

To: Mount Holly Municipal Utilities Authority
From: Robert G. Maybury, Executive Director
Date: February 13, 2020
Subject: Reorganization Meeting

There will be a Reorganization Meeting of the Mount Holly Municipal Utilities Authority held on Thursday, February 13, 2020 at 6:00 PM in the Administrative Office of the Mount Holly Municipal Utilities Authority, 37 Washington Street, Mount Holly, New Jersey. The agenda for this meeting is as follows:

Roll Call

Mr. Thiessen____, Mr. Silcox____, Mr. Banks____,

Verification of Notice

Pledge of Allegiance

Swear in New Member

Public Comments on Action Items

Reorganization Conducted by Executive Director:

- Election of Chairman for 1-year term
- Election of Vice Chairman for 1-year term
- Election of Treasurer for 1-year term
- Election of Secretary for 1-year term

Resolution 2020-10	a resolution authorizing a professional services contract for Consulting Engineering for the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2020-03)
Resolution 2020-11	a resolution authorizing a professional services contract for Environmental Consulting Engineer for the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2020-04)
Resolution 2020-12	a resolution authorizing a professional services contract for Solicitor for Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2020-07)
Resolution 2020-13	a resolution authorizing a professional services contract for Special Counsel for the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2020-05)
Resolution 2020-14	a resolution authorizing a professional services contract for Bond Counsel for Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2020-01)
Resolution 2020-15	a resolution authorizing a professional services contract for Labor Counsel for the Mt. Holly Municipal Utilities Authority. (Contract # 2020-08)
Resolution 2020-16	a resolution authorizing an extraordinary unspecifiable service contract for Computer Systems Consultant for the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2020-02)
Resolution 2020-17	a resolution authorizing a professional services contract for Risk Management Consultant for Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2020-06)
Resolution 2020-18	a resolution designating official newspapers of the Mt. Holly Municipal Utilities Authority.
Resolution 2020-19	a resolution designating banking institution for the Mt. Holly Municipal Utilities Authority
Resolution 2020-20	a resolution designating the Public Agency Compliance Officer (PACO) for the Mt. Holly Municipal Utilities Authority for the current calendar year
Resolution 2020-21	a resolution of the Mt. Holly Municipal Utilities Authority authorizing meetings for the year 2020 through the 2021 reorganization meeting
Resolution 2020-22	a resolution adopting the Mt. Holly Municipal Utilities Authority’s anti discrimination policy

Resolution 2020-23	a resolution authorizing actions to be performed on behalf of the Mt. Holly Municipal Utilities Authority
Resolution 2020-24	a resolution appointing Insurance Fund Commissioner
Resolution 2020-25	a resolution of the Mt. Holly Municipal Utilities Authority approving the cash management plan of the Mount Holly Municipal Utilities Authority for fiscal year 2020

Approval of Minutes

Regular Meeting	January 09, 2020
Executive Meeting Minutes	January 09, 2020 Resolution 2020-09

Old Business

Resolution 2020-06	A resolution approving S-3 application for approval of sewer construction plans between The Mt. Holly Municipal Utilities Authority and for Fountain Square in Westampton Township.
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New Business

Resolution 2020-30	A resolution of the Mt. Holly Municipal Utilities Authority to increase the Ron Nicholson Scholarship amount to \$2000 effective 2020
Resolution 2020-31	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 (GOV DEALS)
Resolution 2020-32	A resolution approving refund to MHMUA Employees

Consent Agenda:

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

*Resolution 2020-26	A resolution approving the operating expenses for the month of January 2020.
*Resolution 2020-27	A resolution approving the sewer refunds for the month of January 2020.
*Resolution 2020-28	A resolution approving the expenditures for the month of January 2020 from the escrow fund.
*Resolution 2020-29	A resolution approving the expenditures for the month of January 2020 from the improvement replacement fund.

Communications

- To be presented by the public
 - Report of the Executive Director
 - Report of the Engineer
 - Report of the Operations Superintendent
 - Report of the Safety Director and Special Projects
 - Report of the Solicitor
 - Report of the Finance Administrator/Treasurer
 - Other new business
 - Matters to be presented by the Commissioners
 - Executive Session (Proposed Resolution 2020-__)
 - Adjournment 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 February 19, 2019, and the Courier-Post on February 20, 2019. On Monday, February 03, 2020 advanced written notice of meeting was (1) posted on the Administrative Bulletin Board at the Township Building and (2) advanced written notice of this meeting was mailed to all persons who, according to the records of the MUA, requested such notice.”

MANDATORY AFFIRMATIVE ACTION COMPLIANCE NOTICE

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

RESOLUTION #2020-10

WHEREAS, there exists a need for the services of a professional engineer to serve as consulting engineer for The Mount Holly Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for "professional services" without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Mount Holly Municipal Utilities Authority this 13th day of February, 2020, as follows:

1. _____ be and the same is hereby appointed as consulting engineer for The Mount Holly Municipal Utilities Authority. The term of appointment is effective February 13, 2020, and shall be for a term of one (1) year.
2. This contract is awarded without competitive bidding after a fair and open process as a "professional service" in accordance with N.J.S.A. 40A:11-5(1) (a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.
3. The Chairman and Secretary are hereby authorized and directed to execute an Agreement with _____ for these professional services.
4. Notice of this action shall be published once as a legal advertisement in the official newspaper of the Mount Holly Municipal Utilities Authority within ten days of its adoption.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST:

Brandy C. Boyington, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

Esquire

RESOLUTION #2020-11

WHEREAS, there exists a need for the services of an Environmental Consulting Engineer to perform certain sampling, testing, modeling, analysis, and other environmental consulting services; The Mount Holly Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for "professional services" without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Mount Holly Municipal Utilities Authority this 13th day of February, 2020, as follows:

1. _____ be and the same is hereby appointed as Consulting Enviromental Engineer for The Mount Holly Municipal Utilities Authority. The term of appointment is effective February 13, 2019, and shall be for a term of one (1) year.
2. This contract is awarded without competitive bidding after a fair and open process as a "professional service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.
3. The Chairman and Secretary are hereby authorized and directed to execute an Agreement with _____ for these professional services.
4. Notice of this action shall be published once as a legal advertisement in the official newspaper of the Mount Holly Municipal Utilities Authority within ten days of its adoption.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHOIRITY

By: _____
Jules K. Thiessen, Chairman

ATTEST: _____
Brandy C. Boyington, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

Esquire

RESOLUTION 2020-12

WHEREAS, there exists a need for the services of an attorney-at-law to serve as Solicitor for The Mount Holly Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for “professional services” without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Mount Holly Municipal Utilities Authority this 13th day of February, 2020, as follows:

1. _____ be and the same is hereby appointed as Solicitor for the Mount Holly Municipal Utilities Authority. The term of the appointment is effective February 13, 2020, and shall be for a term of one year.
2. This contract is awarded without competitive bidding after a fair and open process as a “professional service” in accordance with N.J.S.A. 40A:11-5(1) (a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.
3. The Chairman and Secretary are hereby authorized and directed to execute an agreement with _____ for these professional services.
4. Notice of this action shall be published once as a legal advertisement in the official newspaper of The Mount Holly Municipal Utilities Authority within ten days of its adoption.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST:

Brandy C. Boyington, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

Esquire

RESOLUTION 2020-13

WHEREAS, there exists a need for the services of an attorney-at-law to serve as special counsel for The Mount Holly Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for “professional services” without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Mount Holly Municipal Utilities Authority this 13th day of February, 2020 as follows:

1. _____ is hereby appointed as special counsel for the Mount Holly Municipal Utilities Authority. The term of the appointment is effective February 13, 2020 and shall be for a term of one year.

2. This contract is awarded without competitive bidding after a fair and open process as a “professional service” in accordance with N.J.S.A. 40A:11-5(1) (a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.

3. The Chairman and Secretary are hereby authorized and directed to execute an Agreement with _____ for these professional services.

4. Notice of this action shall be published once as a legal advertisement in the official newspaper of The Mount Holly Municipal Utilities Authority within ten days of its adoption.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST: _____
Brandy C. Boyington Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

Esquire

RESOLUTION 2020-14

WHEREAS, there exists a need for the services of an attorney-at-law to serve as bond counsel for The Mount Holly Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for “professional services” without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Mount Holly Municipal Utilities Authority this 13th day of February, 2020, as follows:

1. _____ be and the same is hereby appointed as bond counsel for the Mount Holly Municipal Utilities Authority. The term of the appointment is effective February 13, 2020, and shall be for a term of one year.

2. This contract is awarded without competitive bidding after a fair and open process as a “professional service” in accordance with N.J.S.A. 40A:11-5(1) (a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.

3. The Chairman and Secretary are hereby authorized and directed to execute an Agreement with P _____ for these professional services.

4. Notice of this action shall be published once as a legal advertisement in the official newspaper of The Mount Holly Municipal Utilities Authority within ten days of its adoption. THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST: _____
Brandy C Boyington, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

Esquire

RESOLUTION 2020-15

WHEREAS, there exists a need for the services of an attorney-at-law to serve as labor counsel for The Mount Holly Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for “professional services” without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Mount Holly Municipal Utilities Authority this 13th day of February, 2020, as follows:

1. _____ be and the same is hereby appointed as labor counsel for the Mount Holly Municipal Utilities Authority. The term of the appointment is effective February 13, 2020, and shall be for a term of one year.
2. This contract is awarded without competitive bidding after a fair and open process as a “professional service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.
3. The Chairman and Secretary are hereby authorized and directed to execute an Agreement with _____ for these professional services.
4. Notice of this action shall be published once as a legal advertisement in the official newspaper of The Mount Holly Municipal Utilities Authority within ten days of its adoption.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST:

Brandy C Boyington, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

Esquire

RESOLUTION 2020-16

**RESOLUTION AUTHORIZING AGREEMENT FOR EXTRAORDINARY,
UNSPECIFIABLE SERVICES COMPUTER SYSTEMS CONSULTANT**

WHEREAS, there exists a need to obtain the services of a Computer Systems Consultant to furnish and install, and provide training and service for, computer and software services to meet the needs of the MHMUA and which is compatible with the existing equipment of the MHMUA; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-5 (1) (a) (ii)) exempts the award of contracts for extraordinary, unspecifiable services from the requirements of public advertisement and bidding; and

WHEREAS, the award of this contract meets the statute and regulations governing the award of said contracts; and

WHEREAS, a certificate of availability of funds has been provided by the designated certifying officer and is attached hereto; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED this 13th day of February, 2020, by The Mount Holly Municipal Utilities Authority as follows:

1. The Chairman and Secretary be and the same are hereby authorized and directed to execute an agreement with _____ for the services described herein .
2. This contract is awarded without competitive bidding after a fair and open process as an “Extraordinary Unspecifiable Service” in accordance with N.J.S.A. 40A:11-5(1)(a)(ii) of the Local Public Contracts Law because this service is specialized and qualitative in nature requiring expertise, extensive training and proven reputation.
3. A notice of this action shall be published in the official newspaper of the MHMUA.

THE MOUNT HOLLY MUNICIPAL UTILITIES
AUTHORITY

By: _____
Jules K. Thiessen, Chairman

Brandy C. Boyington, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

Esquire

RESOLUTION 2020-17

WHEREAS, there exists a need for the services of a Risk Management Consultant for The Mount Holly Municipal Utilities Authority; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for “professional services” without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Mount Holly Municipal Utilities Authority this 13th day of February, 2020, as follows:

1. _____ be and the same is hereby appointed as Risk Management Consultant for the Mount Holly Municipal Utilities Authority. The term of the appointment is effective February 13, 2020, and shall be for a term of one year.
2. This contract is awarded without competitive bidding after a fair and open process as a “professional service” in accordance with N.J.S.A. 40A:11-5(1) (a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.
3. The Chairman and Secretary are hereby authorized and directed to execute an Agreement with the _____ for these professional services.
4. Notice of this action shall be published once as a legal advertisement in the official newspaper of The Mount Holly Municipal Utilities Authority within ten days of its adoption.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST: _____
Brandy C. Boyington, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

Esquire

RESOLUTION 2020-18

A RESOLUTION OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY, DESIGNATING OFFICIAL NEWSPAPERS

WHEREAS, Mount Holly Municipal Utilities Authority must designate an official newspaper as part of its annual reorganization.

NOW THEREFORE, BE IT RESOLVED by the Mount Holly Municipal Utilities Authority (“MHMUA”) that the Courier Times, the Camden Courier Post, the Trenton Times are hereby designated as the official newspapers of the MHMUA commencing February 13, 2020.

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 thereof held on February 13, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said MHMUA this 13th day of February 2020.

Brandy C. Boyington, Secretary

RESOLUTION 2020-19

A RESOLUTION OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY, DESIGNATING VARIOUS BANKING INSTITUTIONS FOR DEPOSITORY PURPOSES

WHEREAS, Mount Holly Municipal Utilities Authority is required to designate depositories for its funds, investments and deposits; and

WHEREAS, this designation of a depository is required to be made on an annual basis.

NOW THEREFORE, BE IT RESOLVED by the Mount Holly Municipal Utilities Authority that the following are designated as public depositories of the Authority:

1. WSFS Bank
2. Republic Bank
3. TD Bank
4. All other banks and savings and loans certified by the New Jersey Department of Banking as eligible for the deposit of Public Funds

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 thereof held on February 13, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Authority this 13th day of February, 2020.

Brandy C. Boyington, Secretary

RESOLUTION 2020-20

BE IT RESOLVED by The Mount Holly Municipal Utilities Authority this 13th day of February, 2020 that, in accordance with the requirements of N.J.A.C. 17:27-3.3, the following person be and the same hereby is designated as the Public Agency Compliance Officer (“PACO”) for the MHMUA for the current calendar year:

Robert G. Maybury Executive Director
The Mount Holly Municipal Utilities Authority
1 Park Drive
P.O. Box 486
Mount Holly, NJ 08060
PH: (609) 267-0015
Fax: (609) 267-5420

BE IT FURTHER RESOLVED that a true copy of this Resolution be forwarded to the Department of the Treasury, Affirmative Action Office, and P.O. Box 209, Trenton, NJ 08625-0209.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules Thiessen, Chairman

Attest:

Brandy C. Boyington, Secretary

RESOLUTION 2020-21

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
NOTICE OF MEETINGS FOR THE YEAR 2020 THROUGH THE
2021 REORGANIZATION MEETING REGULAR MONTHLY MEETINGS**

The regular monthly meeting of the Mount Holly Municipal Utilities Authority shall be held in the Administrative Office of the Mount Holly Municipal Utilities Authority at 37 Washington Street, Mount Holly, New Jersey at 6:00 PM the second Thursday of each month, unless as otherwise noted below. Formal action may be taken at these meetings on any matters before the Authority:

March 12,2020
April 09, 2020
May 14, 2020
June 11, 2020
July 09, 2020
August 13, 2020
September 10, 2020
October 08, 2020
November 12, 2020
December 10, 2020
January 14, 2021
February 11, 2021

REGULAR MONTHLY WORK SESSION

The regular monthly work session meeting shall be held in the Mount Holly Municipal Utilities Authority Office, 37 Washington Street, Mount Holly, New Jersey on the second Thursday of each month, the same date as the regular monthly meeting, at 6:00 PM. No formal action may be taken at such meetings. Any and all business involving the MHMUA may be discussed.

CERTIFICATION

STATE OF NEW JERSEY}
:
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 thereof, held on the 13th day of February 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said MHMUA this 13th day of February 2020.

Brandy C. Boyington
Board Secretary

RESOLUTION 2020-22
RESOLUTION READOPTING THE ANTI-HARASSMENT POLICY OF THE MOUNT
HOLLY MUNICIPAL UTILITIES AUTHORITY

WHEREAS, The Mount Holly Municipal Utilities Authority (“MHMUA”) is unequivocally opposed to discrimination against, or harassment of, any individual that is based on race, creed, color, national origin, nationality, ancestry, age, marital status, affectional or sexual orientation, gender identity or expression, genetic information, sex, atypical hereditary cellular or blood trait, liability for military service in the Armed Forces of the United States, handicap, or disability; and

WHEREAS, the MHMUA will not tolerate such discrimination or harassment in the workplace or outside of the workplace if it creates in the workplace a hostile, offensive or intimidating environment; and

WHEREAS, in an effort to prevent such discrimination or harassment, the MHMUA hereby readopts its “Anti-Harassment Policy and Procedure” in the form attached, which it shall enforce; and

WHEREAS, the Anti-Harassment Policy and Procedure shall be posted in prominent places throughout the workplace and shall be distributed to all employees; and

WHEREAS, the MHMUA shall require that all employees and supervisors receive periodic training concerning their rights and obligations under the Anti-Harassment Policy and Procedure.

NOW, THEREFORE, BE IT RESOLVED by The Mount Holly Municipal Utilities Authority this 13th day of February, 2020, that the Anti-Harassment Policy and Procedure be and the same is hereby readopted in the form attached to this resolution.

BE IT FURTHER RESOLVED that the Executive Director be and the same is hereby charged with the responsibility of posting copies in prominent places throughout the workplace, in distributing copies to all employees and in arranging training for all employees and supervisors concerning their rights and obligations under the Anti-Harassment Policy and Procedure.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

THE MOUNT HOLLY
MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules Thiessen, Chairman

Attest:

Brandy C. Boyington, Secretary

RESOLUTION 2020-23
RESOLUTION AUTHORIZING ACTIONS TO BE PERFORMED
ON BEHALF OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

WHEREAS, it is necessary for The Mount Holly Municipal Utilities Authority to authorize certain actions to be performed on its behalf.

NOW, THEREFORE, BE IT RESOLVED by The Mount Holly Municipal Utilities Authority this 13th day of February, 2020, as follows:

1. Robert G. Maybury, Executive Director and Robert Young, Operations Superintendent are hereby designated Licensed Operators and are authorized to prepare, review and sign on behalf of the MHMUA such reports and applications as may be required by the New Jersey Department of Environmental Protection or the United States Environmental Protection Agency.

2. Michael Dehoff, Finance Administrator, or in his absence, Robert G. Maybury, Executive Director, is hereby designated as Certifying Finance Officer in accordance with N.J.A.C. 5:30-5 for the purpose of determining and certifying the availability of sufficient funds before a contract may be awarded.

3. The Executive Director, or in his absence, the Finance Administrator, is hereby designated as contracting agent for the purpose of approving emergency purchases and contracts pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.

4. The Executive Director, or in his absence, the Finance Administrator, is hereby authorized to give final approval to all purchase orders, which approval must be given before the purchase is made.

5. The Executive Director, or in his absence, the Finance Administrator, is hereby authorized to execute S-1 and S-3 applications, S-2 contracts and sewer permits on behalf of the MHMUA, in accordance with the rules and regulations of the MHMUA.

6. The Executive Director, or in his absence, the Finance Administrator, is hereby authorized to execute Treatment Works Applications (TWA) on behalf of the MHMUA and to file same with the New Jersey Department of Environmental Protection, after the approval of same by motion of the MHMUA.

7. The Executive Director and the Finance Administrator are hereby authorized to sign checks.

8. The Executive Director and the Finance Administrator are hereby authorized to file requisitions of funds with the Trustee (one signature required).

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

ATTEST:

Brandy C. Boyington, Secretary

RESOLUTION 2020-24

**RESOLUTION APPOINTING
INSURANCE FUND COMMISSIONER**

BE IT RESOLVED by The Mount Holly Municipal Utilities Authority this 13th day of February, 2020 that Robert G. Maybury, Executive Director, be and the same is hereby appointed as Insurance Fund Commissioner representing the Authority at the New Jersey Utility Authorities Joint Insurance Fund (JIF) and the Southern New Jersey Regional Employee Benefits Fund (HIF).

BE IT FURTHER RESOLVED that this Resolution shall remain in effect until the following reorganization of the MHMUA, or until otherwise superseded, whichever shall occur first.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

Attest:

Brandy C. Boyington, Secretary

RESOLUTION 2020-25

**RESOLUTION APPROVING THE CASH MANAGEMENT PLAN
OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
FOR FISCAL YEAR 2020**

BE IT RESOLVED by The Mount Holly Municipal Utilities Authority, this 13th day of February, 2020, that the Cash Management Plan for Fiscal Year 2020 be and the same is hereby approved and adopted in the form on file in the office of the MHMUA.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules K. Thiessen, Chairman

Attest:

Brandy C. Boyington, Secretary

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

CASH MANAGEMENT PLAN

FISCAL YEAR:

JANUARY 1, 2020 TO DECEMBER 31, 2020

Pursuant to the requirements of N.J.S.A. 40A:5-14, *et seq.*, and N.J.A.C. 5:31-3.1, the following is the Cash Management Plan of The Mount Holly Municipal Utilities Authority ("Authority") for the fiscal year indicated above.

I. Designation of Legal Public Depository

A. The designated legal public depository of the Authority shall be a state or federally chartered bank, savings bank, credit union, or an association located in the State of New Jersey or a state or federally chartered bank, savings bank, credit union or an association located in another state with a branch office in this State, the deposits of which are insured by the Federal Deposit Insurance Corporation and which receives or holds public funds on deposit and which otherwise qualifies as a "public depository" pursuant to the requirements of the Governmental Unit Deposit Protection Act, N.J.S.A. 17:9-41, *et seq.* WSFS Bank and Republic Bank are hereby designated as the legal public depositories of the Authority. By separate resolution, TD Bank, N.A. has been designated as Trustee. All other banks and savings and loans certified by the New Jersey Department of Banking eligible for the deposit of Public funds are also designated for possible use as a legal public depository of the Authority.

II. Accounts Held by Designated Legal Public Depository

A. Revenue Trustee Account. There shall be maintained in the designated legal public depository a Revenue Trustee Account, the purpose of which is to receive all monies from any source by or on behalf of the Authority, except for monies received for planning escrow fees. Pursuant to the requirements of N.J.S.A. 40A:5-15, all monies received from any source by or on behalf of the Authority, except for monies received for planning escrow fees, shall, within 48 hours after the receipt thereof, be deposited to the credit of the Authority in the Revenue Trustee Account. The designated legal public depository shall transfer all funds held in its Revenue Trustee Account to the Revenue Fund held by the Trustee, by wire, on a weekly basis, or as otherwise directed by the Authority.

B. Escrow Account. There shall be maintained in the designated legal public depository an Escrow Account, the purpose of which is to receive all monies that are designated for the payment of planning escrow fees. Pursuant to the requirements of N.J.S.A. 40A:5-15, all monies received by any source by or on behalf of the Authority that are designated for the payment of planning escrow fees shall, within 48 hours after the receipt thereof, be deposited to the credit of the Authority in the Escrow Account. Monies shall be

paid from the Escrow Account on a monthly basis for costs incurred for inspection, engineering review, legal review or for other services provided to or on behalf of the development for which the planning escrow fees were deposited, in accordance with the rules and regulations of the Authority.

C. Operating Account. There shall be maintained in the designated legal public depository an Operating Account, the purpose of which is to receive, at least on a quarterly basis as of the first days of March, June, September and December of each Fiscal Year, operating funds from the Trustee in the amount requisitioned by the Authority to pay the Operating Expenses of the Authority for the ensuing period for which funds were requisitioned.

1. There shall be maintained in the designated legal public depository a Payroll Account that shall be a subaccount of the Operating Account. Monies shall be transferred from the Operating Account into the Payroll Account on a bi-weekly basis to meet the payroll requirements of the Authority.

2. There shall be maintained in the designated legal public depository a Flexible Spending Account "FSA" that shall be a subaccount of the Payroll Account. Monies shall be transferred from the Payroll Account into the FSA Account for employee deductions on a monthly basis to meet the cash requirements of the Authority.

D. Unemployment Fund Account. There shall be maintained in the designated legal public depository an Unemployment Fund Account, the purpose of which is to receive employee payroll deductions for future unemployment claims under the reimbursable unemployment program with the State of NJ. Monies shall be transferred from the Payroll account into the Unemployment Fund Account on a monthly basis to meet the requirements of the Authority.

E. Petty Cash Fund. The Authority shall maintain a Petty Cash Fund in the office of the Authority. The purpose of the Petty Cash Fund is to pay small miscellaneous expenses of the Authority in cash, as authorized by the Executive Director or the Finance Administrator. The Petty Cash Fund shall not exceed \$200.00 in cash at any one time. A record shall be maintained of all monies withdrawn from the Petty Cash Fund.

F. Accounts to be Interest Bearing. All accounts maintained in the designated legal public depository shall be interest-bearing accounts and shall be maintained in order to obtain the highest interest rate available from the designated legal public depository for demand deposits.

III. Accounts Held By The Trustee

A. Pursuant to the requirements of Article IV of the Resolution Authorizing Sewer Revenue Bonds, adopted June 5, 1986 (the "Bond Resolution"), the Trustee is required to make payments as of the first days of March, June, September and December of each Fiscal Year from the Revenue Fund into the several funds created by the Bond Resolution. Payments are to be made into each fund up to the maximum limit set for the fund in the following order:

1. To be reserved in the Revenue Fund an amount sufficient to pay the Operating Expenses of the Authority for the ensuing quarterly period; then
2. Into the Debt Service Fund so that the amount therein equals the Debt Service Requirement for the then-current fiscal year, plus an amount equal to the Sinking Fund Installment for the then-current fiscal year; then
3. Into the Debt Service Reserve Fund so that the amount therein equals the Debt Service Reserve Requirement; then
4. Into the Renewal and Replacement Fund, first, into the System Reserve Requirement Account, so that the amount therein equals the System Reserve Requirement, and then, to be held in the Fund for the other purposes of the Fund.

C. Special Instructions to Trustee:

1. On at least a quarterly basis as of the first days of March, June, September and December of each Fiscal Year, the Trustee shall transfer, by wire, the amount requisitioned by the Authority to pay Operating Expenses for the ensuing period for which funds were requisitioned, into the Authority's Operating Account maintained in the designated legal public depository.
2. Any balance remaining in the Revenue Fund in excess of the reserve for Operating Expenses shall be transferred by the Trustee on at least a quarterly basis as of the first days of March, June, September and December of each Fiscal Year, first, into the Debt Service Fund, and then, into the several funds created by the Bond Resolution in the following order, but only to the extent necessary to meet the respective required fund balances:

<u>Fund</u>	<u>Required Balance</u>
Revenue Fund, Reserve for Operating Expenses:	\$2,454,124
Debt Service Fund: (includes Sinking Fund Installment)	\$2,834,583

<u>Fund</u>	<u>Required Balance</u>
Debt Service Reserve Fund:	\$2,836,810
Renewal and Replacement Fund:	
a.) System Reserve Requirement Account:	\$1,300,000
b.) other purposes of the Fund:	the balance

3. On at least a quarterly basis as of the first days of March, June, September and December of each Fiscal Year, the Trustee shall determine whether the balances in the Debt Service Fund, Debt Service Reserve Fund and System Reserve Requirement Account are in excess of the required balance for each respective fund. Any amounts in excess of the required balance for each fund shall be transferred by the Trustee on at least a quarterly basis, first, into the Debt Service Fund, and then, into the several funds created by the Bond Resolution in the order provided in the preceding paragraph, but only to the extent necessary to meet the respective fund required balances. If the required balances of all funds are satisfied, any excess funds shall be paid into the Renewal and Replacement Fund to be used for the lawful purposes of the Fund.

IV. Securities Which May Be Purchased By or on Behalf of the Authority

A. Pursuant to N.J.S.A. 40A:5-15.1, the Authority hereby authorizes the following types of securities to be purchased on its behalf:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Authority, the Township of Mount Holly or school districts of which the Township of Mount Holly is a part or within which the school district is located.
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by local units;
6. Local government investment pools;

7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or

8. Agreement for the repurchase of fully collateralized securities, if:

(a) The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of subsection A herein;

(b) the custody of collateral is transferred to a third party;

(c) the maturity of the agreement is not more than 30 days;

(d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c. 236 (C.17:9-41); and

(e) a master repurchase agreement providing for the custody and security of collateral is executed.

B. Any investment instruments in which the security is not physically held by the Authority shall be covered by a third-party custodial agreement which shall provide for the designation of such investments in the name of the Authority and prevent unauthorized use of such investments;

C. Purchase of investment securities shall be executed by the "delivery versus payment" method to ensure that securities are either received by the Authority or a third-party custodian prior to or upon the release of the Authority funds.

D. Any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, or the State of New Jersey Cash Management Fund, shall be purchased and redeemed through the use of a national or State bank located within this State or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L.1967, c. 93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

E. For the purpose of this section:

(1) a “government money market mutual fund” means an investment company or investment trust:

(a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. § 80a-1 et seq., and operated in accordance with 17 C.F.R. § 270.2a-7;

(b) the portfolio of which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection A herein; and

(c) which is rated by a nationally recognized statistical rating organization.

(2) a “local government pool” means an investment pool:

(a) which is managed in accordance with 17 C.F.R. §270.2a.7;

(b) which is rated in the highest category by a nationally recognized statistical rating organization;

(c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection A herein;

(d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (C.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

(e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

(f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967, c.93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

F. Investments in, or deposits or purchases of financial instruments made pursuant to this section shall not be subject to the requirements of the "Local Public Contracts Law," P.L.1971, c. 198 (C.40A:11-1 et seq.).

V. Investment Policies

A. The policies to be used for selecting and evaluating investment instruments shall include preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees, and when appropriate, policies of investment instrument administrators and further, shall be based on a cash flow analysis prepared by the Executive Director and the Finance Administrator and shall be commensurate with the nature and size of the funds held by the Authority. All investments shall be made on a competitive basis insofar as practicable. When an investment in bonds maturing in more than one year is authorized, the maturity of those bonds shall approximate the prospective use of the funds invested.

VI. Investment Broker

A. Pursuant to the requirements of N.J.S.A. 40A:5-15.1.d. any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool or the State of New Jersey Cash Management Fund, shall be purchased and redeemed only through the use of a national or state bank located within this State or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to N.J.S.A. 49:3-56 and has at least \$25 million in capital stock, surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government Securities and reports daily to the Federal Reserve Bank of New York its position and borrowing on such U.S. Government Securities. Morgan Stanley Wealth Management (Attention: Stephen R. Schaeffer), One Liberty Place, 1650 Market Street – 42nd Floor, Philadelphia, PA 19103 is hereby designated as Investment Broker for the Authority.

B. The Authority authorizes the Investment Broker to act for and on behalf of the Authority and to use monies which the Authority may have on hand for investment purposes in the Revenue Fund, Debt Service Reserve Fund, Renewal and Replacement Fund, Debt Service Fund as well as in any open Construction Fund which may have been authorized under any bond resolution, to purchase only the types of securities which are authorized by law and this cash management plan to be purchased by the Authority and which, if suitable for registry, shall be registered in the name of the Authority. The Investment Broker shall be guided by the investment policies of this cash management plan but shall otherwise use its best professional judgment and expertise in making investment decisions.

C. The Investment Broker shall provide a prior written disclosure and explanation to the Authority for any securities that are to be sold and which will result in a loss to the Authority. Such notice shall be directed to the Executive Director or Finance Administrator via email with hard copy to follow. The notice should be of the type that would enable a layperson to understand the reason for the sale and subsequent loss. Unless the Executive Director or Finance Administrator expressly approves or requests the transaction (as confirmed in writing), the mere receipt of such notice will not constitute approval by the Authority of the transaction since the Authority is relying upon the professional judgment and expertise of the Investment Broker in making such investment decisions.

D. The Investment Broker shall be provided with, and sign an acknowledgment that the Investment Broker has seen and reviewed the cash management plan of the Authority. The Investment Broker shall also sign an acknowledgment that the government money market mutual fund whose securities are being purchased for the Authority by the Investment Broker meets the criteria of a government market mutual fund as defined in this cash management plan.

VII. Records

A. When the securities so purchased are received by the Authority, or by the Trustee on behalf of the Authority, the Finance Administrator shall duly record the receipt thereof in an appropriate manner and, at the next regular or special meeting after such receipt, shall transmit a written report to the members of the Authority setting forth the amount of securities so received, the series, date, numbers and interest periods, if any, thereof and shall transmit said securities to Trustee, for safe keeping. The written report shall be recorded in the minutes of such meeting.

B. The Finance Administrator shall prepare a monthly report to the Authority summarizing all investments made or redeemed since the last meeting of the Authority. The report shall set forth each organization holding Authority funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred and market value of all investments as of the report date as well as any other information that may be required from time to time by the Authority.

VIII. Approval, Amendment and Administration of Plan

A. The cash management plan shall be approved annually by majority vote of the Authority and may be modified from time to time in order to reflect changes in federal or state law or regulations, or in the designations of depositories, funds or investment instruments or the authorization for investments. The Executive Director and the Finance Administrator shall be charged with administering the plan. The persons so charged with administering the plan shall consult with the Authority counsel, bond counsel, auditor, designated local public depository and Trustee as necessary from time to time in order to insure the proper administration of the plan.

B. The persons charged with administering the plan shall deposit or invest the monies of the Authority as designated or authorized by the cash management plan and shall thereafter, be relieved of any liability for loss of such monies due to the insolvency or closing of any depository designated by, or the decrease in value of any investments authorized by, the cash management plan.

C. Any official of the Authority involved in the designation of depositories or in the authorization for investments as permitted pursuant to the cash management plan, or any combination of the proceeding, or the selection of an entity seeking to sell an investment to the Authority who has a material business or personal relationship with the organization, shall disclose that relationship to the Authority and to the Local Finance Board or the Municipal Ethics Board, as appropriate.

IX. Payment of Bills by the Authority

A. The Authority shall not pay out any of its monies:

1. unless the person claiming or receiving the same shall first present a detailed bill of items or demand, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct, and

2. unless it carries a written or electronic certification of some supervisory personnel of the Authority having knowledge of the facts that the goods have been received by, or the services rendered to, the Authority.

B. Notwithstanding the provisions of subsection A. of this section, upon adoption by the Local Finance Board of rules adopted pursuant to the "Administrative Procedure Act," P.L.1968, c. 410 (C.52:14B-1 et seq.) that provide for procedures to be followed by local units and under those circumstances deemed appropriate by the board, a local unit shall be permitted to pay out its moneys without requiring a certification of the party claiming payment as otherwise required by subsection A. of this section. Such circumstances may include, but shall not be limited to:

1. when payment to vendors is required in advance of the delivery of certain materials or services that cannot be obtained from any other source at comparable prices; or

2. when ordering, billing and payment transactions for goods or services are made through a computerized electronic transaction; or

3. when claim or demand is less than a threshold set by the board and the certification is not readily obtainable by the contracting unit; but such exceptions shall not include reimbursement of employee expenses or payment for personal services.

C. Notwithstanding the provisions of paragraph A herein, the Authority may, by resolution:

1. provide for and authorize payment of advances to officers and employees of the Authority toward their expenses for authorized official travel and incidental expenses, in a manner consistent with N.J.S.A. 40A:5-16.1;

2. provide for and authorize payment of an advance to any nonprofit organization or agency with which the Authority has entered into a service contract, for the purpose of meeting service programs start up costs, in a manner consistent with N.J.S.A. 40A:5-16.2; or

3. provide for and authorize payment in advance of estimated administrative or direct service costs to the Authority or to any other party participating in a statutorily authorized joint, inter-local or other cooperative activity, in a manner consistent with N.J.S.A. 40A:5-16.3.

X. Check Cashing Prohibited

A. The Authority shall not engage in the practice of cashing checks with public funds.

Mount Holly Municipal Utilities Authority Meeting Minutes January 09, 2020

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday, January 09, 2020 at 6:00P.M. Chairman Thiessen called the meeting to order with the following roll call:

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

Absent: Mr. Robert Silcox, Vice Chairman

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 on February 20, 2019 and the Courier Post on February 21, 2019. On Tuesday, January 07, 2020, 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."

Pledge of Allegiance

Public Comments on Agenda Items Only None

Approval of Minutes

Commissioner Banks moved for the approval of Regular Meeting Minutes and Executive Meeting Minutes of December 12, 2019. Commissioner Jones seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Chairman Thiessen

Nays:

Absent: Commissioner Silcox

Abstain: Commissioner Jones

Old Business

Resolution 2019-117 A resolution approving **S-3** application for approval of sewer construction plans between The Mt. Holly Municipal Utilities Authority and Shen Warehouse 111 Mount Holly Bypass Lumberton Township. Commissioner Jones moved to **table** Resolution 2019-117 until approvals are in place. Commissioner Banks seconded the motion at the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Jones, Chairman Thiessen

Nays:

Absent: Commissioner Silcox

Abstain:

New Business

Public Notice Posted For 2020 Professionals on December 17, 2019. Advertised in papers and on website.

Resolution 2020-05

A resolution approving **S-3** application for approval of sewer construction plans between The Mt. Holly Municipal Utilities Authority and Nomad Brewing in Lumberton Township.

Executive Director Maybury explained this resolution allows CRM LLC, owned by Richard May, to construct a twelve-seat brewery located at 106 Ark Road in Lumberton Township. Commissioner Banks moved for the approval of Resolution 2020-05. Commissioner Banks seconded the motion at the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Jones, Chairman Thiessen

Nays:

Absent: Commissioner Silcox

Abstain:

Resolution 2020-06 A resolution approving **S-3** application for approval of sewer construction plans between The Mt. Holly Municipal Utilities Authority and Fountain Square in Westampton Township. Commissioner Jones moved to **table** Resolution 2020-06. Commissioner Banks seconded the motion. At the call of the roll the vote was:
Ayes: Commissioner Banks, Commissioner Jones, Chairman Thiessen
Nays:
Absent: Commissioner Silcox
Abstain:

Resolution 2020-07 A resolution approving **S-3** application for approval of sewer construction plans between The Mt. Holly Municipal Utilities Authority and Ark Road in Lumberton Township. Executive Director Maybury explained this application is for Ark Landing, LLC to connect service bays and office space at 98 Ark Road in Lumberton Township (the former Flannigan’s facility). Commissioner Jones moved for the approval of Resolution 2020-07. Commissioner Banks seconded the motion. At the call of the roll the vote was:
Ayes: Commissioner Banks, Commissioner Jones, Chairman Thiessen
Nays:
Absent: Commissioner Silcox
Abstain:

Resolution 2020-08 A resolution approving **S-3** application for approval of sewer construction plans between The Mt. Holly Municipal Utilities Authority and Reserve at Creekside in Hainesport Township. Executive Director Maybury explained to the board this approval is for a proposed development off Bancroft Lane consisting of twenty single family homes. Commissioner Jones moved for the approval of Resolution 2020-08. Commissioner Banks seconded the motion. At the call of the roll the vote was:
Ayes: Commissioner Banks, Commissioner Jones, Chairman Thiessen
Nays:
Absent: Commissioner Silcox
Abstain:

Consent Agenda:
“All items listed with an asterisk (*) are considered routine by the Authority and will be enacted by one motion. Should a Commissioner wish to discuss a consent agenda item separately, that item can be removed from the consent agenda and considered in its normal sequence.”
*Resolution 2020-01 A resolution approving the operating expenses for the month of December.
*Resolution 2020-02 A resolution approving the sewer refunds for the month of December.
*Resolution 2020-03 A resolution approving the expenditures for the month of December from the escrow fund.
*Resolution 2020-04 A resolution approving the expenditures for the month of December from the improvement replacement fund.

Commissioner Jones moved for the approval of Resolutions 2020-01 through 2020-04. Commissioner Banks seconded the motion. At the call of the roll the vote was:
Ayes: Commissioner Banks, Commissioner Jones, Chairman Thiessen,
Nays:
Absent: Commissioner Silcox,
Abstain:

Communications:
To be presented by the public
Nick Casey representing Quaker Group, who is developing the Reserve at Creekside as discussed with approval of Resolution 2020-08 thanked all the Authority’s Engineer and staff for their corporation while processing the documents needed to obtain approvals.

Report of the Executive Director The Report of the Executive Director was received. Executive Director Maybury added that on June 3, 2020, the Authority will present the 24th annual Ron Nicholson Scholarship Award at the Rancocas Valley class of 2020. Executive Director Maybury continued stating the award is \$1,000 and would like to increase the amount to \$2,000 moving forward and a resolution for approval on this matter will be on the February agenda.

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 & Special Projects was received. Nothing to add.

Report of the Solicitor Nothing to add.

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

Other new business None

Matters to be presented by the Commissioners Commissioner Jones presented his resignation from the Authority’s Board.

Executive Session Resolution 2020-09 To discuss contracts, no action to be taken. Commissioner Jones moved for the approval to go into Executive Session. Commissioner Banks seconded the motion at 6:20 P.M. At the call of the roll, the vote was:

Ayes: Commissioner Jones, Commissioner Banks, Chairman Thiessen

Nays:

Absent: Commissioner Silcox

Abstain:

Adjournment 1st Motion Commissioner Banks 2nd Motion Commissioner Jones Time: 6:47 PM

**** Indicates addendum to original agenda**

Respectfully submitted,

Brandy C. Boyington, Secretary

**MOUNT HOLLY MUNICIPAL
UTILITIES AUTHORITY RESOLUTION
2020-09 AUTHORIZING EXECUTIVE
SESSION**

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

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

WHEREAS, the regular meeting of this Board will reconvene at the conclusion of closed session, at approximately 6:47 p.m. this evening.

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

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

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

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

_____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: personnel and possible 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: contract negotiations.

_____)

(If contract negotiation the nature of the contract and interested party is _____

_____)

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

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

_____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 Janaury 09, 2020.

Brandy C. Boyington

RESOLUTION 2020-06

A RESOLUTION APPROVING S-3 APPLICATION FOR APPROVAL OF SEWER CONSTRUCTION PLANS BETWEEN THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY AND CROWN POINT ASSOCIATES, LLC FOR SANITARY SEWERAGE SERVICE IN THE TOWNSHIP OF WESTAMPTON, BLOCK 807 LOT 1

WHEREAS, The Mount Holly Municipal Utilities Authority, (hereinafter "Authority"), 1 Park Drive, Mount Holly, New Jersey is a public body created by the governing body of the Township of Mount Holly pursuant to the provisions of the Sewerage Authorities Law (P.L. 1957, c. 183) of the State of New Jersey, as amended and supplemented; and

WHEREAS, the Authority is charged, inter alia, with the responsibility for the maintenance, operation and improvement of works for the collection, treatment, purification and disposal of sewage within the Authority Service Area; and

WHEREAS, Crown Point Associates, LLC; (hereinafter "Applicant") has its address or principal place of business at 28 Route 35 South, Suite 150, Red Bank, NJ 07701; and

WHEREAS, the Applicant proposes to construct a 5,525 square foot retail/gas, 3,660 square foot Bank, 307 seat drive-thru, 250 seat restaurant, 30,225 square foot large retail, 30,400 square foot retail shops, 150 room hotels to be known as the Fountain Square (hereinafter "Project") on Block 807, Lot 1 in the Township of Westampton; and

WHEREAS, the Applicant has received final approval for the Project from the Township of Westampton Land Use Board on _____; and

WHEREAS, the Applicant has submitted an S-3 Application for Approval of Sewer Construction Plans to the Authority for consideration; and

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

WHEREAS, the Applicant has certified the statements made on the submitted S-3 Application for Approval of Sewer Construction Plans are true.

NOW, THEREFORE, BE IT RESOLVED by the Mount Holly Municipal Utilities Authority, the S-3 Application for Approval of Sewer Construction Plans as submitted by the Applicant is hereby approved.

Record Vote

	AYE	NO	ABSTAIN	ABSENT
Chairman Thiessen				
Commissioner Silcox				
Commissioner Jones				
Commissioner Banks				

The foregoing is a true copy of a Resolution adopted by the Authority on February 13,2020.

Brandy C. Boyington, Secretary

[SEAL]

THE MOUNT HOLLY MUNICIPAL
UTILITIES AUTHORITY

BY_____
Jules Thiessen, Chairman

RESOLUTION 2020-30

**A RESOLUTION APPROVING AN INCREASE TO THE RONALD
NICHOLSON SCHOLARSHIP AWARD**

BE IT RESOLVED by the Mount Holly Municipal Utilities Authority that the Ronald Nicholson Scholarship Award is hereby increased to two-thousand dollars;

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, held on the 13th day of February, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the seal of said MUA this 13th day of February, 2020.

Brandy C. Boyington, Secretary

Resolution No. 2020-31
RESOLUTION AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER
NEEDED FOR PUBLIC USE THROUGH AN ONLINE AUCTION

WHEREAS, The Mount Holly Municipal Utilities Authority is the owner of certain personal property (the ("PROPERTY") as hereinafter described; and

WHEREAS, the MHMUA has determined that the Property is no longer needed for public use; and

WHEREAS, the MHMUA has determined to offer the Property for sale through an online auction conducted by GovDeals, Inc., under New Jersey State Contract 70967, in a manner consistent with the aforesaid State Contract and Local Finance Notice ("LFN") 2010-9.

NOW, THEREFORE, BE IT RESOLVED on this 13th day of February, 2020, by the Mount Holly Municipal Utilities Authority as follows:

1. The Property hereinafter described in this Resolution is no longer needed for public use.
2. The Property is hereby authorized to be sold on an "As-Is" basis to the successful bidder through an on-line auction conducted by Gov Deals, Inc. under New Jersey State Contract 70967, in a manner consistent with LFN 2010-9.
3. The address at which the Property Shall be sold is www.GovDeals.com.
4. The terms and conditions of the agreement entered with GovDeals are available on the website of GovDeals and from the MHMUA..
5. A notice announcing the auction of the Property and the manner of sale shall be published once as a legal advertisement in the official newspapers of the MHMUA.
6. The sale of the Property shall be held not less than seven or more than fourteen days after the latest publication notice.
7. A copy of the Resolution shall be sent to the New Jersey Department of Community Affairs, Division of Local Government Services, PO Box 803, Trenton New Jersey, 08625-0803
8. A description of the property to be sold is as listed on attached.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules Thiessen, Chairman

ATTEST:

Brandy C Boyington, Board Secretary

RESOLUTION 2020-32

A RESOLUTION APPROVING A REFUND TO MHMUA EMPLOYEES

BE IT RESOLVED by the Mount Holly Municipal Utilities Authority that a dividend check in the amount of \$115,653.49 was received from the Southern New Jersey Regional Employee Benefits Fund (SNJREBF). 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 approximately 20.88% percent of the total amount received, or \$24,152.50.

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 13th day of February, 2020.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MHMUA this February 13, 2020.

Brandy C. Boyington, Secretary

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

By: _____
Jules Thiessen, Chairman

RESOLUTION 2020-26

**A RESOLUTION APPROVING THE ANTICIPATED PAYROLL
FOR FEBRUARY AND THE ACTUAL PAYROLL FOR THE MONTH
OF JANUARY 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 \$325,000.00

BE IT FURTHER RESOLVED by the Mount Holly Municipal Utilities Authority that the Payroll and Operating Expenditures in the amount of \$582,877.54 per the attached listing are hereby approved.

CERTIFICATION

STATE OF NEW JERSEY }

 :ss

COUNTY OF BURLINGTON }

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby Certify the foregoing to be a true copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting, held on the 13th day of February, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the
seal of said MUA this 13th day of February, 2020.

Brandy C. Boyington, Secretary

P.O. Type: All	Include Project Line Items: No	Open: N	Paid: N	Void: N
Range: First	to Last	Rcvd: Y	Held: N	Aprv: N
Format: Condensed	Received Date Range: 12/31/19 to 02/13/20	Bid: Y	State: Y	Other: Y
Include Non-Budgeted: Y	Prior Year Only: N			Exempt: Y

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
ALSEP005 A&L SEPTIC SERVICE						
19-01318	12/02/19	BY PASS PUMPING	Open	1,170.00	0.00	
ACERB005 ACERBO'S AUTO TRIM & LETTERING						
20-00045	01/14/20	TRUCK LETTERING	Open	800.00	0.00	
AIRGA010 AIRGAS USA, LLC						
19-01384	12/18/19	SAFETY & FIRST AID SUPPLIES	Open	870.11	0.00	
AMERI065 AMERICAN WATER						
19-01427	12/31/19	AMERICAN WATER BILLING	Open	464.38	0.00	
19-01445	12/31/19	AMERICAN WATER BILLING	Open	464.74	0.00	
				929.12		
AMERI080 AMERIGAS						
19-01388	12/19/19	PROPANE FOR MAINT & ELEC SHOPS	Open	1,042.23	0.00	
19-01422	12/31/19	PROPANE FOR P/S 201	Open	364.13	0.00	
20-00016	01/03/20	PROPANE	Open	746.38	0.00	
20-00096	01/29/20	PROPANE	Open	688.21	0.00	
				2,840.95		
STAGL005 ANTHONY STAGLIANO						
20-00111	01/31/20	DEP PERMIT RENEWAL	Open	204.50	0.00	
ARAMA005 ARAMARK UNIFORM SERVICE						
19-01338	12/06/19	FR SWEATSHIRTS	Open	445.95	0.00	
ARMAN005 ARMANDO V. RICCIO, LLC						
19-01444	12/31/19	LEGAL SERVICES - LABOR COUNSEL	Open	15.50	0.00	
ASSNE005 ASSN. ENVIRONMENTAL AUTH						
20-00044	01/13/20	AEA REGULAR MEMBER DUES	Open	5,928.00	0.00	
ATCC0005 ATCC						
20-00057	01/15/20	CONTROLS FOR MICRO TESTING	Open	364.50	0.00	
ATLAN020 ATLANTIC SWITCH AND GENERATOR,						
19-01344	12/09/19	COOLANT FLUSH & FILL	Open	1,627.88	0.00	
AUTOP005 AUTO PARTS CONNECTION - MT. HO						
20-00020	01/06/20	OIL SAMPLE KITS	Open	31.98	0.00	
BIOAI005 BIOAIR SOLUTIONS, LLC						
20-00059	01/16/20	ECOGROW NUTRIENTS	Open	630.00	0.00	
BLOCK005 BLOCK LINE SYSTEMS						
20-00069	01/20/20	PHONE LINE SERVICE BILLING	Open	492.48	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
BRUCE005 BRUCE REED BUILDING MAINT						
19-01428	12/31/19	JANITORIAL SERVICES 1 PARK DR	Open	235.00	0.00	
20-00122	02/04/20	JANITORIAL SERVICES 1 PARK DR	Open	235.00	0.00	
				470.00		
BUDGE005 BUDGET PRINTING						
20-00101	01/30/20	ENVELOPES WITH PERMIT	Open	1,450.00	0.00	
CEUNI005 CEUNION						
20-00074	01/22/20	COURSE REGISTRATION	Open	95.00	0.00	
CINTA005 CINTAS CORPORATION						
19-01416	12/31/19	WORK BOOTS J. GASKILL JR	Open	141.08	0.00	
19-01417	12/31/19	UNIFORM RENTAL	Open	472.27	0.00	
20-00035	01/09/20	UNIFORM RENTAL	Open	452.23	0.00	
20-00047	01/14/20	UNIFORM RENTAL	Open	449.60	0.00	
20-00048	01/14/20	BIB OVERALLS	Open	97.94	0.00	
20-00073	01/21/20	UNIFORM RENTAL	Open	449.60	0.00	
20-00100	01/30/20	UNIFORM RENTAL	Open	467.59	0.00	
				2,530.31		
CITYE005 CITY ELECTRIC SUPPLY CO						
20-00064	01/17/20	LAMPHOLDER & LAMPS	Open	154.68	0.00	
COBUR005 COBURN CHEMICAL, INC.						
20-00022	01/06/20	MAGNESIUM HYDROXIDE	Open	8,209.22	0.00	
COURI005 COURIER TIMES, INC.						
19-01433	12/31/19	PUBLIC NOTICE MONTHLY MEETING	Open	88.08	0.00	
MAYBU005 CRAIG MAYBURY						
20-00067	01/20/20	WORK BOOTS	Open	125.00	0.00	
CROSS005 CROSS COUNTRY						
19-01407	12/26/19	XL GLOVES & LG TRASH BAGS	Open	1,287.74	0.00	
DEANS005 DEANS GRAPHICS						
20-00105	01/31/20	2020 MT. HOLLY TWP. CALENDAR	Open	275.00	0.00	
EASTE005 EASTERN AUTOPARTS WAREHOUSE						
19-01414	12/31/19	O2 SENSORS & BATTERY	Open	130.06	0.00	
20-00019	01/06/20	FILTERS & BATTERIES	Open	418.76	0.00	
20-00032	01/08/20	EXHAUST PARTS	Open	215.78	0.00	
20-00046	01/14/20	SPARK PLUGS	Open	12.54	0.00	
20-00076	01/23/20	BATTERY,DEX COOLANT/ ANTFREEZE	Open	153.91	0.00	
20-00085	01/27/20	BATTERY, GAS CAP	Open	161.17	0.00	
				1,092.22		
SHOPR010 EICKHOFF SUPERMARKETS						
19-01398	12/20/19	EMPLOYEE HOLIDAY LUNCHEON	Open	64.98	0.00	
EVOQU005 EVOQUA WATER TECHNOLOGIES, LLC						
19-01387	12/18/19	EVOQUA TANK EXCHANGE	Open	601.13	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
EVOQU005 EVOQUA WATER TECHNOLOGIES, LLC Continued						
20-00015	01/03/20	PUMP STATION BIOXIDE	Open	7,007.08	0.00	
				7,608.21		
FASTE005 FASTENAL COMPANY						
19-01328	12/03/19	PARTS WASHER	Open	1,825.40	0.00	
FACTS005 FLEX FACTS						
19-01436	12/31/19	FSA BILLING	Open	100.00	0.00	
FRANK020 FRANKLIN-GRIFFITH, LLC						
19-01393	12/20/19	BREAKER, RECPT, BOX	Open	533.32	0.00	
GRAIN005 GRAINGER						
20-00033	01/09/20	TIMING RELAY & FILTER MEDIA	Open	51.14	0.00	
20-00050	01/14/20	BLOWER MOTOR & CAPACITOR	Open	120.64	0.00	
				171.78		
HACHC005 HACH COMPANY						
20-00037	01/09/20	LABORATORY SUPPLIES AND SOLNS	Open	486.11	0.00	
HOMED005 HOME DEPOT CREDIT SERVICE						
19-01413	12/30/19	MINI BLINDS FOR PLANT OFFICES	Open	32.35	0.00	
HOUGH005 HOUGH PETROLEUM						
20-00023	01/06/20	OIL & COOLANT	Open	2,747.05	0.00	
HYPER005 HYPERION TREE SERVICE, INC.						
19-01241	11/08/19	TREE REMOVAL	Open	985.00	0.00	
IAEI0005 IAEI SOUTH JERSEY CHAPTER						
20-00112	01/31/20	TRAINING W.COSTELLO & A.FISHER	Open	450.00	0.00	
JHBER005 J & H BERGE INC						
19-01342	12/06/19	LABORATORY SUPPLIES AND CHEM	Open	121.00	0.00	
KRSSE005 KRS SERVICES, INC.						
20-00098	01/29/20	CRANE SERVICES	Open	388.75	0.00	
LORCO005 LORCO PETROLEUM SERVICES						
19-01210	11/05/19	REMOVAL OF OILY WATER	Open	162.50	0.00	
LOWES005 LOWE'S						
19-01321	12/02/19	9 VOLT BATTERIES	Open	20.43	0.00	
19-01363	12/11/19	PUSH BROOM	Open	21.84	0.00	
19-01396	12/20/19	FOR MODULAR OFFICE REMODEL	Open	37.06	0.00	
				79.33		
MANSF005 MANSFIELD OIL COMPANY						
20-00070	01/20/20	FUEL PURCHASES	Open	796.79	0.00	
20-00141	02/05/20	FUEL PURCHASES	Open	1,020.90	0.00	
				1,817.69		

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
MCMAS005 MCMASTER-CARR SUPPLY CO.						
20-00029	01/08/20	FILTER, FITTINGS, GAUGES	Open	436.09	0.00	
20-00031	01/08/20	HAND PUMP SPRAYERS	Open	<u>174.31</u>	0.00	
				610.40		
MIDDLE010 MIDDLESEX WELDING SALES						
19-01441	12/31/19	CYLINDER RENTAL	Open	61.50	0.00	
SHOES005 MIKES BETTER SHOES						
20-00102	01/30/20	WORK BOOTS FOR A. YANTIS	Open	125.00	0.00	
MISSION005 MISSION COMMUNICATIONS, LLC						
20-00030	01/08/20	BATTERY	Open	88.00	0.00	
20-00062	01/17/20	BATTERY	Open	88.00	0.00	
20-00068	01/20/20	SERVICE PACKAGE RENEWAL	Open	<u>563.40</u>	0.00	
				739.40		
TOILE005 MR. BOB PORTABLE TOILETS						
19-01448	12/31/19	PORTABLE TOILET RENTAL	Open	200.12	0.00	
20-00108	01/31/20	PORTABLE TOILET RENTAL	Open	99.96	0.00	
20-00145	02/06/20	PORTABLE TOILET RENTAL	Open	<u>142.50</u>	0.00	
				442.58		
NATIO020 NATIONAL SAFETY COUNCIL						
20-00065	01/17/20	MEMBER RENEWAL & SUBSCRIPTION	Open	425.00	0.00	
NJWEA010 NJWEA-SOUTH SECTION						
20-00036	01/09/20	REGISTRATION	Open	40.00	0.00	
NORRI005 NORRIS SALES COMPANY, INC.						
20-00021	01/06/20	PORT AIR COMPRESSOR PARTS	Open	1,022.00	0.00	
NORTH015 NORTH AMERICAN PIPELINE SERV.						
19-01424	01/03/20	SEWER MAIN IMPROVEMENTS	Open	221,848.78	0.00	
ONECA005 ONE CALL CONCEPTS, INC.						
19-01442	12/31/19	MARK OUTS REQUESTS	Open	322.32	0.00	
MCCAY005 PARKER MCCAY						
19-01434	12/31/19	LEGAL SERVICES - BOND COUNSEL	Open	325.24	0.00	
PENDE005 PENDERGAST SAFETY EQUIP						
19-01227	11/06/19	REFURBISH MULTI-GAS METER	Open	1,031.65	0.00	
19-01370	12/16/19	G450 METER CHARGING BASES	Open	<u>748.53</u>	0.00	
				1,780.18		
PEROX010 PEROXYCHEM LLC						
20-00054	01/15/20	PAA TOTES FOR DISINFECTION	Open	4,500.00	0.00	
20-00061	01/17/20	PAA TOTES FOR DISINFECTION	Open	<u>4,500.00</u>	0.00	
				9,000.00		
PHOEN005 PHOENIX ADVISORS, LLC						
19-01451	12/31/19	CONTINUING DISCLOSURE FEES	Open	100.00	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
PRIME005 PRIMEPOINT LLC						
19-01437	12/31/19	PAYROLL PROCESSING	Open	784.35	0.00	
PRIOR005 PRIOR-NAMI BUSINESS						
20-00114	02/03/20	PRINTER MAINTENANCE/REPAIRS	Open	399.00	0.00	
RAYMO005 RAYMOND, COLEMAN, HEINOLD, LLP						
19-01429	12/31/19	ATTORNEY FEES - SOLICITOR	Open	3,500.00	0.00	
20-00143	02/05/20	ATTORNEY FEES - SOLICITOR	Open	<u>3,500.00</u>	0.00	
				7,000.00		
RICHA005 RICHARD A. ALAIMO ASSOCIATES						
19-01432	12/31/19	ENGINEERING SERVICES	Open	19,350.00	0.00	
19-01446	12/31/19	ENGINEERING SERVICES	Open	<u>10,910.00</u>	0.00	
				30,260.00		
RIGGI005 RIGGINS INC.						
19-01425	12/31/19	ULS DIESEL	Open	451.71	0.00	
20-00089	01/27/20	ULS DIESEL	Open	622.03	0.00	
20-00123	02/04/20	ULS DIESEL	Open	<u>288.38</u>	0.00	
				1,362.12		
ROLFE005 ROLFERRY'S IMPRINT SPECIALTIES						
19-01353	12/10/19	SWEATSHIRTS	Open	797.00	0.00	
RUMSE005 RUMSEY ELECTRIC						
20-00038	01/09/20	ALLEN BRADLEY POWER SUPPLY	Open	1,133.13	0.00	
20-00042	01/10/20	RELAY & SOCKET	Open	<u>61.71</u>	0.00	
				1,194.84		
RUSSE015 RUSSELL REID INC.						
19-01440	12/31/19	DECEMBER GRIT/TRASH HAULING	Open	392.00	0.00	
ADVAN020 STAPLES BUSINESS CREDIT						
19-01411	12/27/19	FILE BOXES,CLOCK,CORD DETANGLE	Open	143.21	0.00	
20-00039	01/10/20	OFFICE SUPPLIES	Open	103.36	0.00	
20-00040	01/10/20	PLANT OFFICE SUPPLIES	Open	447.84	0.00	
20-00072	01/21/20	PRINTER TONER	Open	<u>204.22</u>	0.00	
				898.63		
STEVE005 STEVENSON SUPPLY CO. INC.						
19-01415	12/31/19	ACTUATOR	Open	472.89	0.00	
20-00093	01/29/20	SUPPLIES	Open	<u>109.87</u>	0.00	
				582.76		
STEWA005 STEWART C. LA VINE, INC						
19-01200	10/31/19	PAGING HORNS	Open	250.64	0.00	
SUMMI010 SUMMIT WATER NEXUS, MOUNT HOLL						
19-01426	12/31/19	SOLAR POWER PURCHASE	Open	3,749.49	0.00	
TOWNS010 TOWNSHIP OF MOORESTOWN						
19-01443	12/31/19	LAUREL CREEK PS WATER BILL	Open	331.00	0.00	

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
TRAPR005 TRAP ROCK INDUSTRIES LLC						
20-00066	01/20/20	BASE ASPHALT	Open	339.24	0.00	
TREAS015 TREASURER OF BURLINGTON						
19-01449	12/31/19	DECEMBER SLUDGE DISPOSAL FEES	Open	38,910.86	0.00	
19-01450	12/31/19	DECEMBER GRIT/TRASH DISPOSAL	Open	1,622.17	0.00	
20-00148	02/06/20	JANUARY GRIT/TRASH DISPOSAL	Open	2,642.37	0.00	
20-00149	02/06/20	JANUARY SLUDGE DISPOSAL FEES	Open	50,835.44	0.00	
				94,010.84		
TRICO005 TRI-COUNTY TERMITE & PEST CONT						
20-00055	01/15/20	RODENT & PEST CONTROL	Open	70.00	0.00	
VERIZ015 VERIZON						
20-00121	02/04/20	INTERNET/TV SERVICES	Open	105.39	0.00	
VERIZ035 VERIZON WIRELESS						
20-00142	02/05/20	CELL PHONE BILLING	Open	306.37	0.00	
VIRTU015 VIRTUA MEDICAL GROUP, P.A.						
19-01430	12/31/19	PRE-EMPLOYMENT PHYSICAL	Open	166.45	0.00	
VISIO005 VISION SERVICE PLAN						
20-00090	01/28/20	VISION INSURANCE	Open	1,261.82	0.00	
WBMAS005 W.B. MASON COMPANY, INC.						
20-00018	01/06/20	OFFICE SUPPLIES	Open	66.35	0.00	
20-00056	01/15/20	OFFICE SUPPLIES	Open	216.53	0.00	
20-00075	01/23/20	OFFICE SUPPLIES	Open	20.26	0.00	
				303.14		
WATER010 WATER ENVIRONMENT						
20-00113	02/03/20	WEF MEMBER. RENEWAL D. CRISPI	Open	182.00	0.00	
WINZI005 WINZINGER, INC.						
19-01117	10/17/19	RECYCLED ASPHALT	Open	77.00	0.00	
19-01302	11/26/19	RECYCLE ASPHALT	Open	150.00	0.00	
				227.00		
WOOLS005 WOOLSTON COMPANY, INC.						
19-01435	12/31/19	NOVEMBER SLUDGE HAULING FEES	Open	4,552.20	0.00	
19-01447	12/31/19	DECEMBER SLUDGE HAULING FEES	Open	4,383.60	0.00	
				8,935.80		
Total Purchase Orders: 123 Total P.O. Line Items: 0 Total List Amount: 440,453.97 Total Void Amount: 0.00						

Totals by Year-Fund		
Fund Description	Fund	Expend Total
	0-01	111,470.27
	9-01	328,983.70
Total of All Funds:		<u>440,453.97</u>

Total Per Reports (A+B):	\$479,259.68	
Add Payroll January:	\$303,590.50	
Less Improvements:	(\$250,448.78)	Resolution 2020-29
Total Operating Expense:	\$532,401.40	Resolution 2020-26

P.O. Type: All	Include Project Line Items: No	Open: N	Paid: Y	Void: N
Range: First	to Last	Rcvd: N	Held: N	Aprv: N
Format: Condensed	Paid Date Range: 01/10/20 to 02/13/20	Bid: Y	State: Y	Other: Y
Include Non-Budgeted: Y	Prior Year Only: N			Exempt: Y

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
COMCA005 COMCAST BUSINESS								
	20-00083	01/27/20	BUSINESS INTERNET	Open	489.14	0.00		
GOODY005 GOODYEAR AUTO SERVICE CENTER								
	19-01439	12/31/19	TIRES & ALIGNMENT	Open	549.80	0.00		
METLI005 METLIFE								
	20-00080	01/27/20	DISABILITY INSURANCE	Open	617.06	0.00		
NEWJE005 NEW JERSEY AMERICAN WATER								
	20-00087	01/27/20	BILLING FOR WATER CONSUMPTION	Open	1,859.30	0.00		
NJWEA005 NJWEA								
	20-00043	01/13/20	COURSE REGISTRATION	Open	23.00	0.00		
POSTM005 POSTMASTER								
	20-00058	01/16/20	MAILING POSTAGE CYCLE 2 2020-1	Open	1,829.12	0.00		
PSEG0005 PSE&G								
	20-00081	01/27/20	GAS & ELECTRIC CHARGES	Open	31,685.34	0.00		
SPRIN005 SPRINT								
	19-01438	12/31/19	PCS CONNECTION CARD/PLANT	Open	41.99	0.00		
VERIZ015 VERIZON								
	19-01431	12/31/19	INTERNET/TV SERVICES	Open	95.39	0.00		
	20-00071	01/20/20	INTERNET/TV SERVICES	Open	324.23	0.00		
	20-00079	01/27/20	INTERNET/TV SERVICES	Open	159.99	0.00		
					579.61			
VERIZ035 VERIZON WIRELESS								
	20-00082	01/27/20	CELL PHONE BILLING	Open	1,131.35	0.00		

Total Purchase Orders:	12	Total P.O. Line Items:	0	Total List Amount:	38,805.71	Total Void Amount:	0.00
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RESOLUTION 2020-27

A RESOLUTION APPROVING SEWER REFUNDS

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

TOTAL REFUNDS AS PER THE ATTACHED REPORT: \$2,571.01

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 13th day of February, 2020.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MUA this 13th day of February, 2020.

Brandy C. Boyington, Secretary

Tracking Id Range: SWR REFUND to SWR REFUND Vendor Range: First to Last Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: Y
Account Type: G/L First Encumber Date Range: 01/10/20 to 02/13/20 Include Items without Tracking Id: N
Account Range: First to Last

Tracking Id Description

P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	First Encumber Date	Status
SWR REFUND SEWER REFUNDS										
20-00125	1	THOMA035	THOMAS KRESKY	SEWER REFUND/31 BISPHAM ST	01-000-2020	1.00	73.74	other	02/04/20	Open
20-00126	1	TERES005	TERESA HOLLAND	SEWER REFUND/8 WALTON RD	01-000-2020	1.00	41.91	other	02/04/20	Open
20-00127	1	ESTAT010	ESTATE OF TOMMICINA GARRET	SEWER REFUND/619 HOLLY LA	01-000-2020	1.00	30.88	other	02/04/20	Open
20-00128	1	ACCES005	ACCESS CAPITAL INVESTMENTS	SEWER REFUND/37 WINDHAM DR	01-000-2020	1.00	70.88	other	02/04/20	Open
20-00129	1	SIMON010	SIMON & APRIL WESTON	SEWER REFUND/1627 ALBERT ST	01-000-2020	1.00	46.90	other	02/04/20	Open
20-00130	1	ELAIN005	ELAINE HEINTZE	SEWER REFUND/119 PAISLEY PL	01-000-2020	1.00	72.77	other	02/04/20	Open
20-00131	1	COLLE010	COLLEEN CONNOLLY & M JORDAN	SEWER REFUND/1111 N WASHINGTON	01-000-2020	1.00	190.60	other	02/04/20	Open
20-00132	1	SUSAN010	SUSAN & FREDERICK LAKE	SEWER REFUND/2530 CREEK RD	01-000-2020	1.00	113.52	other	02/04/20	Open
20-00133	1	BRAND010	BRANDON WOOD	SEWER REFUND/14 EASTLICK AVE	01-000-2020	1.00	40.24	other	02/04/20	Open
20-00134	1	JESSM005	JESS MENDENHALL	SEWER REFUND/20 ESTATE RD	01-000-2020	1.00	15.66	other	02/04/20	Open
20-00135	1	THOMA040	THOMAS & AUDREY MCGRAW	SEWER REFUND/5 CAYENNE CT	01-000-2020	1.00	56.32	other	02/04/20	Open
20-00136	1	ELIZA015	ELIZABETH & WALT DRAGON	SEWER REFUND/16 PEPPERMINT DR	01-000-2020	1.00	39.32	other	02/05/20	Open
20-00137	1	CEDRI005	CEDRIC DAVIS	SEWER REFUND/903 RUSSO DRIVE	01-000-2020	1.00	109.68	other	02/05/20	Open
20-00138	1	WESTA005	WESTAMPTON TOWNSHIP	SEWER REFUND/813 WOODLANE RD	01-000-2020	1.00	328.35	other	02/05/20	Open
20-00139	1	COREL010	CORELOGIC, INC.	SEWER REFUND/17 KANABE DR	01-000-2020	1.00	756.28	other	02/05/20	Open
20-00140	1	JENNI020	JENNIFER POTTER	SEWER REFUND/33 FLEMISH WAY	01-000-2020	1.00	349.24	other	02/05/20	Open
20-00147	1	GARYE010	GARY & ELIZABETH SOFIA	SEWER REFUND/527 HAMILTON AVE	01-000-2020	1.00	234.72	other	02/06/20	Open
Bid:		0.00	State:	0.00	Other:	2,571.01	Exempt:	0.00	Total:	17.00
										2,571.01

Total Tracking Ids: 1 Total Qty: 17.00 Total Amount: 2,571.01

Total Bid: 0.00 Total State: 0.00 Total Other: 2,571.01 Total Exempt: 0.00

RESOLUTION 2020-28
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 December 31, 2019:

Richard A. Alaimo Associates: \$19,233.28 (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 13th day of February, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the seal of said MUA this 13th day of February, 2020.

Brandy C. Boyington, Secretary

Tracking Id Range: ESCROW to ESCROW Vendor Range: First to Last Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: Y
Account Type: Project First Encumber Date Range: 01/10/20 to 02/13/20 Include Items Without Tracking Id: N
Account Range: First to Last

Tracking Id Description

P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	First Encumber Date	Status
ESCROW ESCROW PROJECTS										
20-00088	1	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Cornerstone @ Lumberton	0000000174	1.00	190.00	other	01/27/20	Open
20-00088	2	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Dixie Chix	0000000171	1.00	760.00	other	01/27/20	Open
20-00088	3	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Dixie Chix	0000000171	1.00	195.00	other	01/27/20	Open
20-00088	4	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Lennar At Rancocas	0000000108	1.00	5,726.21	other	01/27/20	Open
20-00088	5	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Lennar at Rancocas	0000000108	1.00	3,313.86	other	01/27/20	Open
20-00088	6	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Fountain Square	0000000170	1.00	190.00	other	01/27/20	Open
20-00088	7	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Fountain Square	0000000170	1.00	765.00	other	01/27/20	Open
20-00088	8	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Hainesport Plaza	0000000173	1.00	395.71	other	01/27/20	Open
20-00088	9	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Shree Shayona Donuts LLC	0000000172	1.00	1,210.00	other	01/27/20	Open
20-00088	10	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Shree Shayona Donuts LLC	0000000172	1.00	485.00	other	01/27/20	Open
20-00088	11	RICHA005	RICHARD A. ALAIMO ASSOCIATES	1513/1521 ROUTE 38	0000000179	1.00	770.00	other	01/27/20	Open
20-00088	12	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Hainesport Commerce Center	0000000183	1.00	1,980.00	other	01/27/20	Open
20-00088	13	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Hainesport Commerce Center	0000000183	1.00	960.00	other	01/27/20	Open
20-00088	14	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Reserve @ Creekside	0000000184	1.00	190.00	other	01/27/20	Open
20-00088	15	RICHA005	RICHARD A. ALAIMO ASSOCIATES	Reserve @ Creekside	0000000184	1.00	2,102.50	other	01/27/20	Open
Bid:		0.00	State:	0.00	Other:	19,233.28	Exempt:	0.00	Total:	15.00 19,233.28

Total Tracking Ids: 1 Total Qty: 15.00 Total Amount: 19,233.28

Total Bid: 0.00 Total State: 0.00 Total Other: 19,233.28 Total Exempt: 0.00

RESOLUTION 2020-29

**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) \$250,448.78

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 13th day of February, 2020.

Brandy C. Boyington, Secretary

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

REQUISITION NO. 2020-29

DATE: February 13, 2020

To: TD BANK, NATIONAL ASSOCIATION, TRUSTEE

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

PAYEE	AMOUNT TO BE PAID	PURPOSE OF DISBURSEMENT
Alaimo Associates	\$ 28,600.00	Garden Street/Generator A
North American Pipeline	\$221,848.78	Sewer Main Improvements

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 Open: N Rcvd: Y Paid: N Held: N Aprv: N Void: N
Account Type: Expenditure Received Date Range: 12/31/19 to 02/13/20 Include Items Without Tracking Id: N
Account Range: First to Last

Tracking Id Description

P.O. #	Item	Vendor #	Vendor Name	Description	Charge Account	Quantity	Amount	Purch. Type	Received Date	Status
RENEWREPLA CAPITAL ITEMS - R&R RESOLUTION										
19-01424	4	NORTH015	NORTH AMERICAN PIPELINE SERV.	INSTALL #2 SEWER MAIN IMPROVE.	01-010-6303	1.00	221,848.78	Other	12/31/19	Rcvd
19-01432	2	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENGINEER SVC GARDEN ST PUMP ST	01-010-6303	1.00	18,000.00	Other	12/31/19	Rcvd
19-01432	3	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENGINEER SVCS - GENERATOR A	01-010-6303	1.00	320.00	Other	12/31/19	Rcvd
19-01446	2	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENGINEER SVC GARDEN ST PUMP ST	01-010-6303	1.00	9,000.00	Other	12/31/19	Rcvd
19-01446	3	RICHA005	RICHARD A. ALAIMO ASSOCIATES	ENGINEER SVCS - GENERATOR A	01-010-6303	1.00	1,280.00	Other	12/31/19	Rcvd
Bid:		0.00	State:	0.00	Other:	250,448.78	Exempt:	0.00	Total:	5.00 250,448.78

Total Tracking Ids: 1 Total Qty: 5.00 Total Amount: 250,448.78

Total Bid: 0.00 Total State: 0.00 Total Other: 250,448.78 Total Exempt: 0.00

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

February 13, 2020

Executive Director's Report

- PAA Metering and Storage Facility Project Bid Results: On November 21, 2019, sealed bids were opened from four contractors and the results were nearly double the cost of the engineer's estimate. On January 15, 2020, the Authority staff met with the PAA chemical supplier (PeroxyChem) to determine equipment and material needs. A new, lower cost project will be planned and implemented. Several cost saving options have been determined and the estimated completion date for this project has been set for September 30, 2020.
- GovDeals Auction – Surplus Equipment Resolution # 2020-31: The Authority has two used 6,500-gallon polyethylene tanks (former sodium hypochlorite tanks) and related metering pumps on the agenda for auction approval consideration. If approved, they will be actioned through an online auction: www.GovDeals.com
- Local Government Energy Audit (“LGEA”): The Authority applied for and received a comprehensive energy audit grant that includes both treatment facilities and the administrative office. The audit includes up to \$100,000.00 in engineering research. This program is sponsored by New Jersey's Clean Energy Program and there is no cost to the Authority's Rate Payers. TRC Energy Services will perform their first onsite inspection of the Authority's facilities on February 25 - 26, 2020.
- Draft Revised Rules & Regulations: The Authority's revised Rules & Regulations are in draft status. Upon final review by Authority staff and Authority professionals, the Rules & Regulations will be presented to the Board of Commissioners for approval. The anticipated submission date to the Board for review is fall 2020.
- The Authority's Employment Practices Liability (“EPL”) Manual will be revised: The Authority's EPL gets a revision every other year and this year is revision year. The revision suggestions are mostly supplied by the Municipal Excess Liability insurance fund and the Authority's Labor Attorney. Once the revisions have been made, the document will be formatted and finalized for approval consideration by the Commissioners.
- 2020 Union Negotiations: The Local 172 and Supervisor's Collective Bargaining Agreements expire on December 31, 2020. A kickoff meeting was held on January 24, 2020 with each bargaining unit to begin a dialog towards finalizing the next 3-year agreement.
- Maple Avenue Replacement Blower # 2: On January 17, 2020, the Authority received a proposal from Alaimo Associate to prepare bid specifications and other services for the second replacement Aeration Blower (GD2) for the Maple Avenue Facility. The estimated cost of construction is \$445,000.00 with an additional \$100,000.00 for engineering services; 1.) Design Phase, 2.) Bid Phase and 3.) Construction Management.



SUPERINTENDENT OF OPERATION'S REPORT

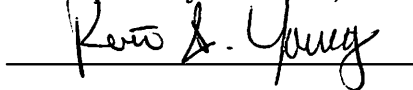
FOR

February 13, 2020

PLANT OPERATIONS

1. The **MONTHLY DISCHARGE MONITORING REPORT** summary for January, 2020 is included. There were **no violations** during the month of January.
2. The **YEAR TO DATE CONSUMABLES USAGE REPORT** for January, 2020 is attached.
3. The **SLUDGE QUALITY** data summaries through January, 2020 are attached. There were no significant changes in sludge quality for the period covered.
4. The **COLLECTION SYSTEM OPERATIONS REPORT** for January, 2020 is attached.
5. There were **NO ODOR COMPLAINTS** received during the period covered by this report.
6. The **YEAR TO DATE INDUSTRIAL PRETREATMENT ACTIVITIES REPORT** summary for January, 2020 is attached.

Respectfully submitted,



Robert I. Young
Superintendent of Operations

MONTHLY AVERAGE VALUES

PARAMETER	10/19	11/19	12/19	01/20	02/20	03/20	04/20	05/20	06/20	07/20	08/20	09/20	YEARLY AVERAGE		Limits
													This Reporting Period	Last Reporting Period	
POTW Flow	3.2	3.2	3.6	3.41											5
CBOD5(influent)	177	166	207	161											n/a
CBOD5(effluent)	< 2	< 2	3	5.6											15
COD(influent)	811	955	816	789											n/a
COD(effluent)	26.7	29.4	30.1	28.5											n/a
TSS(influent)	320	459	286	424											n/a
TSS(effluent)	3.25	1.25	2	3											30
pH(influent-Max)	6.9	8.5	7.1	7.4											n/a
pH(influent-Min)	6.3	6.4	6.3	6.4											n/a
pH(effluent-Max)	6.9	7	6.7	6.8											9
pH(effluent-Min)	6.6	6.4	6.3	6.4											6
Oil & Grease (effluent)	< 3.9	< 3.8	< 3.8	< 3.9											10
SQAR															
Arsenic	< 12.3	15.6	< 12.1	< 12.7											41
Beryllium	< 6.1	< 5.6	< 6	< 6.4											n/a
Cadmium	< 3.1	< 2.8	< 3	< 3.2											39
Chromium	24.5	27	26.1	25.5											n/a
Copper	696	824	668	699											1500
Lead	29	53.6	27.9	26.6											300
Mercury	0.49	0.56	0.44	1.1											17
Molybdenum	15.6	14.6	< 12.1	13.9											75
Nickel	14.8	17.1	15	17.3											420
Selenium	< 30.7	< 27.9	< 30.2	< 31.9											100
Zinc	1930	2200	1850	2260											2800
Cyanide	N/A	N/A	N/A	N/A											n/a

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

FORM AR-5a

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

Annual Consumables Summary- 2020

Fund Number	Consumable Name	Unit Price	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual YTDTOT	Actual YTDAVE	Actual YTDCOST	Projected 2020		2020 Budget	
020-6042	City H2O (100 gal)	0.5968	141.70												141.70	141.70	\$84.57	1700.40	\$1,014.80	\$15,000.00	Budget figure
040-6045	Diesel Fuel (gal) Vehicles	2.8500	104.20												104.20	104.20	\$296.97	1,250.40	\$3,563.64	\$5,000.00	actual cost
020-6044	Diesel Fuel (gal) Gen	2.2762	82.00												82.00	82.00	\$186.65	984.00	\$2,239.78	\$20,000.00	Budget figure
022-6044	Diesel Fuel (gal) Maple Ave	2.2762	31.00												31.00	31.00	\$70.56	372.00	\$846.75	\$5,000.00	Budget figure
020-6106	Ecogrow Nutrients	5.7500	15.00												15.00	15.00	\$86.25	180.00	\$1,035.00	\$2,000.00	Budget figure
020-6041	Electric (100 kwhr)	2.8010	2,352.00												2,352.00	2,352.00	\$6,587.95	28,224.00	\$79,055.42	\$350,000.00	Budget figure
022-6041	Electric (100 kwhr)Maple Ave	10.721	1,133.7												1,133.65	1,133.65	\$12,153.86	13,603.80	\$145,846.34	\$175,000.00	Budget figure
020-6102	Hypochlorite (gal)	1.0850	0.00												0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	Budget figure
022-6102	Hypochlorite - Maple Ave	1.0850	59.00												59.00	59.00	\$64.02	708.00	\$768.18	\$5,000.00	actual cost
020-6105	Lime (lbs)	0.0970	1,250.00												1,250.00	1,250.00	\$121.25	15,000.00	\$1,455.00	\$1,000.00	Budget figure
020-6104	MgOH (gal)	2.4013	2,809.00												2,809.00	2,809.00	\$6,745.25	33,708.00	\$80,943.02	\$63,000.00	Budget figure
020-6046	Natural Gas (ccf)	1.0315	55.10												55.10	55.10	\$56.84	661.20	\$682.03	\$7,500.00	Budget figure
022-6045	Natural Gas (ccf) Maple Ave	1.1252	886.606												886.61	886.61	\$997.61	10,639.27	\$11,971.31	\$5,000.00	Budget figure
020-6102	Peracetic Acid (gal)	7.2500	663.00												663.00	663.00	\$4,806.75	7,956.00	\$57,681.00	\$82,000.00	
020-6101	Polymer (lbs)	1.6800	1,980.00												1,980.00	1,980.00	\$3,326.40	23,760.00	\$39,916.80	\$55,000.00	Budget figure
020-6103	Sodium Bisulfite (gal)	2.2330	0.00												0.00	0.00	\$0.00	0.00	\$0.00	\$25,000.00	Budget figure
040-6045	Unleaded-MUA (gal) Plt Tank	2.1955	24.10												24.10	24.10	\$52.91	289.20	\$634.94	\$145,000.00	
040-6045	Unleaded-MUA (gal)	2.5600	695.12												695.12	695.12	\$1,779.51	8,341.44	\$21,354.09		Budget figure - diesel
Subtotal															\$37,417.34			\$449,008.09		\$960,500.00	
Collection System Consumables																					
040-6104	Bioxide (gals)	2.8900	2,721.00												2,721.00	2,721.00	\$7,863.69	32,652.00	\$94,364.28	\$90,000.00	Budget figure
040-6044	Diesel Fuel (gal) P/S Gen	2.2762	35.00												35.00	35.00	\$79.67	420.00	\$956.00	\$500.00	Budget figure
040-6046	Natural Gas (ccf)	1.0315	8,300.00												8,300.00	8,300.00	\$8,561.45	99,600.00	\$102,737.40	\$3,500.00	Budget figure
Subtotal															16,504.81			198,057.68			
Total															\$18,284.31			\$647,065.78		\$964,000.00	

Source Name	Waste Type	Flow, gpd	Total Gallons	Total Tons	No. of Trucks	Average % Solids	Amount Charged
A & L SEPTIC SERVICES	Septage	8965	277,900		56	0.6	\$11,116.00
BEMS / BIG HILL LANDFILL	Leachate	3225	99,980		20	0.7	\$3,899.22
BROWN, ALBERT S.	Septage	387	12,000		3	0.6	\$480.00
Burlington County RRF PO# 13-09265	Leachate	37672	1,167,841		198	0.7	\$21,021.14
Cella's Septic Company	Septage	1129	35,000		10	0.9	\$1,400.00
Champion Contracting, LLC	Septage	1897	58,800		14	0.8	\$2,352.00
DREDGE HARBOR BOAT CENTER LLC	Septage	226	7,000		1	0.2	\$280.00
Deckers Septic	Septage	1597	49,500		15	0.7	\$1,980.00
Dey Farms	Miscellaneous	1381	42,800		7	0.4	\$2,140.00
Dimeglio Septic	Septage	1381	42,800		12	0.2	\$1,712.00
Drayton	Septage	7252	224,800		51	0.7	\$9,300.00
Drayton Transfer Station	Septage	2342	72,600		16	0.7	\$3,008.00
Due Process Golf Course	Sludge	129	4,000		1	2.0	\$320.00
Fieldsboro	Sludge	161	5,000		1	2.4	\$400.00
First Choice Waste Disposal, LLC	Septage	161	5,000		1	1.3	\$200.00
Homestead Treatment Utilities, Inc.	Sludge	542	16,800		3	1.8	\$688.80
Jackson Transfer Station	Septage	2077	64,400		11	2.4	\$4,807.60
Joseph J Carbin Plumbing	Septage	290	9,000		4	1.3	\$432.00
Laird & Company	Miscellaneous	562	17,424		3	0.6	\$801.50
Mansfield Farms	Sludge	406	12,600		2	4.4	\$516.60
Medford Township STP	Sludge	11801	365,820		67	0.8	\$20,120.10
Mobile Estates of Southampton, Inc.	Sludge	484	15,000		3	2.1	\$1,200.00
Potty Pros	Septage	374	11,600		14	2.6	\$891.35
Puglisi Egg Farms. Inc.	Septage	968	30,000		5	0.9	\$1,200.00
Roman Septic	Septage	774	24,000		6	0.8	\$960.00
Seneca High School	Sludge	161	5,000		1	0.8	\$425.00
State Environmental Services	Septage	516	16,000		4	0.8	\$640.00
United Hospital Supply Corp.	Miscellaneous	771	23,900		5	0.6	\$1,195.00
Waste Management/Parklands Landfill	Leachate	2539	78,700		19	0.4	\$1,967.50

Total Gallons 2,795,265
 Total Tons 0
 No. of Trucks 553
 Amount Charged \$95,453.81

YEARLY TOTALS OF COLLECTION SYSTEM WORK

R-23A

YEAR 2020

MONTH		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1)	MISCELLANEOUS BEEPER CALL	7												
2)	MISCELLANEOUS CALLS NOT OURS	1												
3)	NUMBER OF OVERTIME CALLS	6												
4)	ACTUAL OTHER BILLABLE MANHOURS	0												
5)	NUMBER OF FEET OF PIPE CLEANED	34,494												
6)	MANHOLE OVERFLOW INCIDENTS	0												
7)	LATERAL INSPECTIONS	6												
8)	MANHOLE INSPECTIONS	17												
9)	TOTAL NUMBER OF SERVICE CALLS (STOPPAGE)	10												
10)	NUMBER OF SERVICE CALLS NOT OUR PROBLEM	9												
11)	NUMBER OF OVERTIME SERVICE	6												
12)	NUMBER OF REPEAT SERVICE CALLS **	0												
13)	NUMBER OF SECOND WATER METER READINGS	11												
14)	NUMBER OF FEET OF PIPE SMOKE TESTED	0												
15)	NUMBER OF FEET OF PIPE TELEVISED	80												
16)	MARK OUT REQUESTS	309												

** SAME MAIN IN A 3 MONTH PERIOD

JANUARY 2020 COLLECTION SYSTEM COMMENTS

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
224	1-3-2020, 1-6-2020, 1-10-2020	Disconnected P-1, Reinstalled P-1	Repaired P-1 impeller				Responded to an overtemp/seal fail alarm. Pulled pump found nothing in it, overtemp would not clear
233	1-9-2020	Installed a UPS for the PLC power issues					
240	1-6-2020						Performed a pump capacity test
241	1-21-2020, 1-22-2020		Replaced P-1's impeller				
EAS	1-9-2020			P-1			

JANUARY 2020 COLLECTION SYSTEM COMMENTS

**THERE WERE TWO BIOXIDE DELIVERIES MADE IN THE MONTH OF JANUARY
ON 1-2-2020 AND 1-29-2020**

<u>PUMP STATIONS</u>	<u>GALLONS</u>
P/S # 15	
P/S # 19	1926
P/S # 21	1351
P/S # 22	
P/S # 24	
P/S # 25	
P/S # 26	960
C.O.B	521

**THERE WAS A TOTAL OF 4758 GALLONS OF BIOXIDE DELIVERED IN THE
MONTH OF JANUARY.**

THERE WERE NO FUEL ADDITIONS MADE IN THE MONTH OF JANUARY

<u>PUMP STATION</u>	<u>GALLONS</u>	<u>PUMP STATION</u>	<u>GALLONS</u>
P/S # 01		P/S # 21	
P/S # 02		P/S # 22	
P/S # 08		P/S # 23	
P/S # 10		P/S # 24	
P/S # 11		E.A.S.	
P/S # 14		20 KW	
P/S # 17		100 KW	
P/S # 18		150KW	
P/S # 19			
P/S # 20			

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

October 2019 through September 2020
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		1		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.	1	4 ¹		1	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 January, 2020

	January	December	October 2019- September 2020	October 2018- September 2019
1. Number of bulk delivery pH, T.S. and sensory checks:	553	574	2,308	6,482
2. Number of bulk delivery conventional pollutant checks:	10	10	37	113
3. Number of bulk septage sources:	16	14	19	22
4. Number of bulk sludge sources:	7	7	9	12

Sampling (January): Lairds, BURLCO, United Hospital
Inspections (January): None

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

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

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

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

TABLE AR-8
Mount Holly Sewerage Authority NJPDES 0024015
SUMMARY OF POTW COMPLIANCE ACTIONS
January, 2020

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

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

February 4, 2020
MHMUA STATUS REPORT
Safety Director and Special Projects & Purchasing Agent
MONTHLY AGENDA UPDATE for January 2020

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

- The Authority still needs to advertise the RFP for a licensed PE to conduct a Short Circuit, Overcurrent Device Evaluation, Overcurrent Device Coordination and Arc Flash Analysis to comply with the National Electric Code and improve employee safety for those working on or around electrical components
 - Discussion with Mike about advertising as either RFP or EUS for required services with this project that has been dormant since 2017
 - Agreement to review informal pricing received in 2018 from several vendors with potential for RFP for portion of project in early 2019

Claims:

- Completed updates to the 2019 workers compensation claims spreadsheets (repeater report, employee claim spreadsheets, etc.) and the OSHA 300, 300A & 301
 - Completed the electronic submittal of the OSHA Logs to the Bureau of Labor Statistics (BLS)
- Blower #2 claim:
 - Assembled, reviewed and emailed claim information, detailed expenditure spreadsheet to CNA and Qual-Lynx for review and action
 - Assembled and compared delivered energy use data from suppliers to diesel fuel costs incurred during the extensive generator run during the period as this will be considered as part of the claim
 - Provided additional supporting information for the work completed by KRS as requested by Tony Fragale at CNA
- Certificates of Insurance:
 - Completed requests for certificates of insurance, provided updates to Jason and Jim, and updated the COI binder with certificates received from the JIF and other vendors
- Potential Liability Claim:
 - Spoke with a woman who stopped at the administration office alleging she fell into a sinkhole to the right of building #8 at the Mi-Place at West Rancocas Apartments
 - She stated she was sent to the Authority by the Township looking for approved or final plans for the storm drainage and sewer service for the complex
 - I obtained her contact information and advised her that I could not provide any information requested as she was represented by an attorney
 - Completed an investigation of the site, completed an ACORD form and emailed notes, photos and layout sketch of the area to Qual-Lynx and Brian Monaghan

Environmental and Permits

- Board of Public Utilities (BPU):
 - Completed the annual BPU summary report and spreadsheet of markout requests received and completed, record of damaged facilities with supporting information, processed forms and cover letter to the Director
- Cross Connection Permit:
 - Worked with Bob, Scott and Carl to complete the 2020 renewal of Permit 1029 Cross Connection permit for the four (4) backflow preventer valves
 - We identified that all quarterly inspections were completed in a timely manner (have hardcopy for each inspection) and that the corresponding certified information for the 2nd thru 4th quarters was accessible on the NJDEP website but we could not open the 1st quarter information
 - This required multiple email and telephone conversations with various representatives at NJDEP for assistance or direction and site visits to the DEP website
 - After multiple conversations with Ade (new DEP contact) and no positive feedback or direction, we emailed copies of the supporting documents for the 1st quarter inspection and proceeded to submit the 2020 renewal

First Aid Kits & Safety Equipment:

- Checked and refilled first aid kits as needed

Health & Safety:

- Confined Space Entries (CSE):

- Randomly reviewed several CSE permits for January and identified that employees either did not wear a full body harness when making entry into the post aeration tanks at Rancocas Road or entry supervisor failed to properly complete the CSE permit to reflect the proper use of PPE
 - Sent an email to those involved with the CSE's expressing concern and the need to be vigilant when completing CSE permits and ensuring that ALL PPE is used
- Was notified that the retrieval winch for the confined space trailer cannot be located at this time
 - Walkthroughs of both treatment facilities have and continue to be conducted and emails were sent to all affected employees requesting they check their work areas to determine if the winch was misplaced
 - Reviewed several CSE permits to identify the last times the winch was used from the CSE trailer
- Multi-gas Meters:
 - Replaced the five (5) multi-gas meter charging bases that were not properly or effectively charging the meters and calibrate the meters
- Regulatory Updates:
 - Continue reviewing regulatory websites, periodicals, etc. to identify the need for revision to Authority Safety Manual, policies, training and safety bulletins
- Safety Bulletins Distributed:
 - No bulletins were distributed in January
- Safety Committee:
 - Next meeting is February 18, 2020 at 1330 at Rancocas Road conference room
 - Agenda will be established and emailed

MEL/NJUA:

- Boiler & Machinery:
 - Reviewed information received from the JIF that the State has at least doubled their fees for boiler and unregistered pressure vessel registrations beginning February 3, 2020.
 - We will not know if this adversely affects the Authority until the 2020 annual inspection by CNA
 - To our knowledge, CNA has registered all existing boilers (RRPL#2, MABR & 37 Wash. St.) and all stationary pressure vessels (compressors) with the State
- Executive Safety Committee:
 - Attended the meeting and Clearinghouse seminar at Evesham MUA
 - Completed the 2019 Safety Incentive program activity report and email to JIF
- Risk Manager Appointment
 - In response to letter received from the JIF, advised Karen at PERMA of current RMC information and that additional updates would be forthcoming after February reorganization meeting

Purchasing & Contracts:

- CIPP:
 - Reviewed certified payrolls and initial payment requests from NAP, scan and hardcopy to file
 - Calls and emails to/from Cory at NAP regarding project status, ongoing issues with John Engle at County Engineering Review and file email from Westampton PD regarding traffic control approvals for the project with copies to Jason, Jim and Bob
 - Letter to John Engle at County Engineering requesting approvals to support the emergent work at the off-peak hours
 - Letter and follow-up emails to NAP advising that the 2nd payment request cannot be honored as there are two spot repairs that need to be completed prior to payment and requesting a corrective action plan and timeline to make the required repairs Jason identified during review of the post install inspection
 - NAP advised repairs could not be made until mid-February.
 - Advised NAP to submit revised payment request 2nd request for payment on CIPP project, minus the two sections of CIPP that require repair
 - Reviewed corrective action plan from NAP regarding spot repairs, certified payroll documents and revised payment request
- Division of Purchase and Property:
 - Reviewed documents from the Division related to new State contract for purchase of laboratory equipment, maintenance and supplies, format into spreadsheet and email to affected individuals
 - Reviewed the NJ START website for information related to State contracts for vehicle, greases, oils, lubricants, antifreeze and washer fluids, assemble spreadsheet and email to affected individuals
- Electrical Van Ladder Racks:
 - Established an account with American Van Equipment, LLC allowing the purchase of dual sided drop down ladder racks and conduit carrier for one of the electrical vans to improve employee safety.

- Racks were received and found to be damaged in shipping and were returned for replacement
- Garden Street:
 - Discussions with Jason regarding the two recent repairs required on Garden Street, the requisitions for both, concerns regarding scheduling and manpower for repairs, available contractors to do the work, and advise an RFP is ready to be advertised should the Authority wish to establish a contract for emergency repairs
- Hauling Contract:
 - Received and review sign contracts from Russell Reid for Hauling Contract, provide to Brandy for signature, process and return with Notice to Proceed
- Hydraulic Lift Cart:
 - Reviewed email from Scott for replacement of hydraulic lift cart that he brought in to assist with repairs following the June flood of the pump room at Maple Avenue
 - Format draft of memo with attachments of items and pricing and forward same to he and Bob Young for review regarding reimbursement to Scott for the cart
- Plant SUV:
 - Emailed inquiries to Beyer Ford LLC, Gentilini Chevy LLC, Hertrich Fleet Services and Winner Ford regarding potential availability of any 2019 state contract vehicle leftovers, but none available
 - Hertrich Fleet Service advised they would be getting 2020 Tahoes delivered in January under the 2020 State contract
 - Forwarded pictures to Mike for review
- Professional RFP's:
 - Daily, review, print and revise spreadsheet of the electronic downloads for the professional RFP's posted on the Authority website
 - Opened, reviewed and created tabulation spreadsheets for 19 responses received for the advertisements and provided to Mike for review
 - Purged 2017 & 2018 professional service agreements, label and boxed for storage
- Vactor:
 - Revised the 2019 technical specs to include information 2020 and 2021 model year Vactor and Peterbilt (cab and chassis, blower requirements, etc.) and completed web search for other information
 - Emailed completed draft to Jason, Jim and Bob for review and comment
 - Discussion with Jason and Jim regarding the model year revisions and similar units available from other manufacturers

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

DOL	Lost Time Days	Restricted Duty Days	DESCRIPTION	TYPE

20 General Liability – * Indicates submittal to Qual Lynx*

DOI	DESCRIPTION

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

DOI	DESCRIPTION

Training:

- AED/CPR/First Aid:
 - Emails to/from Nikki at Shore Memorial regarding the new ecard system, updates to the American Heart Association (AHS) instructor network, and instructor re-certification seminars
 - Finished the updates for the AED/CPR/First Aid Power point programs and the Heartsaver Roster and First Aid Skills Checklist
- Federal Motor Carrier Safety Administration (FMCSA):
 - Attended seminar discussing the FMCSA Commercial Vehicle Operator Clearinghouse
 - Reviewed information provided at seminar and complete web search and downloads of additional information being added to Power Point program provided last year as intro for affected employees and also updated the reasonable suspicion program with information pertinent to medicinal marijuana and concerns regarding potential legalization of marijuana and its potential effects on the Authority and employees

- Completed web search for updates to requirements to be included in the driver qualification files
- New Employee Training:
 - Met with Russ to discuss scheduling new plant operators for orientation training (Tuesday's at 1300)
 - Completed the following programs – Arc Flash, Electrical Safety & Lockout/Tagout (LOTO); Blood/Waterborne Pathogens (BWBP); Confined Space (Intro) & Multi-Gas Meters; Hazard Communication, Global Harmonizing System (GHS) & Right-to-Know (RTK);

2020 Training Programs	# of Seminars
Accident/Incident Investigation	
Aerial Lifts and Truck-Mounted Aerial Devices	
Asbestos, Silica & Lead Awareness, including NJ Dry Cutting law	
Back Safety/Material Handling	
Bloodborne/Waterborne Pathogens (Communicable Disease)	1
Confined Space Entry/Fall Protection/Multi-Gas Meters	1
CPR / AED / First Aid	
Defensive Driving	
Electrical Safety / Arc Flash / Lockout Tagout (LOTO)	1
Employment Practices Liability Harassment/Hostile Work Environment	
Federal Motor Carrier Safety Administration Regulations (FMCSA)	
Fire Extinguishers / Fire Safety/Hot Work & Welding	
Hand & Power Tools, Powder Actuated Tools & Chainsaw Safety	
Hazard Communication (NJ RTK) w/ Global Harmonizing System (GHS)	1
Hazardous Materials Level One Awareness	
Heavy Equipment Safety	
Jetter/VACTOR Truck Safety Awareness	
Ladder Safety/ Walking & Working Surfaces	
Level One Awareness	
National Incident Management System (NIMS)	
PPE & Respiratory Protection	
Office Safety	
Spill Prevention Control & Countermeasure (SPCC)	
Trench & Shore (Excavation Safety)	
Work Zone/Flagger	
TOTAL YTD	

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

Activity to be Reported Quarterly

Report from Collection System not available at time of report. Will include in next month's report

2020 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													
Trickling Filters													
Other													
TOTAL													
Maple Avenue Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
TOTAL													
Collection System													
	Jan – Mar			April – June			July – Sept			Oct – Dec			
Pump Stations													
Combined													

Hot Work Permits – (for welding/cutting/brazing/grinding) - January 1, 2020 thru December 31, 2020

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Plant R & M													

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

<u>BANK ACCOUNTS</u>	<u>REGISTRATION</u>	<u>AMOUNT</u>	
WSFS Bank	MHMUA Escrow Account	\$	215,709.96
WSFS Bank	MHMUA Self Insured UE Fund	\$	46,617.11
WSFS Bank	MHMUA Payroll	\$	36,696.48
WSFS Bank	MHMUA Operating Fund	\$	846,130.32
Republic Bank	MHMUA Operating Fund	\$	1,850.00
WSFS Bank	MHMUA Trustee Deposit Account	\$	1,203,743.56
WSFS Bank	MHMUA FSA Account	\$	8,923.99
		\$	<u>2,359,671.42</u>

<u>ACCOUNTS HELD IN TRUST</u>			
T.D. Wealth Management	Debt Service Reserve	\$	2,836,273.59 In Trust
T.D. Wealth Management	Revenue Fund	\$	2,456,373.75 In Trust
T.D. Wealth Management	Renewal & Replacement	\$	17,606,813.01 In Trust
T.D. Wealth Management	Debt Service Fund	\$	1,277,657.79 In Trust
		\$	<u>24,177,118.14</u>

Debt Service payment February 1, 2020:		<u>DEBT SERVICE SCHEDULED PAYMENTS (P&I) FOR 2020:</u>		<u>NJEIT FEES</u>
		Due 2.1.20	\$ 263,645.76	18,960.00
Total Debt Payment 2/1/2020	\$ 282,605.76	Due 6.1.20	\$ 359,690.63	
Balance 1/31/2020	\$ 1,277,657.79	Due 8.1.20	\$ 1,341,556.02	18,960.00
		Due 12.1.20	\$ 869,690.63	
Debt Service (Required)/Available	<u>\$ 995,052.03</u>		<u>\$ 2,834,583.04</u>	<u>\$ 37,920.00</u>

[illegible]

[illegible]