

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
THURSDAY APRIL 14, 2016**

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday April 14, 2016; at 6:00 P.M. Chairman Thiessen called the meeting to order with the following roll call:

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

ALSO Robert Maybury, Executive Director  
PRESENT: Katelyn McElmoyl, Parker McCay  
David Skibicki, R. A. Alaimo Associates, Engineer  
Anthony Stagliano, Safety Director & Special Projects  
Joel Hervey, Operations Superintendent  
Brandy C. Boyington, Secretary

ABSENT: Michelle Nocito, Treasurer

**VERIFICATION OF NOTICE**

Executive Director Maybury verified that "In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 19, 2015, and the Courier-Post on February 19, 2015. On Monday, April 04th, 2016, advanced written notice of this meeting was posted on the Administrative Bulletin Board at the Township Building and advanced written notice of this meeting was mailed to all persons who, according to the records of the Authority, requested such notice."

**MANDATORY AFFIRMATIVE ACTION COMPLIANCE NOTICE**

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

**PLEDGE OF ALLEGIANCE**



**PUBLIC COMMENTS ON ACTION ITEMS**

None

**APPROVAL OF MINUTES**

Commissioner Silcox moved for the approval of Re-Org Meeting Minutes of February 11, 2016. Commissioner Brown seconded the motion. At the call of the roll the vote was:

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

Commissioner Silcox moved for the approval of Executive Meeting Minutes of February 11, 2016. Commissioner Brown seconded the motion. At the call of the roll the vote was:

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

## **OLD BUSINESS**

**RESOLUTION 2016-06** a resolution authorizing an extraordinary unspecifiable Risk Management Consultant for the MHMUA for a 1-year term (Contract #CONT01-16) Executive Director Maybury explained this is for property and casualty only. This is a requirement of the New Jersey Utilities Authority Joint Insurance Fund (NJUAJIF). Previously, the MHMUA only utilized a risk manager during the construction of the Maple Avenue Facility and the upgrade at the Rancocas Road Facility. There are benefits to having a Risk Manager and approval of this resolution brings the MHMUA in compliance with the Rules and Regulations of the NJUAJIF. Chairman Thiessen asked if this position is taking away from anyone's job or is a new position. Executive Director Maybury confirmed that it is a new appointment and will not replace any positions. The contract was awarded to Insurance Agency Inc.

Commissioner Brown moved for the approval of Resolution 2016-06. Commissioner Banks seconded the motion. At the call of the roll, the vote was:

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

NAYS: Commissioner Silcox

ABSTAIN:

**RESOLUTION 2016-11** a resolution authorizing a professional service for Environmental Consulting Engineer for the MHMUA for a 1-year term (Contract #CONT03-16) Awarded to Pennoni. Chairman Thiessen explained there were two submittals and asked Executive Director Maybury how he feels about his current provider, Pennoni. Executive Director Maybury told Chairman Thiessen he is satisfied with Pennoni's performance. Chairman Thiessen asked Executive Director Maybury if he feels we should consider a change, Executive Director Maybury said no. The contract was awarded to Pennoni

Commissioner Silcox moved for the approval of Resolution 2016-11. Commissioner Jones seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

**RESOLUTION 2016-12** a resolution authorizing an extraordinary unspecifiable service contract For Computer Systems Consultant for the MHMUA for a 1-year term. (Contract #CONT04-16) Executive Director Maybury informed the board the MHMUA met with several outside consultants and one did an evaluation of our system. The prices for networking and computer consultants ranged widely depending on how you contract with the company. Executive Director Maybury recommends Hawkins Technology because the MHMUA is receiving a good service at a reasonable price compared to other technology providers. The MHMUA network is very stable and outages do not occur, nor can the Business Office afford to be without an operating computer network. The contract was awarded to Hawkins Technology.

Commissioner Brown moved for the approval Resolution 2016-12. Commissioner Banks seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

## **NEW BUSINESS**

**RESOLUTION 2016-27** a resolution approving salaries and wages for management and other non-union personnel. Executive Director Maybury explained that this is for the twelve employees that are not under the union or supervisors contract, in general it's a 2% raise.

Commissioner Brown moved for the approval of Resolution 2016-27. Commissioner Thiessen seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

**RESOLUTION 2016-28** a resolution of the MHMUA approving a service agreement with Dey Farms for sanitary sewerage service.

Commissioner Silcox moved for the approval of resolution 2016-28. Commissioner Jones seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

**RESOLUTION 2016-29** a resolution awarding the belt filter press installation. (Contract 2015-14)

\*This resolution is tabled until the April 26<sup>th</sup>, 2016 Special Meeting being held at 6:00PM.

Commissioner Jones moved to table Resolution 2016-29. Commissioner Brown seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

**RESOLUTION 2016-30** a resolution approving S-1 application for sewerage service between the MHMUA and Fieldstone Associates, LP (Eastampton Place Apartments ) township of Eastampton Block 900.01 Lots 12.05 & 12.06. Executive Director Maybury explained this is for 117 units off Woodlane Road behind the CVS. Their plans indicate they will build stacked townhomes and own their infrastructure and maintain their sewer lines. They will make one connection to the MHMUA Sanitary Sewer main.

Commissioner Jones moved for the approval of Resolution 2016-30. Commissioner Brown seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN: Commissioner Silcox

**RESOLUTION 2016-31** a resolution approving S-2 application for sewerage service between the MHMUA and Fieldstone Associates, LP (Eastampton Place Apartments ) township of Eastampton Block 900.01 Lots 12.05 & 12.06

Commissioner Brown moved for the approval of Resolution 2016-31. Commissioner Banks seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN: Commissioner Silcox

**RESOLUTION 2016-32** a resolution approving the Authority's Supervisory bargaining agreement.

Commissioner Silcox moved for the approval of Resolution 2016-32. Executive Director Maybury stated that in summary the Supervisory and Local 172 contract receive an overall 2% raise, this is a one-year contract. Collections System, Mechanical and Electrical Maintenance Personnel will have the option to work four day - 10 hour shifts as long as it does not cause overtime. The optional 4-day work week must provide coverage Monday through Friday from 7:00 am to 4:00 pm. Commissioner Jones seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

**RESOLUTUION 2016-32A** a resolution approving the general Labor 172 collective bargaining agreement Commissioner Silcox moved for the approval of Resolution 2016-32A. Commissioner Banks seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

**RESOLUTION 2016-41** a resolution of the Mt. Holly MUA authorizing the approval of contract # CONT08-16 the supply of one new Penn Valley Double disc 6” pump model or equivalent.

Commissioner Silcox moved for the approval Resolution 2016-41. Commissioner Banks seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

**RESOLUTION 2016-42** a resolution awarding contract# 09-16 authorizing repairs to one final settling tank at the Rancocas Road Treatment Facility.

Commissioner Silcox moved for the approval of Resolution 2016-42. Executive Director Maybury explained there were submissions from 3 companies and the lowest bidder is qualified to perform the work. The MUA has worked with K.R.S on previous jobs. Resolution 2016-42 is for repair work for the Rancocas Road Final Settling Tank # 2 that was constructed in 1980. Commissioner Brown seconded the motion. KRS awarded contract. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

**RESOLUTION 2016-43** a resolution approving S-1 application for sewerage service between the MHMUA and Fernmoor Mt. Holly Urban Renewal (Parker’s Mill Blvd.) township of Mt. Holly Block 41.12 Lot 1. Executive Director Maybury explained that this application is for four townhomes located at 42-48 Parkers Mill Blvd. This resolution approves the rental units. This authorizes the S-1 Agreement.

Commissioner Silcox moved for the approval of Resolution 2016-43. Commissioner Banks seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

**RESOLUTION 2016-44** a resolution approving S-2 application for sewerage service between the MHMUA and Fernmoor Mt. Holly Urban Renewal (Parkers Mill Blvd.) township of Mt. Holly Block 41.12 Lot 1. This authorizes the S-2 Agreement.

Commissioner Silcox moved for the approval of Resolution 2016-44. Commissioner Banks seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

**RESOLUTION 2016-45** a resolution approving a Shared Service agreement with Mt. Holly Twp. for 37 Washington Street. Executive Maybury explained this is an agreement assembled by Parker McCay outlining the building use, parking lots and fees. If this resolution is approved, the shared service will need to be approved by Mount Holly Town Council and the resolution will be attached to the agreement.

Commissioner Silcox moved for the approval of Resolution 2016-45. Commissioner Banks seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

**\*\*RESOLUTION 2016-46** a resolution designating Beneficial Bank as our banking institutions for the MHMUA.

Commissioner Silcox moved for the approval of Resolution 2016-46. Commissioner Banks seconded the motion. At the call of the roll, the vote was:

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

NAYS:

ABSTAIN:

#### **CONSENT AGENDA:**

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

**\*RESOLUTION 2016-33** a resolution approving the operating expenses for the month of February 2016

**\*RESOLUTION 2016-34** a resolution approving the sewer refunds for the month of February 2016

**\*RESOLUTION 2016-35** a resolution approving the escrow expenses for the month of February 2016

**\*RESOLUTION 2016-36** a resolution approving the expenditures for the month of February 2016 from the improvement and replacement fund

**\*RESOLUTION 2016-37** a resolution approving the operating expenses for the month of March 2016

**\*RESOLUTION 2016-38** a resolution approving the sewer refunds for the month of March 2016

**\*RESOLUTION 2016-39** a resolution approving the escrow expenses for the month of March 2016

**\*RESOLUTION 2016-40** a resolution approving the expenditures for the month of March 2016 from the improvement and replacement fund

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

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

NAYES:

ABSTAIN:

#### **COMMUNICATIONS**

None.

#### **MATTERS TO BE PRESENTED BY THE PUBLIC**

None

### **REPORT OF THE EXECUTIVE DIRECTOR**

The Report of the Executive Director was received. Executive Director Maybury stated that the 2015 Audit is near completion. The State of NJ is doing an internal audit of the Public Employees Pensions System. To complete the MHMUA Audit, we need to receive the information from the State Pension System audit. The State of NJ is going through a GASP68 and trying to forecast how many people will be retiring in the future and adjusting the Pension numbers based on those audit estimates. Once these numbers are received from the Pension System, our audit will be completed and submitted. Executive Director Maybury mentioned that Mount Holly Police expressed interest in taking over the Rancocas Road Facility fuel dispensing system. The MHMUA has specific environmental regulations because of other aggregate fuel containment that would not apply to the Mt. Holly Police. The MHMUA intends on moving towards a fueling service that uses a card swipe system through approved gasoline distributors. Mt. Holly Police is looking into funding for this project through FEMA or similar homeland security type grants. Executive Director Maybury also informed the Commissioners of a need to redesign and upgrade the look and usability of the MHMUA website. The new design will be more user friendly, will be more interactive with our rate payers and will allow for credit cards transactions when that time comes. Commissioner Banks agreed that in this day in age we need to upgrade.

### **REPORT OF THE ENGINEER**

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

### **REPORT OF THE OPERATIONS SUPERINTENDENT**

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

### **REPORT OF THE SAFETY DIRECTOR AND SPECIAL PROJECTS**

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

### **REPORT OF THE SOLICITOR**

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

### **REPORT OF FINANCE ADMINISTRATION/BOARD TREASURER**

The Report of the Finance Administrator was received. Absent.

### **OTHER NEW BUSINESS**

### **MATTERS TO BE PRESENTED BY COMMISSIONERS**

Chairman Thiessen asked how much we budgeted for the BFP project and why we took a 10 year old number and put into our budget and why it was not revisited. Executive Director Maybury explained we budgeted \$600,000 as far back as 2006 for the project and the total project may exceed that initial estimate by approximately \$200,000. Commissioner Banks asked if the MUA had the funds to proceed. Executive Director Maybury confirmed the funds are available from the Renewal and Replacement fund. Commissioner Silcox stated he is disappointed that it was on this year's budget, this is a significant number. Chairman Thiessen asked Executive Director Maybury what the status is on the IPADS for the board meetings. Executive Director stated we are working towards paperless board meeting and would you like to know what the deadline to have the IPADS ready. Chairman Thiessen stated to have IPADS ready by next board meeting. (May 12.)

**Executive Session**  
**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY**  
**RESOLUTION 2016-47**  
**AUTHORIZING EXECUTIVE SESSION**

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

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

**WHEREAS**, the regular meeting of this Board will reconvene at the conclusion of closed session, at approximately \_\_\_\_ p.m. this evening.

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

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

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

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

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

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

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

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

\_\_\_X\_\_\_ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is: Hainesport Twp, Service Charges)

(If contract negotiation the nature of the contract and interested party is belt filter press bids/contract)

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

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

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

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

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

I, Brandy Boyington, do hereby certify the above to be a true and correct copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at its meeting held on April 14, 2016.

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

**ADJOURNMENT**

Commissioner Silcox moved for adjournment. Commissioner Brown seconded the motion. Chairman Thiessen adjourned the meeting at 7:27 P.M.

Respectfully submitted,

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