40A:9-22.3.g(2). Authorities that are considered “local government agencies” include, but are not limited to, Fire Districts, N.J.S.A. 40A:14-70; Local Housing Authorities, N.J.S.A. 55:14A-1 et seq.; Parking Authorities, N.J.S.A. 40:11A-1 et seq.; Redevelopment Agencies, N.J.S.A. 40:55C-1 et seq.; and Sewerage Authorities, N.J.S.A. 40:14A-1 et seq.

N.J.S.A. 40A:9-22.3.g(4) of the LGEL concerning the definition of managerial executive was amended in August 2015. The DLGS has adopted [Rules and Regulations](#), effective March 6, 2017 and December 4, 2017, defining managerial executive employees for FDS filing purposes. N.J.A.C. 5:35-2.1 states that “Individuals with the following titles or responsibilities equivalent to such titles shall be considered managerial executives under the definition of “local government officer” set forth in N.J.S.A. 40A:9-22.3.g”:

Positions Specifically Required to File an FDS per N.J.A.C. 5:35-2.1

1. Chief of Staff;
2. Business administrator;
3. Municipal or county manager;
4. Chief financial officer;
5. Treasurer;
6. Municipal clerk or clerk of governing body;
7. Department heads, including executive directors, division directors, deputy directors, and assistant directors;
8. Chief or acting chief of police, part-paid fire departments, and paid fire departments, or “officer in charge” in lieu of a chief or acting chief title;
9. Deputy chiefs and assistant chiefs of police, part-paid fire departments, and paid fire departments;
10. Chief or acting chief of a beach patrol;
11. Municipal and county engineer;
12. Health officer;
13. Municipal attorney and county counsel;
14. Planning board or zoning board of adjustment attorney;
15. Planning board or zoning board of adjustment engineer;
16. Local government agency attorney;
17. Local government agency engineer;
18. Municipal and county emergency management coordinators;
19. Trustees on a library board of trustees;
20. Municipal prosecutor;
21. County prosecutors;
22. County agriculture board members;
23. County college board of trustees;
24. Board of recreation commissioners;
25. Local ethics board members;
26. Rent leveling board members;

27. Special taxing district executive director/director and its commissioners;
28. Joint insurance fund executive director/director and its commissioners;
29. Local pension board commissioners;
30. Tax collector;
31. Qualified purchasing agent;
32. Construction official; and
33. Tax assessor.

Local governments are without statutory authority to expand the definition of local government officers; therefore, please do not include individuals on the roster who do not hold positions as defined in N.J.S.A. 40A:9-22.3.g or the adopted rules at N.J.A.C. 5:35-2.1.

Please also note that with the 2015 Amendment to the LGEL, confidential employees are no longer considered LGOs and, therefore, are no longer required to file the FDS.

The Board often receives questions concerning the above rules. To help clarify, local government agency attorneys are attorneys that serve a local government agency. Examples of local government agency attorneys include attorneys for fire districts and housing authorities. Special counsel, bond counsel, and labor counsel are not considered to be the local government agency attorneys and, therefore, are not required to file an FDS. In addition, per N.J.S.A. 40A:9-22.3.e, members of advisory boards are not required to file an FDS.

Positions Specifically NOT Required to File an FDS

Attorney General Opinions have been issued determining that the following are specifically not required to file an FDS (listed in opinion number order):

- AO 91-0096: Court Personnel – Including Judges and Court Administrators
- AO 91-0141: County Board of Taxation Commissioners
- AO 92-0070: Local Assistance Board Members
- AO 92-0071: Municipal Environmental Commission Members
- AO 92-0109: Emergency Management Council Members
- AO 95-0168:
 - County/Local Advisory Committee on Alcoholism and Drug Abuse Members
 - County Alliance Steering Subcommittee Members
 - Municipal Alliance Committee Members
- AO 97-0135: Registered Municipal Accountants Serving as Local Government Auditors

In addition, while Board of Elections Members and County Superintendents of Elections are not covered under the Local Government Ethics Law, they are covered by procedures adopted by the State Ethics Commission.

Full text of the above listed Attorney General Opinions may be viewed at <http://www.nj.gov/dca/divisions/dlgs/programs/ethics.html>.

Appointment of Private Entity In Lieu of Licensed Chief Municipal Finance Officer

On January 18, 2018, DLGS issued [LFN 2018-03](#) concerning the appointment of a private entity in lieu of a licensed chief municipal finance officer. All private entity officers and employees temporarily fulfilling the duties of chief financial officer on behalf of a municipality are subject to the Local Government Ethics Law (N.J.S.A. 40A:9-22.1 et seq.). Any licensed municipal finance officer that is supervising the temporary fulfillment of chief financial officer duties for a municipality shall be considered a “chief financial officer” pursuant to N.J.A.C. 5:35-2.1, and thus required to complete and submit an annual financial disclosure statement pursuant to N.J.S.A. 40A:9-22.6. Please refer to [LFN 2018-03](#) for more information.

Shared Services Agreement

If the position is a managerial executive position specifically required to file an FDS per N.J.A.C. 5:35-2.1, such as tax collector, the LGO is required to file the FDS for each local government entity served. Both LGE representatives should list the LGO on their respective rosters and inform the LGO of their requirement to file.

V. Distribution of Local Finance Notice 2021-08

Municipal clerks, county clerks, and other local government entity representatives are responsible for transmitting LFN 2021-08 (when it is released) to LGOs. For purposes of N.J.S.A. 40:9-22.1 et seq., officers and employees serving independent local authorities are deemed to be serving the local government. In [Attorney General Opinion #91-0093](#), the Office of the Attorney General determined that the term "independent authorities" encompasses most autonomous local authorities and special tax districts. This includes fire districts. Thus, municipal clerks and county clerks also make distribution to independent local authorities (including fire districts). Additionally, these LGOs should be included on the municipal or county LGO roster.

However, for a municipality or county that has established an ethics board, the local ethics boards are required to make LFN 2021-08 (when it is released) available to LGOs within their jurisdiction. Please forward this communication to representatives of your local ethics board for necessary action. The LFB does not have up-to-date, direct contact information for local ethics boards.

Other local government entity representatives: county colleges (e.g., office of the president), regional authorities, joint insurance funds, health insurance funds, and joint meetings should designate an individual internally to transmit LFN 2021-08 (when it is released) to their respective LGOs in accordance with N.J.S.A. 40A: 9-22.6 and to be responsible for submitting the entity’s LGO roster through the online filing system.

VI. LGE Representative Contact Information

It is important that the LGE contact information, which is the login information, is kept up-to-date with the Local Finance Board throughout the year. Please remember to contact the LFB by e-mail at LFB_FDS@dca.nj.gov if you are changing e-mail addresses or if you are changing the LGE representative for your entity.

Beginning with the 2018 filing year, local government entities could add an additional LGE user to assist with managing the roster. This second user will have the same powers as the first LGE representative and will be able to update or edit the roster as needed. To add a second user for the entity:

- STEP 1: Go to www.fds.nj.gov and select “manage local government roster.” Log in as the entity representative with the login and password for the entity.
- STEP 2: Click on “Edit Local Government Entity Profile/Manage Users.”
- STEP 3: Click on “Manage Users.”
- STEP 4: Select “Add LGE Login.”

STEP 5: Fill in the Local Government Entity User Information as prompted.

STEP 6: If you need to deactivate the additional user for any reason, select “Edit Local Government Entity Profile/Manage Users,” then select “Manage Users,” then under “Actions” select the “Edit” function and check the “Disabled” box.

VII. Help System

The following help resources have been developed for both LGEs and LGOs:

1. Webinar trainings for local government entity representatives can be found at www.fds.nj.gov.
2. Separate reference guides have been created for local government entity representatives and LGOs. These documents are available at www.fds.nj.gov.
3. A video training was specially created for LGOs and is available at www.fds.nj.gov.
4. A Frequently Asked Questions document that answers commonly asked questions is available at www.fds.nj.gov.

Questions should be directed to the Local Finance Board staff via e-mail at LFB_FDS@dca.nj.gov or by phone at 609-292-4537.

Approved: Jacquelyn A. Suárez, Director