

TO: MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
FROM: ROBERT G. MAYBURY, EXECUTIVE DIRECTOR  
DATE: OCTOBER 08, 2015  
SUBJECT: REGULAR MEETING

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There will be a REGULAR MEETING of the Mount Holly Municipal Utilities Authority held on Thursday, October 8, 2015 at 6:00 PM in the Administrative Office of the Mount Holly Municipal Utilities Authority, 37 Washington Street, Mount Holly, New Jersey. The agenda for this meeting is as follows:

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



- C. PLEDGE OF ALLEGIANCE
- D. PUBLIC COMMENTS ON AGENDA ACTION ITEMS ONLY
- E. APPROVAL OF MINUTES

**Special Meeting** August 26, 2015  
**Executive Session** August 26, 2015 (RES 2015-83)  
MOTION MADE BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_.

**Regular Meeting** September 10, 2015  
**Executive Session** September 10, 2015 (RES 2015-89)  
MOTION MADE BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_.

F. OLD BUSINESS:

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

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

G. NEW BUSINESS:

**RESOLUTION 2015-90** A RESOLUTION APPROVING THE INDUSTRIAL WASTE SERVICE AGREEMENT WITH PSE&G.  
MOTION MADE BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_.

**RESOLUTION 2015-91** A RESOLUTION APPROVING S-1 APPLICATION FOR SEWERAGE SERVICE BETWEEN THE MHMUA AND HAINESPORT TOWNSHIP  
MOTION MADE BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_.

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

**RESOLUTION 2015-93-** A RESOLUTION RELEASING THE PERFORMANCE BOND FOR WOODS AT CREEKVIEW, HAINESPORT NJ- (MAINTENANCE BOND WAIVED.)  
MOTION MADE BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_.

**RESOLUTION 2015-94** A RESOLUTION OF THE MT. HOLLY MUNICIPAL UTILITIES AUTHORITY AUTHORIZING ENGINEERING SERVICES WITH PENNONI ASSOCIATES FOR NJPDES PERMIT RENEWAL.  
MOTION MADE BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_.

**RESOLUTION 2015-95** A RESOLUTION APPOINTING SHERRILL COX AS QUALIFIED PURCHASING AGENT.  
MOTION MADE BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_.

H. CONSENT AGENDA:

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

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

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

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

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

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

I. COMMUNICATIONS:

J. MATTERS TO BE PRESENTED BY THE PUBLIC

K. REPORT OF THE EXECUTIVE DIRECTOR

L. REPORT OF THE ENGINEER

M. REPORT OF THE DEPUTY DIRECTOR FOR PLANT OPERATIONS

N. REPORT OF THE DEPUTY DIRECTOR FOR REGULATORY AFFAIRS

O. REPORT OF THE SOLICITOR

P. REPORT OF THE FINANCE ADMINISTRATOR/TREASURER

Q. OTHER NEW BUSINESS

R. MATTERS TO BE PRESENTED BY THE COMMISSIONERS

S. EXECUTIVE SESSION yes\_\_\_\_ no\_\_\_\_ @ \_\_\_\_:\_\_\_\_ P.M.

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

T. ADJOURNMENT by \_\_\_\_\_ @ \_\_\_\_:\_\_\_\_ P.M.

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

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

## **OPEN PUBLIC MEETINGS ACT STATEMENT**

### **REGULAR MEETING**

“In compliance with the Open Public Meetings Act, adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 19, 2015, and the Courier-Post on February 19, 2015. On Monday, October 05, 2015 advanced written notice of this meeting was (1) posted on the Administrative Bulletin Board at the Township Building and (2) advanced written notice of this meeting was mailed to all persons who, according to the records of the MUA, requested such notice.”

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

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

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
September 10, 2015**

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday, September 10, 2015; at 6:00 P.M. Chairman Thiessen called the meeting to order with the following roll call:

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

ALSO Robert Maybury, Executive Director  
PRESENT: Stephen J. Mushinski, Esq., Solicitor  
Albert Marmero, Esq., Long Marmero & Associates, LLP, Special Counsel  
David Skibicki, R. A. Alaimo Associates, Engineer  
Cheryl Wurst, Interim Finance Administrator/Treasurer  
Anthony Stagliano, Deputy Director of Regulatory Affairs & Qualified Purchasing Agent  
Joel Hervey, Deputy Director for Plant Operations  
Brandy C. Boyington, Board Secretary  
Kenneth Pearson, Plant Operator Supervisor  
Timothy Kiel CPA, Bowman & Co.  
Peter Damato, Lumberton Resident (18 Municipal Drive)

ABSENT: Mr. Christopher Banks, Commissioner

**VERIFICATION OF NOTICE**

Executive Director Maybury verified that "In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 19, 2015 and the Courier Post on February 19, 2015. On Tuesday, September 8, 2015, advanced written notice of this meeting was posted on the Administrative Bulletin Board at the Township Building and advanced written notice of this meeting was mailed to all persons who, according to the records of the Authority, requested such notice."

**MANDATORY AFFIRMATIVE ACTION COMPLIANCE NOTICE**

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

**PLEDGE OF ALLEGIANCE**



**PUBLIC COMMENTS ON AGENDA ITEMS**

**APPROVAL OF MINUTES**

Commissioner Brown moved for the approval of Regular Meeting Minutes and Executive Meeting Minutes of August 20, 2015. Commissioner Jones seconded the motion. At the call of the roll the vote was:

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

August 26, 2015 Special Meeting Minutes and Special Executive Session will be tabled until October meeting for quorum.

**OLD BUSINESS**

**RESOLUTION 2015-88:** A RESOLUTION AWARDING De Zurik Inc. contract 2015-11.

Motion made by Commissioner Silcox, Seconded by Commissioner Jones.

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Banks

Executive Director Maybury recommended De Zurik Inc to supply the Mt. Holly MUA with four new De Zurik 6' PEC eccentric plug valves, model Q2G2-3 for the Rancocas Road facility. Executive Director Maybury explained that last time the valves where replaced was approximately 1982. The contract is for \$24,568.00 and the MUA will be doing in the install.

**RESOLUTION 2015-78:** A RESOLUTION RECOGNIZING KENNETH PEARSON FOR HIS DEDICATION FOR THE LAST 32+ YEARS AT THE MHMUA.

Motion made by Commissioner Brown, Seconded by Commissioner Silcox.

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Banks

Chairman Thiessen stated that with great pleasure and regret, we would like to present Mr. Kenneth Pearson with this resolution. Executive Director Maybury said that both he and Kenneth started the MUA at the same time. (1983) and it is quite an honor to make it to retirement. Executive Director Maybury continued saying Kenneth Pearson worked the 3-11 shift for the last 32 years and we would like to recognize him with resolution 2015-78 and a plaque for his service to the MUA.

~ Thank you Kenneth Pearson, we wish you a long and healthy retirement.

***THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY***

***RESOLUTION 2015-78***

*WHEREAS, **Kenneth Pearson** has been employed by the Mount Holly Municipal Utilities Authority since 1983 as the Operations Supervisor; and*

*WHEREAS, **Kenneth Pearson** has served the Authority with uncompromising dedication; and*

*WHEREAS, **Kenneth Pearson** has shown a great interest in his work and his fellow employees, and*

*WHEREAS; the Authority, it's members and employees wish to express their thanks to **Kenneth Pearson**, for his dedication as an employee.*

*NOW, THEREFORE, BE IT RESOLVED this 10th day of September 2015, that **Kenneth Pearson** is hereby recognized and commended for 32+ years of devoted service to the Mount Holly Municipal Utilities Authority.*

*BE IT FURTHER RESOLVED that **Kenneth Pearson**, is hereby extended the heartfelt thanks and congratulations from the Authority and its members and employees for a job well done.*

*BE IT FURTNER RESOLVED that a copy of this Resolution be spread upon the minutes of the Authority.*

***THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY***

**RESOLUTION 2015-79:** A RESOLUTION APPROVING THE USE OF THE COMPETITIVE CONTRACTING PROCEDURE FOR LABORATORY TESTING SERVICES.

Motion made by Commissioner Silcox, Seconded by Commissioner Brown.

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Banks

**RESOLUTION 2015-84:** A RESOLUTION OF MT. HOLLY MUA AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE THROUGH AN ONLINE AUCTION (GOVDEALS)

Motion made by Commissioner Silcox, Seconded by Commissioner Brown.

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Banks

**RESOLUTION 2015-85:** A RESOLUTION APPROVING S-1 APPLICATION FOR SEWERAGE SERVICE BETWEEN THE MHMUA AND WESTAMPTON TOWNSHIP FOR HAMPTON BEHAVIORAL HEALTH CENTER BLOCK 202, LOT 4.01

**RESOLUTION 2015-86:** A RESOLUTION APPROVING S-2 APPLICATION FOR SEWERAGE SERVICE BETWEEN THE MHMUA AND WESTAMPTON TOWNSHIP FOR HAMPTON BEHAVIORAL HEALTH CENTER BLOCK 202, LOT 4.01

**RESOLUTION 2015-85:** A RESOLUTION APPROVING S-3 APPLICATION FOR SEWERAGE SERVICE BETWEEN THE MHMUA AND WESTAMPTON TOWNSHIP FOR HAMPTON BEHAVIORAL HEALTH CENTER BLOCK 202, LOT 4.01

Motion made by Commissioner Jones, Seconded by Commissioner Silcox.

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Banks

**NEW BUSINESS**

**CONSENT AGENDA:**

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

**\*RESOLUTION 2015-80**  
**A RESOLUTION APPROVING THE OPERATING EXPENSES FOR**  
**THE MONTH OF SEPTEMBER 2015**

**\*RESOLUTION 2015-81**  
**A RESOLUTION APPROVING THE SEWER REFUNDS FOR**  
**THE MONTH OF SEPTEMBER 2015**

**\*RESOLUTION 2015-82**  
**A RESOLUTION APPROVING THE EXPENDITURES FOR THE MONTH OF SEPTMEBER**  
**2015 FROM THE IMPROVEMENT AND REPLACEMENT FUND**

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

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

NAYS:

ABSTAIN:

ABSENT: Commissioner Banks

## **COMMUNICATIONS**

NO

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

Peter Damato of 18 Municipal Drive, Lumberton.

Mr. Damato expressed that he is upset with the 2<sup>nd</sup> meter charge of \$36.00. Mr. Damato continued explaining that he has been a part of the 2<sup>nd</sup> meter program for about 20 years. Since the program began he has watched the charges increase. When the program began it was FREE and the meter was read by the MHMUA. Sometime later, an \$18 fee was put in to effect and the MHMUA still read the meter. Now the program has a \$36.00 annual fee and he has to fill read his own meter and out a post card. The program now cost money to save money, but only if you use enough gallons will you benefit. Last year I did not use enough gallons thru my second meter, so it was a loss for me. It just seems that every time the consumer gets a leg up, we get knocked back down. I understand there are costs to the program, but I am doing the work of reading my own meter and mailing it back. The MUA doesn't even provided return envelops with the quarterly bills. I just wanted to express that I feel it is unfair and I have cut my usage back. I have to say the office staff has always been very helpful. Chairman Thiessen stated that Mr. Damato had some valid points and we will run the numbers and look into the 2<sup>nd</sup> meter program. Executive Director Maybury agreed and said we could possibly adjust for customers who read their own second meter. A cost analysis will be implemented.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Executive Director Maybury added that he attended the SNJHIF meeting today and they plan to roll out a wellness program for some their municipal members near the end of this year or early 2016. The MHMUA will likely participate since there are many benefits and little or no cost to the MHMUA. Executive Director Maybury further stated he would like to recognize the business office staff for their hard work. Over the past 3 months the office has been working with less staff and they have remained efficient and productive while taking on additional job duties.

## **REPORT OF THE ENGINEER**

The Report of the Engineer was received.

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

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

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

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

## **REPORT OF THE SOLICITOR**

The Report of the Solicitor was received.

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

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

Timothy Kiel CPA, Bowman & Co., discussed budget items, Mr. Kiel mentioned through all the jobs he has taken on as temporary CFO, he has to say that this one was the easiest because most of the work was already finished by the MHMUA Staff. Ms. Cheryl Wurst has kept up on all ledgers, bank statements, accounting and required reporting. She had done a very good job for the MHMUA. Mr. Kiel continued saying he sees an increase in operating expenses due to, an estimated increase of \$ 140,000 in health care insurance and the cost of living salary increases. The increase will be about \$ 300,000 in the 2016 budget. The rate increase from last year will cover the expense and debt. The offset is when operating expenses go up, the available capital improvement money goes down dollar for dollar. Mr. Kiel mentioned he foresees a 2017 rate increase. Mr. Kiel explained the "N4" form he needs the board members to fill out before the presenting the proposed budget at the October meeting. Chairman Thiessen specified he would like to see the proposed budget prior to voting on it. Mr. Kiel clarified he would email the board members in a week.

**OTHER NEW BUSINESS**

**MATTERS TO BE PRESENTED BY COMMISONERS**

Chairman Thiessen stated he understands there will be a savings in reducing the office staff by one employee and he feels the entire organizational chart should be looked at. He directed Executive Director Maybury to review and recommend subtractions and additions to staffing as needed.

**Executive Session**

Commissioner Silcox moved for approval of Resolution 2015-89. Commissioner Jones seconded the Motion. At the call of roll, the vote was:

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

NAYS: ---

ABSTAIN: ---

ABSENT: Christopher Banks

At 6:40 P.M. the Authority Commissioners retired to Executive Session for a discussion of the matter listed in the below resolution.

**RESOLUTION 2015-89  
AUTHORIZING EXECUTIVE SESSION**

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

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

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

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

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

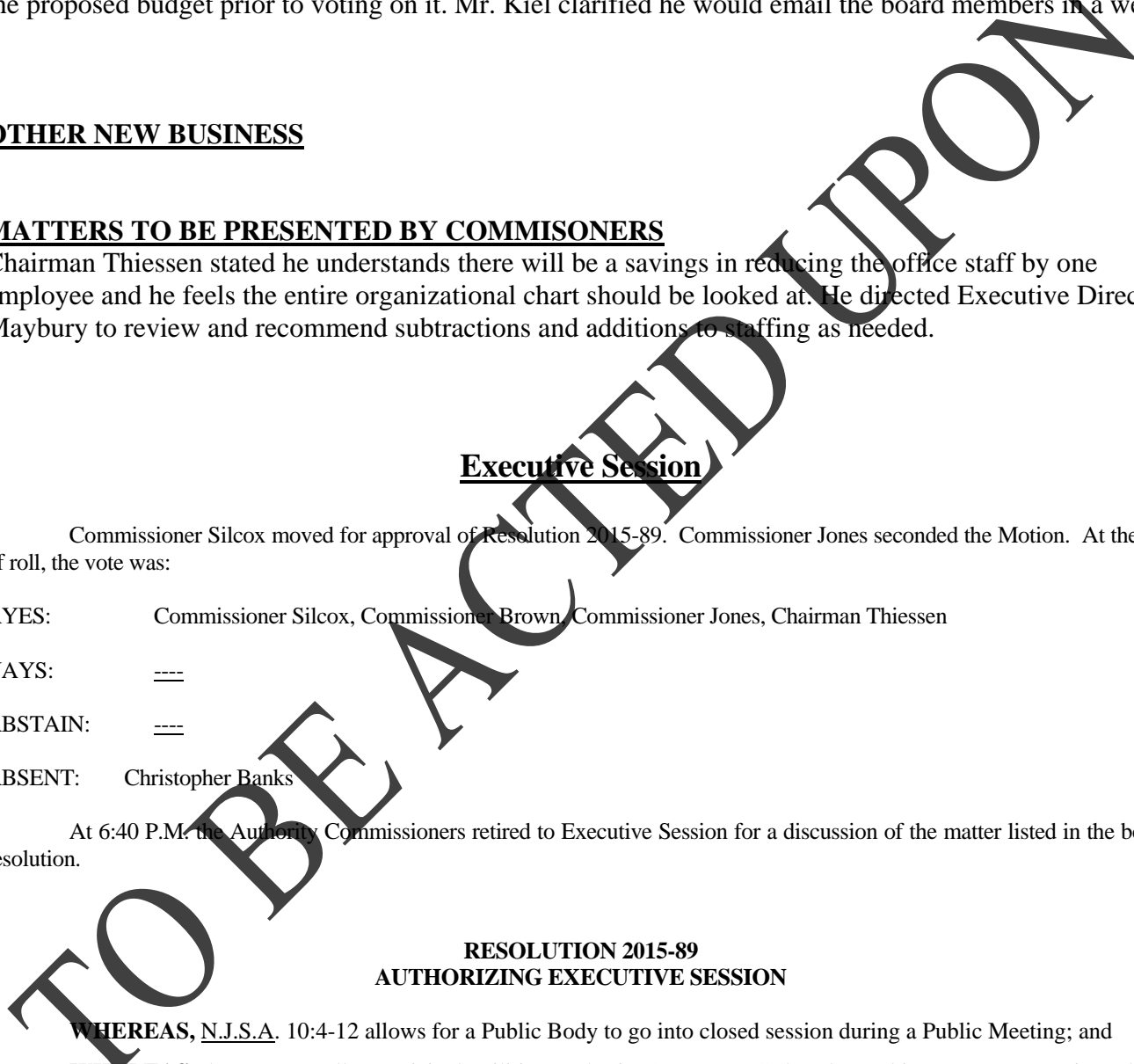
\_\_\_\_\_ Any matter in which the release of information would impair a right to receive funds from the federal government;

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

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

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

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





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

X Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is entitled: Hainesport Township connection fee matter.

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

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

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

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

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

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

I, Brandy Boyington, do hereby certify the above to be a true and correct copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at its meeting held on September 10, 2015.

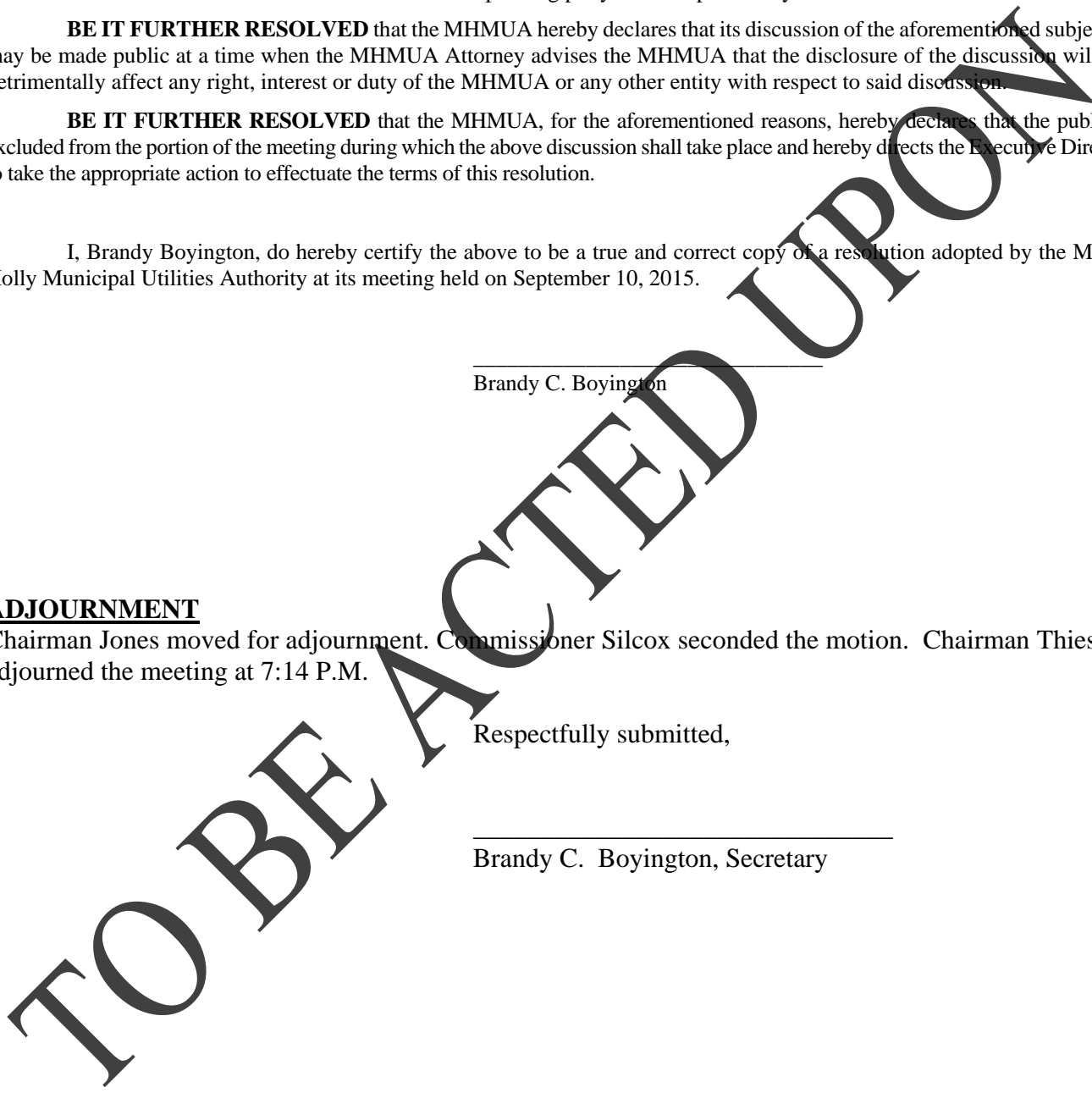
\_\_\_\_\_  
Brandy C. Boyington

**ADJOURNMENT**

Chairman Jones moved for adjournment. Commissioner Silcox seconded the motion. Chairman Thiessen adjourned the meeting at 7:14 P.M.

Respectfully submitted,

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



**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
SPECIAL MEETING  
August 26, 2015**

A Special Meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Wednesday August 26, 2015 at 6:30P.M. Chairman Thiessen called the meeting to order with the following roll call:

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

ABSENT: Mr. Robert Silcox, Commissioner  
Mr. Jason Jones, Commissioner

ALSO: Robert Maybury, Executive Director  
Brandy C Boyington, Board Secretary  
Michelle Nocito

**VERIFICATION OF NOTICE**

Chairman Thiessen 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 August 24, 2015, and the Courier-Post on August 24, 2015. On Monday, August 24, 2015 advanced written notice of this meeting was posted on the Administrative Bulletin Board at the Township Building and advanced written notice of this meeting was mailed to all persons who, according to the records of the Authority, requested such notice."

**MANDATORY AFFIRMATIVE ACTION COMPLIANCE NOTICE**

Any contracts awarded tonight, and between now and the next meeting, the contractor, company or firm must comply with the requirements of P.L. 1975 C.127 (NJAC 17:27).

**EXECUTIVE SESSION**

Commissioner Brown moved for the approval of Resolution 2015-83. Commissioner Banks seconded the motion.

At 6:35 PM the Authority Commissioners retired to Executive Session for a discussion involving personnel.

**RESOLUTION 2015-83  
AUTHORIZING EXECUTIVE SESSION**

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

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

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

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

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

- \_\_\_\_\_ Any matter in which the release of information would impair a right to receive funds from the federal government;
- \_\_\_\_\_ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;
- \_\_\_\_\_ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: \_\_\_\_\_);
- \_\_\_\_\_ 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;
- \_\_\_\_\_ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is entitled: \_\_\_\_\_)  
(If contract negotiation, the nature of the contract and interested party is \_\_\_\_\_)

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

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

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

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

I, Brandy C Boyington, do hereby certify the above to be a true and correct copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at its meeting held on August 26, 2015.

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Brandy C Boyington, Board Secretary

The Authority Commissioners returned to regular session at 7:15 P.M.

**ADJOURNMENT**

Commissioner Brown moved for adjournment. Commissioner Banks seconded the motion. Motion carried. Chairman Thiessen adjourned the meeting at 7:17 P.M.

Respectfully submitted,

Brandy C Boyington  
Board Secretary

TO BE ACTED UPON

**RESOLUTION 2015-72**

**A RESOLUTION APPROVING S-3 APPLICATION FOR APPROVAL OF SEWER CONSTRUCTION PLANS BETWEEN THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY AND MT.HOLLY WEST RANOCAS REDEVELOPMENT (BLOCK 12.03 LOTS 3-14, BLOCK 12.04 LOTS 40-45, BLOCK 12.05, LOTS 1-35 AND BLOCK 12.05 LOT 27 AS CREATED BY PHASE 3A) PHASEB**

**WHEREAS**, The Mount Holly Municipal Utilities Authority, (hereinafter "Authority"), 37 Washington Street, Mount Holly, New Jersey is a public body created by the governing body of the Township of Mount Holly pursuant to the provisions of the Sewerage Authorities Law (P.L. 1946, c. 138) of the State of New Jersey, as amended and supplemented; and

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

**WHEREAS**, Mt. Holly Township, (hereinafter "Applicant") has its address or principal place of business at 23 Washington Street, Mount Holly, NJ 08060; and

**WHEREAS**, the Applicant has as its agent for the service of process in New Jersey the following: Pennoni Associates Inc., 515 Grove Street Suite 1B, Haddon Heights, NJ 08035; 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 Banks  
Commissioner Jones  
Commissioner Brown

**TO BE ACTED UPON**

The foregoing is a true copy of a Resolution adopted by the Authority on October 8, 2015.

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

[SEAL]

THE MOUNT HOLLY MUNICIPAL  
UTILITIES AUTHORITY

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

**RESOLUTION 2015-90**  
**RESOLUTION APPROVING SERVICE AGREEMENT WITH PSEG**

WHEREAS, PSE&G ("Applicant") has submitted an S-1 NR Service Application to The Mount Holly Municipal Utilities Authority ("Authority") and has requested that the Authority accept wastewater from the Applicant under the terms and conditions contained in a proposed Service Agreement between the parties; and

WHEREAS, on October 8, 2015, the Authority conducted a public hearing on the proposed Service Agreement with the Applicant; and

WHEREAS, the Authority has considered the application and any comments presented at the public hearing and has determined that service can be provided to the Applicant under the terms and conditions contained in the Service Agreement.

NOW THEREFORE BE IT RESOLVED by The Mount Holly Municipal Utilities Authority this 8<sup>th</sup> day of October, 2015, that the Service Agreement by and between the Authority and the Applicant, be and the same is hereby approved in the form on file in the Authority office.

BE IT FURTHER RESOLVED that the Chairman and Secretary are hereby authorized and directed to execute and deliver the aforesaid Service Agreement on behalf of the Authority.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

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

Attest:

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

**RESOLUTION 2015-91**

**A RESOLUTION APPROVING S-1 APPLICATION FOR SEWERAGE SERVICE BETWEEN THE  
MHMUA AND HAINESPORT TOWNSHIP FOR  
HAINESPORT SCHOOL, BLOCK 90  
LOT 3 & 4.02**

**WHEREAS**, The Mount Holly Municipal Utilities Authority, (hereinafter "Authority"), 37 Washington Street, Mount Holly, New Jersey is a public body created by the governing body of the Township of Mount Holly pursuant to the provisions of the Sewerage Authorities Law (P.L. 1946, c. 138) of the State of New Jersey, as amended and supplemented; and

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

**WHEREAS Hainesport Township School District** (hereinafter "Applicant") has its address or principal place of business 211 Broad Street, PO BOX 538 Hainesport NJ 08036; and

**WHEREAS**, the Applicant proposes sewage service between the MHMUA and Hainesport Township for of School District of Hainesport Township, Block 3 Lots3 & 4.02; and

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

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

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

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

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

Record Vote

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

The foregoing is a true copy of a Resolution adopted by the Authority on October 8, 2015.

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

THE MOUNT HOLLY MUNICIPAL  
UTILITIES AUTHORITY

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

[SEAL]

**THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION 2015-92  
RESOLUTION RELEASING PERFORMANCE GUARANTEES**

WHEREAS, The Mount Holly Municipal Utilities Authority (hereinafter "Authority") has caused an inspection to be made of the sanitary sewer extensions installed by Fernmoore at Mt. Holly Urban Renewal, LLC (hereinafter "Projects") of the West Rancocas Redevelopment Parker's Mill East listed in Appendix A; and

WHEREAS, the inspection has revealed that the sanitary sewer extensions for the Projects were installed and tested in accordance with the rules, regulations and specifications of the Authority; and

WHEREAS, the consulting engineer to the Authority and the Authority has recommended the release of the performance guarantees posted for the Projects without the posting of maintenance guarantees.

NOW, THEREFORE, BE IT RESOLVED this 08<sup>th</sup> day of October, 2015 by The Mount Holly Municipal Utilities Authority that:

1. The sanitary sewer extensions for the Parker's Mill East-section of project be and the same are hereby accepted by The Mount Holly Municipal Utilities Authority.
2. The performance guarantees previously posted in the amount of \$77,819.73 be and the same are hereby released.
3. Acceptance of the aforesaid sanitary sewer lines and release of the aforesaid performance guarantee be and the same is hereby made by the Developer posting a maintenance guarantee, Bond No. 5049212M, for a term of two ( 2 ) years in the amount of \$19,661.77

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

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

ATTEST:

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



**THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION 2015-93  
RESOLUTION RELEASING PERFORMANCE GUARANTEES**

WHEREAS, The Mount Holly Municipal Utilities Authority (hereinafter "Authority") has caused an inspection to be made of the sanitary sewer extensions installed by Woods (hereinafter "Projects") of the Creekview Hainesport listed in Appendix A; and

WHEREAS, the inspection has revealed that the sanitary sewer extensions for the Projects were installed and tested in accordance with the rules, regulations and specifications of the Authority; and

WHEREAS, the consulting engineer to the Authority and the Authority has recommended the release of the performance guarantees posted for the Projects without the posting of maintenance guarantees.

NOW, THEREFORE, BE IT RESOLVED this 08<sup>th</sup> day of October, 2015 by The Mount Holly Municipal Utilities Authority that:

1. The sanitary sewer extensions for the Woods at Creekview-section of project be and the same are hereby accepted by The Mount Holly Municipal Utilities Authority.
2. The performance guarantees previously posted in the amount of \$15,725.55 be and the same are hereby released.
3. Acceptance of the aforesaid sanitary sewer lines and release of the aforesaid performance guarantee be and the same is hereby made by the Developer. Maintenance guarantee waived.

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

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

ATTEST:

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

**RESOLUTION 2015-94**

**RESOLUTION OF THE MOUNT HOLLY MUNICIPAL  
UTILITIES AUTHORITY AUTHORIZING ENGINEERING SERVICES  
CONTRACT WITH PENNONI ASSOCIATES FOR  
NJPDES PERMIT RENEWAL**

**WHEREAS**, the Mount Holly Municipal Utilities Authority (“Authority”) has requested a proposal for engineering services related to the renewal of the New Jersey Pollution Discharge Elimination System (NJPDES) Permit Renewal and;

**WHEREAS**, Pennoni Associates, Inc. has presented a proposal for engineering services necessary to insure compliance with the permit renewal conditions (a copy of which is attached hereto and made a part hereof) (the “Proposal”) which the Authority deems to be necessary and in its best interest.

**NOW, THEREFORE**, be it resolved by the Mount Holly Municipal Utilities Authority this 8<sup>th</sup> day of October, 2015 as follows:

1. A Contract between the Authority and Pennoni Associates, Inc. for the performance of engineering services as set forth in the Proposal in an amount not to exceed Seventy Eight Thousand Five Hundred (\$78,500) Dollars is hereby approved upon the condition that there is to be no increase to proposal amount.
2. The Chairman and Secretary of the Authority are hereby authorized and directed to execute the attached Contract with the Pennoni Associates, Inc.
3. All resolutions or parts of resolutions inconsistent herewith are repealed to the extent of such inconsistency.

Record Vote

Chairman Thiessen

Commissioner Silcox

Commissioner Banks

Commissioner Jones

Commissioner Brown

The foregoing is a true copy of a resolution adopted by the Authority on October 8, 2015.

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

[SEAL]

THE MOUNT HOLLY MUNICIPAL  
UTILITIES AUTHORITY

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

TO BE ACTED UPON

**RESOLUTION 2015-95**

**RESOLUTION APPOINTING  
QUALIFIED PURCHASING AGENT**

WHEREAS, Resolution 2013-105 of The Mount Holly Municipal Utilities Authority previously appointed Anthony N. Stagliano as Qualified Purchasing Agent pursuant to the provisions of N.J.S.A. 40A:11-9. And

WHEREAS, N.J.S.A. 40A:11-9. Establishes the criteria for a Qualified Purchasing Agent; and

WHEREAS, Sherrill Cox, has achieved the necessary certification through the State of New Jersey to be appointed as the Qualified Purchasing Agent for The Mount Holly Municipal Utilities Authority;

NOW, THEREFORE, BE IT RESOLVED by The Mount Holly Municipal Utilities Authority this 8<sup>th</sup> day of October, 2015 that Sherrill Cox be and the same is hereby appointed as Qualified Purchasing Agent for the Authority commencing October 8, 2015.

THE MOUNT HOLLY  
MUNICIPAL UTILITIES AUTHORITY

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

Attest:

\_\_\_\_\_  
Board Secretary

**RESOLUTION 2015-96**

**A RESOLUTION APPROVING THE ANTICIPATED PAYROLL FOR OCTOBER AND THE ACTUAL PAYROLL FOR THE MONTH OF SEPTEMBER 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 \$340,000.00

BE IT FURTHER RESOLVED by the Mount Holly Municipal Utilities Authority that the payroll and Operating Expenditures in the amount of \$539,101.42 per attached listings are hereby approved.

**CERTIFICATION**

STATE OF NEW JERSEY }  
  :SS  
COUNTY OF BURLINGTON }

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby Certify the foregoing to be a true copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting, held on the 8<sup>th</sup> day of October, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand affixed to the seal of said MUA this 8<sup>th</sup> day of October, 2015.

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

**RESOLUTION 2015-96A**

**A RESOLUTION APPROVING SEWER REFUNDS**

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

<u>ACCOUNT NUMBER</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>AMOUNT</u>
100827	188 E. Mill Street	Pro-Capital	\$ 36.06
201138	444 Parkview Drive	Estate of Nancy Cirillo	\$ 85.62
371407.20	3 Dorset Circle	John Ronn	\$ 185.97
412727	484 Main Street	US Bank Cust BV001 TRST & CRDTRS	\$ 53.31
450251.70	10 Calvert Lane	Michael Kapelus	\$ 19.21
478263.20	2 Poppyseed Drive	US Bank Cust BV001 TRST & CRDTRS	\$ 53.31
500031.38	14 Maple Tree Drive	Robert & Sharon Smith	\$ 15.55
505681	820 Rancocas Road	Helen Ellis	\$ 15.20
511346	704 Bloomfield Drive	Wayne Evans	\$ 33.03
606003.69	412 Laurel Creek Blvd.	John & June O'Connell	\$ <u>127.75</u>
		<b>TOTAL REFUNDS</b>	<b>\$ 625.01</b>

**CERTIFICATION**

STATE OF NEW JERSEY }

:ss

COUNTY OF BURLINGTON }

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby certify the foregoing to be a true copy of a resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting, held on the 8<sup>th</sup> day of October, 2015.

IN WITNESS WHEREOF, I have here unto set my hand affixed of the seal of said MUA this October 8, 2015.

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



**RESOLUTION 2015-98**

**A RESOLUTION APPROVING THE EXPENDITURES  
FROM THE IMPROVEMENT/REPLACEMENT FUND**

BE IT RESOLVED by the Mount Holly Municipal Utilities Authority that the following expenditures from the Improvement/Replacement Fund Project Fund are hereby approved:

Improvements -	\$	1,492.00
Replacement -	\$	_____
<b>TOTAL</b>	<b>\$</b>	<b>1,492.00</b>

**CERTIFICATION**

STATE OF NEW JERSEY     }

:ss

COUNTY OF BURLINGTON   }

I, Brandy C. Boyington, Secretary of the Mount Holly Municipal Utilities Authority do hereby certify the foregoing to be a true copy of the Resolution adopted by the Mount Holly Municipal Utilities Authority at a regular meeting thereof, held on the 8<sup>th</sup> day of October, 2015.

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

TO BE ACTED UPON



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

**REQUISITION NO. 2015-98**

**DATE: October 8, 2015**

**To: TD BANK, NATIONAL ASSOCIATION, TRUSTEE**

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

<b>PAYEE</b>	<b>AMOUNT TO BE PAID</b>	<b>PURPOSE OF DISBURSEMENT</b>
<b>Hawkins Technologies, LLC</b>	<b>\$ 1,195.00</b>	<b>Purchase HP LaserJet M605X Printer</b>
<b>Pitney Bowes</b>	<b>\$ 297.00</b>	<b>Postage Machine</b>

So that we may effect payment to the Payee(s) listed above, funds to cover payment to the above named Payees should be wired by the Trustee to the Authority's Operating Account #9500087607 at Beneficial Bank.

Dated:

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

Mount Holly Municipal Utilities Authority  
Regular Meeting of the Board of Commissioners  
October 08, 2015

Executive Director's Report

- Hainesport Sewer Project: There has been no change in status with the Hainesport Sewer project since the September 10, 2015 meeting.
- NJPDES Permit Renewal Status (Engineering Proposal) Resolution # 2015-94: Pennoni Associates has been tasked with providing engineering services for the upcoming New Jersey Pollution Discharge Elimination System Permit (NJPDES) renewal. A proposal has been received and it includes the technical and regulatory requirements such as; local limits studies, sampling plans, pollution management plan and a (3 year) bromodichloromethane compliance plan. Pennoni's Proposal and Resolution # 2015-94 are before the Board tonight for approval consideration.
- Accounting and the 2016 Budget: Bowman and Company has completed an assessment of the MHMUA financial accounting and has determined the financial accounting is in order and accurate. The Budget review process was finalized on Friday September 25, 2015, to include the estimated 2016 increase for the health care insurance. The budget is expected to be distributed on Monday October 5, 2015 to allow time for all Board Members to review prior to the October 08, 2015 meeting.
- Southern New Jersey Health Insurance Fund Meeting (SNJHIF): The SNJHIF held a meeting on the evening of September 28 for the purposes of approving the 2016 budget. The budget was rejected because of the proposed 29% increase in the prescription portion of the health care package. The SNJHIF Commissioners want the increase investigated further before approving the budget. Two meeting dates have been scheduled to finalize the budget; October 14, 2015 and October 26, 2015. The anticipated increase for the MHMUA in 2016 is currently projected to be 9.56% – (5.81% on the medical, 29.27% on prescription, and 0% on the dental). This increase will impact the MHMUA 2016 budget for an estimated additional cost of \$114,720.
- Force Main Valve Insertion Project - Contract No. 2015-12: A preconstruction meeting was held on September 11, 2015 at the Rancocas Road Facility between Derstine Co., Alaimo Associates and the MHMUA Staff. All neighbors in the vicinity of the project received a hand delivered notice on September 17, 2015, prior to the start of construction. Test holes were completed by the contractor on September 21, 2015 and the project is on schedule to be completed by the end of October.
- Surplus Equipment Auction per Resolution 2015-84: An auction to sell surplus MHMUA equipment went live on September 28, 2015 and will end on October 14, 2015. The auction consists of 27 separate items and all items are available for review on the following website: [www.GovDeals.com](http://www.GovDeals.com)
- Rancocas Road Belt Filter Press Installation - Contract No. 2014-14: Alaimo Associates submitted draft plans to the MUA Staff on September 18, 2015 for review. A meeting was held at Alaimo's Office on September 30 to review comments and changes as the project moves forward. Significant design progress has been made since the contract was awarded in July.

- 37 Washington Street Status: The sale of this property remains unchanged since the September 10, 2015 meeting.
- Meeting with Dave Skibicki of Alaimo Associates: No status update meetings were held with Mr. Skibicki of Alaimo Associates during this month.
- MHMUA Draft Revised Rules & Regulations: The Authority's revised Rules & Regulations are in draft status. Upon final review by MHMUA staff and MHMUA professionals, the Rules & Regulations will be presented to the Board of Commissioners for approval. The anticipated submission date to the Board for review is winter 2016.



## DEPUTY DIRECTOR FOR PLANT OPERATIONS REPORT

FOR

October 8, 2015

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### PLANT OPERATIONS

1. The **MONTHLY DISCHARGE MONITORING REPORT** summary for September, 2015 is included and indicates **no violations** for the period.
2. The **YEAR TO DATE CONSUMABLES USAGE REPORT** for September, 2015 is attached.
3. The **SLUDGE QUALITY** data summaries through September, 2015 are attached.
  - a. The sludge data shows no significant changes in sludge characteristics.
4. The **COLLECTION SYSTEM OPERATIONS** report for September, 2015 is attached.
  - a. Normal seasonal main cleaning activities are taking place.
  - b. Alarm monitoring system conversions are continuing.
  - c. Pump station back flow preventer installations are continuing.
5. There were **TWO ODOR COMPLAINTS** received during the period covered by this report.
  - a. One odor complaint was attributed to building plumbing issues and was not related to Authority operation or maintenance activity.
  - b. The second odor complaint was attributed to the gravity sewer collection system. Odors were escaping from manhole cover pick holes and handles. A plastic insert was installed to prevent the escape of odorous emissions.
6. The **YEAR TO DATE INDUSTRIAL PRETREATMENT ACTIVITIES REPORT** summary for September, 2015 is attached.

Respectfully submitted,

Joel L. Hervey  
Deputy Director for Plant Operations

Mount Holly Municipal Utilities Authority

Report Date: 10/01/2015

Receipt Summary Report for the Period

9/1/2015 Through 9/30/2015

Page 1

Source Name	Waste Type	Flow, gpd	Total Gallons	Total Tons	No. of Trucks	Average % Solids	Amount Charged
A & L SEPTIC SERVICES	Septage	13037	404,150		78	0.4	\$16,671.00
BEMS / BIG HILL LANDFILL	Leachate	1774	54,989		11	1.0	\$2,144.57
Burlington County RRF PO# 13-09265	Leachate	8129	252,000		36	0.7	\$4,536.00
Cella's Septic Company	Septage	1400	43,400		10	1.1	\$2,233.00
Colgate-Palmolive Company	Miscellaneous	194	6,000		1	0.1	\$720.00
DREDGE HARBOR BOAT CENTER LLC	Septage	452	14,000		2	0.2	\$560.00
Deckers Septic	Septage	1171	36,300		11	0.3	\$1,452.00
Dey Farms	Miscellaneous	1129	35,000		5	0.2	\$1,750.00
Drayton	Septage	10016	310,500		74	0.6	\$12,727.60
Drayton Transfer Station	Septage	5226	162,000		36	0.7	\$6,480.00
Fieldsboro	Sludge	323	10,000		2	1.9	\$800.00
Homestead Treatment Utilities, Inc.	Sludge	806	25,000		5	0.7	\$1,025.00
JL Septic of SJ, Inc.	Septage	381	11,800		4	0.3	\$472.00
Laird & Company	Miscellaneous	862	26,716		5	0.6	\$1,228.94
Mobile Estates of Southampton, Inc.	Sludge	324	10,050		2	1.9	\$804.00
Monmouth County Rec. LF	Leachate	7045	218,400		39	0.9	\$4,149.60
NEW EGYPT SCHOOL PO#15-1280	Sludge	277	8,600		2	1.2	\$688.00
Palmyra	Sludge	2935	91,000		14	1.4	\$4,550.00
Puglisi Egg Farms. Inc.	Septage	968	30,000		5	0.7	\$1,200.00
State Environmental Services	Septage	545	16,900		4	0.6	\$676.00
Waste Management/Parklands Landfill	Leachate	971	30,100		7	0.4	\$752.50

Total Gallons	Total Tons	No. of Trucks	Amount Charged
1,796,905	0	353	\$65,620.21

## MONTHLY AVERAGE VALUES

PARAMETER	10/14	11/14	12/14	01/15	02/15	03/15	04/15	05/15	06/15	07/15	08/15	09/15	YEARLY AVERAGE		Limits
													This Reporting Period	Last Reporting Period	
POTW Flow	3.01	3	3.2	3.14	2.96	3.655	2.991	3.06	3	3.02	2.83	2.77		3.148	5
CBOD5(influent)	240	240	224	250	208	217	287	220	206	208	211	216		287.0	n/a
CBOD5(effluent)	< 2	< 2	< 2	3.8	4.03	3	< 2	< 2	< 2	< 2	< 2	< 2		2.9	15
COD(influent)	770	781	781	753	745	649	835	872	631	926	794	667		897.5	n/a
COD(effluent)	33	34	36	39	48	35	48	38	41	42	23	18		40.2	n/a
TKN(influent)	61.6	66	75.2	59.3	61.6	60.9	66.3	63.9	86.9	86.7	68.2	not yet		70.3	n/a
TKN(effluent)	1.61	1.82	3.4	3.1	2.94	2.18	2.03	2.03	2.4	2.03	2.03	available		2.4	15
TSS(influent)	388	418	382	402	382	378	670	414	496	423	542	325		504.0	n/a
TSS(effluent)	1.5	1.5	1.5	2	3	2	1	1	2	1	1	1		2.2	30
pH(influent-Max)	6.98	7.1	7.07	7	6.99	6.9	6.9	7.1	6.6	8.5	6.7	6.7		8.5	n/a
pH(influent-Min)	6.47	6.33	6.58	6.7	6.72	6.4	6.5	6.3	5.9	5.9	6.1	6		6.3	n/a
pH(effluent-Max)	7.05	7.17	7.12	7	7.1	6.9	7	7.1	7	7	7	7		7.5	9
pH(effluent-Min)	6.68	6.71	6.36	6.6	6.4	6.4	6.6	6.7	6.6	6.6	6.5	6.4		6.4	6
Oil & Grease (effluent)	< 2.2	< 2.3	< 2.3	< 2.2	2.9	< 2.2	< 2.2	5.4	< 2.1	< 2.2	< 2.3	< 2.2		<2.4	10
SQAR															
Arsenic	< 10.4	< 10.1	< 10.9	< 9.7	< 11	< 11.8	< 9.8	< 9.7	< 11.1	< 10.5	10.7	< 10.3		<11	41
Beryllium	< 5.2	< 5	< 5.5	< 4.9	< 5.5	< 5.9	< 4.9	< 4.8	< 5.6	< 5.3	< 5.3	< 5.2		<5.5	n/a
Cadmium	< 2.6	< 2.5	< 2.7	< 2.4	< 2.8	< 2.9	< 2.5	< 2.4	< 2.8	2.6	< 2.7	< 2.6		<2.8	39
Chromium	22	26.2	22.5	20.8	20.6	16.6	19.9	21.2	28	23.3	21	23.1		22.93	n/a
Copper	816	820	696	668	640	523	689	756	959	866	1030	833		748.0	1500
Lead	35.5	32.4	22.9	19.7	20.9	14.1	19.9	22.8	42.2	26.4	40.1	31.1		26.19	300
Mercury	0.5	0.61	0.42	0.77	0.72	0.39	0.65	0.48	1.3	0.44	1.5	0.56		0.90	17
Molybdenum	< 10.4	< 10.1	< 10.9	< 9.7	< 11	< 11.8	< 9.8	< 9.7	14.2	11.7	< 10.7	< 10.3		<11	75
Nickel	22.5	20.6	18.4	18.5	19.1	16.8	20.9	21.9	26.1	24.7	26.8	19.4		19.41	420
Selenium	< 26.1	< 25.2	< 27.3	< 24.3	< 27.6	< 29.4	< 24.6	< 24.2	< 27.8	< 26.3	< 26.7	< 25.8		<27.6	100
Zinc	1650	1660	1350	1210	1110	879	1070	1180	1670	1350	1610	1460		1434.2	2800
Cyanide	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	< 1.6	N/A	N/A		<1.6	n/a

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

FORM AR-5a

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

**Annual Consumables Summary- 2015**

Fund Number	Consumable Name	Unit Price	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual YTDTOT	Actual YTDAVE	Actual YTDCOST	Projected 2015		2015 Budget
																		Quantity	Costs	
020-6042	City H2O (100 gal)	0.5968	870.40	793.47	940.16	849.64	1,001.48	811.40	1,873.30	745.58	672.43				8557.84	950.87	\$5,107.32	11410.45	\$8,809.76	\$15,000.00
040-6045	Diesel Fuel (gal) Vehicles	2.3427	534.10	916.10	532.60	173.00	477.50	284.10	181.30	230.60	143.70				3,473.00	385.89	\$8,136.20	4,630.67	\$10,848.26	\$36,000.00
020-6044	Diesel Fuel (gal) Gen	2.3427	59.00	82.00	83.00	88.00	62.00	308.00	535.00	199.00	72.00				1,488.00	165.33	\$3,485.94	1,984.00	\$4,647.92	\$20,000.00
022-6044	Diesel Fuel (gal) Maple Ave	2.3427	44.00	37.00	20.00	36.00	27.00	197.00	27.00	41.00	59.00				488.00	54.22	\$1,143.24	650.67	\$1,524.32	\$5,000.00
020-6107	Ecogrow Nutrients	5.7500	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00				135.00	15.00	\$776.25	180.00	\$1,035.00	\$2,000.00
020-6041	Electric (100 kwhr)	11.6830	2,772.00	2,716.00	2,576.00	2,128.00	1,998.00	1,904.00	1,988.00	1,960.00	1,820.00				19,862.00	2,208.89	\$232,047.75	26,482.67	\$309,396.99	\$380,000.00
022-6041	Electric (100 kwhr)Maple Ave	4.8110	703.34	981.28	776.53	900.72	734.36	760.99	794.71	708.19	702.87				7,062.99	784.78	\$33,980.04	9,417.32	\$45,306.73	\$200,000.00
020-6102	Hypochlorite (gal)	1.0580	2,854.00	2,643.00	3,080.00	3,403.00	4,208.00	4,875.00	5,330.00	586.00	4,348.00				31,327.00	3,480.78	\$33,143.97	41,769.33	\$44,191.95	\$80,000.00
022-6102	Hypochlorite - Maple Ave	1.0580	68.00	78.00	78.00	205.00	419.00	459.00	516.00	4,970.00	526.00				7,319.00	813.22	\$7,743.50	9,758.67	\$10,324.67	\$10,000.00
020-6105	Lime (lbs)	0.0800	900.00	1,350.00	800.00	950.00	1,600.00	750.00	1,500.00	750.00	1,500.00				10,100.00	1,122.22	\$808.00	13,466.67	\$1,077.33	\$1,000.00
020-6104	MgOH (gal)	2.1010	1,636.00	1,540.00	1,912.00	1,595.00	1,127.00	852.00	1,733.00	1,416.00	1,932.00				13,743.00	1,527.00	\$28,874.04	18,324.00	\$38,498.72	\$55,000.00
020-6046	Natural Gas (ccf)	1.1160	769.00	1,020.00	409.00	49.00	5.00	5.00	5.00	4.00	5.00				2,271.00	252.33	\$2,534.44	3,028.00	\$3,379.25	\$7,500.00
022-6045	Natural Gas (ccf) Maple Ave	1.1160	238.209	269.186	688.989	235.004	54.478	8.546	6.409	4.273	5.341				1,510.435	167.826	\$1,685.65	2,013.91	\$2,247.53	\$5,000.00
020-6101	Polymer (lbs)	1.7500	1,670.00	1,710.00	2,020.00	1,906.00	1,770.00	1,740.00	2,210.00	1,830.00	1,240.00				16,096.00	1,788.44	\$28,168.00	21,461.33	\$37,557.33	\$55,000.00
020-6103	Sodium Bisulfite (gal)	2.2580	646.00	715.00	708.00	691.00	691.00	675.00	727.00	723.00	791.00				6,367.00	707.44	\$14,376.69	8,489.33	\$19,168.91	\$25,000.00
040-6045	Unleaded-MUA (gal)**	2.9433	689.70	877.00	722.80	721.60	693.30	732.80	832.90	773.80	735.30				6,779.20	753.24	\$19,953.22	9,038.93	\$26,604.29	\$114,000.00
<b>Subtotal</b>																	<b>\$421,964.23</b>		<b>\$562,618.97</b>	<b>\$1,010,500.00</b>
<b>Collection System Consumables</b>																				
040-6104	Bioxide (gals)	2.6300	2,073.00	2,163.70	2,060.00	2,193.20	1,493.25	1,598.30	2,049.00	2,417.80	2,250.70				18,298.95	2,033.22	\$48,126.24	24,398.60	\$64,168.32	\$60,000.00
040-6044	Diesel Fuel (gal) P/S Gen	3.1590	41.3	34.0	18.9	21.4	11.7	41.3	19.1	22.9	16.2				224.8	25.0	\$710.14	299.7	\$946.86	\$500.00
040-6046	Natural Gas (ccf)	1.1160	92.64	124.24	95.30	58.07	53.11	84.79	30.79	39.27	3,437.00				4,015.21	446.13	\$4,480.97	5,353.61	\$5,974.63	\$3,500.00
<b>Subtotal</b>																	<b>53,317.36</b>		<b>71,089.81</b>	<b>64,000.00</b>
<b>Total</b>																	<b>\$475,281.59</b>		<b>\$633,708.78</b>	<b>\$1,074,500.00</b>

**YEARLY TOTALS OF COLLECTION SYSTEM WORK**

R-23A

**YEAR 2015**

<b>MONTH</b>		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
1)	<b>MISCELLANEOUS BEEPER CALL</b>	8	9	11	4	7	9	13	6	13				80
2)	<b>MISCELLANEOUS CALLS NOT OURS</b>	0	1	2	1	1	4	0	0	5				14
3)	<b>NUMBER OF OVERTIME CALLS</b>	8	7	6	2	4	6	12	5	7				57
4)	<b>ACTUAL OTHER BILLABLE MANHOURS</b>													0
5)	<b>NUMBER OF FEET OF PIPE CLEANED</b>	28,455	6,578	40,280	37,720	47,888	46,827	38,514	72,860	51,137				370,259
6)	<b>MANHOLE OVERFLOW INCIDENTS</b>	2	0	0	0	0	0	0	0	0				2
7)	<b>LATERAL INSPECTIONS</b>	1	5	2	3	23	4	5	10	2				55
8)	<b>MANHOLE INSPECTIONS</b>	22	10	12	4	16	13	9	9	7				102
9)	<b>TOTAL NUMBER OF SERVICE CALLS (STOPPAGE)</b>	11	5	6	2	8	7	5	5	4				53
10)	<b>NUMBER OF SERVICE CALLS NOT OUR PROBLEM</b>	9	5	6	2	8	7	5	4	4				50
11)	<b>NUMBER OF OVERTIME SERVICE</b>	6	0	2	1	5	0	2	4	1				21
12)	<b>NUMBER OF REPEAT SERVICE CALLS **</b>													0
13)	<b>NUMBER OF SECOND WATER METER READINGS</b>	7	3	10	9	47	29	20	15	160				300
14)	<b>NUMBER OF FEET OF PIPE SMOKE TESTED</b>	0	0	0	0	0	0	0	0	0				0
15)	<b>NUMBER OF FEET OF PIPE TELEVISED</b>	0	0	0	0	15	0	0	0					15
16)	<b>MARK OUT REQUESTS</b>	182	175	302	397	479	485	430	365	360				3,175

\*\* SAME MAIN IN A 3 MONTH PERIOD



**COLLECTION SYSTEM COMMENTS  
SEPTEMBER 2015**

Pump Station	Date	Electrical Maint Required	Mechanical Maint Required	Pumps Clogging	Generator Problems	Alarm System Problems	Miscellaneous
216	9-18-15	Yes, dialer system check					
217	9-24-15	Yes, Collection personnel responded for # 1 and # 2 alarms. Techs had to replace pump controller.					
221	9-8-15	Techs installed transducer and Bulldog pump controller.					
221	9-16-15	M800 Mission Unit installed.					Responded for low level alarm. Collection personnel responded and notified Collection supervisor and changed low level alarm setting on Mission website.
223	9-15-15	M800 Mission Unit installed					
227	9-16-15	Techs replaced low dialer battery.					
234	9-30-15			Yes, P-1 check valve			
241	9-24-15	Yes, transducer reading incorrect levels. Techs replaced same.					

COLLECTION SYSTEM COMMENTS  
SEPTEMBER 2015

						Alarm System Problems	Miscellaneous
220	8-20-15	Techs replace drywell blower.					
221	8-1-15						Responded for # 1 alarm. Found broken supply line on the air compressor. Cut and replaced line.
221	8-28-15						Responded for # 1 and # 2 alarm and found air compressor breaker tripped.
222	8-9-15 and 8-10-15						Power issues at station. Public service notified and corrected power issue.
233	8-17-15						Found p-2 tripped. Reset breaker.
238							Responded for active # 2 alarm. Found wet well pumped all the way down. Cleaned probe, filled station and observed operation.

COLLECTION SYSTEM COMMENTS  
SEPTEMBER 2015

**THERE WERE NO BIOXIDE DELIVERIES MADE IN THE MONTH OF AUGUST.**

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

**THERE WERE NO FUEL DELIVERIES MADE IN THE MONTH OF AUGUST.**

<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		H.A.I	
P/S # 15		20 KW	
P/S # 17		100 KW	
P/S # 18		150KW	
P/S # 19			
P/S # 20			

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# Odor Complaint Record

Odor Complaint Instructions

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

Name of MHMUA employee taking call: Jill Swan Date: 9/2/2015 Time: 8:45

Caller: Name: Doris Priest Telephone: (609)267-4067

Address: 5 Roosevelt Avenue Township: Lumberton

Select check box on all odor complaints to send an email

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

## Questions to be asked of caller by MHMUA employee

What time did you first detect an odor: 12:00

Do you still smell the odor: No

Have you smelled the odor before: Yes

Where: outside of her house

When:

Is the odor constant or intermittent: Constant

Describe the odor: smells like sewage

Caller comments: the clean out at Roosevelt Avenue and Harding Avenue has been broken and the resident thinks that is where the odor is coming from. Resident has been smelling the odor for several weeks now, she has not been outside today and doesn't know if you can smell it now

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

Name of MHMUA investigator: Jason Corn and Bob Young Time investigated: 9:10 Date: 9/2/2015

Weather Conditions: Cloudy Humidity Level: N/A

Wind Information: Speed: N/A MP Direction: N/A Gusting: N/A GustingTo: N/A MP

Did you investigate the complaint: Yes

Did you detect an odor: No

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

**If an odor is detected:**

**Print Current Record**

Did you isolate the source of the odor: No

Did you speak with the caller: No

What did you tell the caller about your findings: As we arrived to the location we could not detect an odor outside the home or at the corner of Roosevelt and Harding Avenue.

What corrective actions, if any are needed:

We did see the cleanout that she spoke of on the phone when she informed us of the odor and the cleanout stack had a broken cleanout collar although the cleanout cap was not damaged. This is a cleanout for # 12 Harding Avenue who has a ejector pump and a 2" force main that turns into gravity before it connects to the Authorities sanitary sewer. With the collar having a section broken off there is a chance of odors escaping the cleanout stack. When the collar was removed from the cleanout stack and you put your nose over the cleanout you could detect an odor but if the cleanout was repaired there would be no odors escaping. We knocked on the door of # 5 Roosevelt Avenue and did not get an answer. I (Jason) spoke to the resident of # 12 Harding Avenue and I explained to him that the resident from # 5 Roosevelt Avenue called us of an odor complaint. I explained to him that I did not detect an odor at the time but with his cleanout collar broken there may be a chance of odors escaping especially when his pump runs. We then called the resident of # 5 Roosevelt Avenue on the phone and did not get an answer. We left a message stating that we informed the resident of # 12 Harding Avenue that the cleanout collar was broken and that he should look at getting it repaired as soon as possible. We also informed her to call us back with any questions or if she continues to detect odors after the cleanout was repaired.

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

Name of Supervisor contacted: Time:

Supervisor's response or comments:

Please write additional information and note notification procedures:

# Odor Complaint Record

Odor Complaint Instructions

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

Name of MHMUA employee taking call: Jill Swan Date: 9/8/2015 Time: 9:22

Caller: Name: Angelina Haines Telephone: (609)267-1866  
Address: 8 Sycamore Court Township: Lumberton  
Select check box on all odor complaints to send an email

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

## Questions to be asked of caller by MHMUA employee

What time did you first detect an odor: 8:00 Do you still smell the odor: Yes  
Have you smelled the odor before: Yes Where: outside of house  
When: most of the time  
Is the odor constant or intermittent: Intermittent Describe the odor: sewer smell  
Caller comments: smells very strong right around the sewer pipe

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

Name of MHMUA investigator: Jason Corn Time investigated: 10:05 Date: 9/8/2015  
Weather Conditions: Sunny Humidity Level: 46%  
Wind Information: Speed: 4 MP Direction: South Gusting: No GustingTo: 4 MP  
Did you investigate the complaint: Yes Did you detect an odor: Yes

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

## If an odor is detected:

**Print Current Record**

Did you isolate the source of the odor: Yes Did you speak with the caller: Yes  
What did you tell the caller about your findings: The resident was not home but her brother was at the house. He explained to me that they could smell odors from the manhole in front of the resident's house. As I was standing there speaking to him I could detect an odor every so often. I explained to him I will put a manhole lid insert in to see if that stops the odors from coming up through the pick holes and the handle holes. I told him if they continue to detect odors after I install the insert to call us back.  
What corrective actions, if any are needed:

I installed a manhole insert in the manhole.

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

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

Please write additional information and note notification procedures:

TABLE AR-4  
SUMMARY OF IWPT MONITORING PROGRAM

October 2014 through September 2015  
POTW: Mount Holly Municipal Utilities Authority

	CATEGORICAL IUs		NON-SIGNIFICANT CATEGORICAL IUs		SIGNIFICANT/ MAJOR IUs		OTHER REGULATED	
	This Period	Last Period	This Period	Last Period	This Period	Last Period	This Period	Last Period
Number of Industrial Users (IUs) included in POTW Monitoring Program	2	2	0	0	2	2	2	2
Number of IUs added to POTW Monitoring Program	0	0	0	0	0	1	0	0
Number of IUs eliminated from POTW Monitoring Program	0	0	0	0	0	0	0	0
Total number of POTW inspections of IUs.	2	2	0	0	2	2	2	2
Total number of POTW sampling visits to IUs.	3	3	0	0	13 <sup>1</sup>	13 <sup>1</sup>	2	3
Total number of IUs in IPP not sampled.	0	0	0	0	0	0	0	0
Total number of IUs in IPP not inspected.	0	0	0	0	0	0	0	0

<sup>1</sup> Includes MHMUA monitoring in lieu of self-monitoring for the following facilities: Monmouth County Reclamation Center, Dey Farm

Bulk Waste Monitoring September, 2015

	September	August	October 2014- September 2015	October 2013- September 2014
1. Number of bulk delivery pH, T.S. and sensory checks:	353	369	5,850	6,138
2. Number of bulk delivery SQAR sampling checks:	0	0	0	0
3. Number of bulk delivery conventional pollutant checks:	11	9	111	130
4. Number of bulk septage sources:	9	10	17	20
5. Number of bulk sludge sources:	5	7	16	14

Sampling (September): MCRC  
Inspections (September): BURCLO, MCRC, Dey Farm, MET, L&D, Parklands

# MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY

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

October 1, 2015

For the Period September 1, 2015 – September 30, 2015

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

**New Jersey Utilities Authority JIF** – On September 25<sup>th</sup>, I conducted three training seminars (PPE, Communicable Disease and Driver Safety) for the JIF Safety Expo at the Camden County Fire Academy. The Expo was attended by over 100 employees from the central and southern NJUA JIF members.

**Employment Practices Liability Manual** – The draft manual is complete with the exception of the section for the Donated Sick Leave program. I was advised there were revisions made to the draft document initially submitted. Same was requested for inclusion in the draft manual but has not been provided. The draft manual was sent to the ED and solicitor on October 1, 2015 for review and discussion.

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

**Purchase and Finance** – Additional changes have been made to the purchasing manual and flowcharts to reflect title changes and changes in the bid threshold effective July 1, 2015. Joel had to re-format the fillable forms he created as there was a problem with how the completed forms saved/emailed/opened.

### **Bid Specifications/Requests for Proposal (RFP) Update:**

- Belt Press – Awarded in January – Delivered in July, see ED report for additional information.
- Plant #3 Roof – Jottan has completed the punch list and has submitted the paperwork for final payment. These were sent to Todd Geter for review and signature. We have experienced/identified several “leaks” with the heavy rains. These were brought to the attention of Jottan and Garland. Jottan is monitoring the situation and has been working to address any leaks.
- The Franklin Miller Taskmaster Model TW8516 twin shaft grinder with one Franklin Miller model S25060 grinder controller with a submersible explosion-proof motor and gear drive is scheduled for deliver the first week of October.
- Contract 2015-9: Swerp completed the CIPP and manhole refurbishment in early September.
- Plant 2 Intermediate Tanks – The RFP was opened September 8<sup>th</sup> and the order placed.
- Environmental Laboratory Testing Services – The Request for Proposal (“RFP”) is advertised and scheduled for opening on October 28.
- Pumps Station 202 – Pricing was obtained and a POR completed to replace the existing generator at the station with a new 16Kw diesel generator.
- Gov-Deals – The items approved by the Board in September is live on GovDeals auction with expected closure on October 14.

**NJDEP & Employee Training** – The Authority had previously received confirmation that training contacts hours (TCH) were approved for eight of the Authority’s training programs at 1 credit per training hour. The NJDEP-TCH committee will be meeting in October. I am developing another list of programs to be submitted for review and TCH approval.

Now that summer vacations are completed, we will resume the normal schedule of employee training.

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

2015 Confined Space Entry Activity by Department/Location													
Rancocas Road Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Grit/Screen	1	1	1	0	0	0	1	0	1				5
Trickling Filters	16	10	5	2	5	4	3	4	4				53
Other	0	0	0	0	2	1	1	4	1				9
<b>TOTAL</b>	<b>17</b>	<b>11</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>8</b>	<b>6</b>				<b>67</b>
Maple Avenue Treatment Plant													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>				<b>4</b>
Collection System – (To be reported quarterly) ** Air Relief Valves/Contract Stations													
	Jan – Mar			April – June			July – Sept			Oct – Dec			
Pump Stations	79	80	78	121	60	77	8	-	*				503
<b>Combined Totals</b>	<b>96</b>	<b>91</b>	<b>84</b>	<b>124</b>	<b>67</b>	<b>82</b>	<b>13</b>	<b>9</b>	<b>*</b>				<b>574</b>

**NOTE – Because of work load, the supervisor review of the collection system quarterly reports had not been completed at the time this report was written and will be included in the report for next meeting.**

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

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Plant R & M	0	2	2	0	2	2	1	0	1				9



**Claims/Insurance Activity**

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

Coverage	Frequency	Type/Status
Automobile Liability	0 - YTD. = 0	Nothing reported for period
General Liability	1 - YTD. = 0	An employee backing an Authority vehicle in the drive to PS 221 struck a residential mailbox. Although there was minimal damage to the mailbox (no damage to Authority vehicle) the Authority replaced the mailbox for the resident.
Property/Equipment Loss/Damage	0 - YTD. = 0	Nothing reported for period
Worker Compensation	2 - YTD. = 12	A plant operator suffered a small laceration to the left wrist while cleaning rags from the screw of the headworks at Maple Avenue. The wound was cleaned and covered. There was no offsite treatment required. A plant operator suffered a small finger laceration while cleaning the control panels in the thickener building at Rancocas Road. The wound was cleaned and covered. There was no offsite treatment required. Inspection of the panels found some areas of sharp edges that were not properly addressed by the manufacturer. A work order was completed for maintenance to inspect and file/grind any sharp edges on the control panels

**Personal Injury Incident Activity - January 1, 2015 through December 31, 2015**

Type of Injury	Frequency	Department	Frequency
Cut/Puncture/Scrape	3	Plant	8
Slip/Trip/Fall	2	Mechanical Maintenance	1
Exposure		Electrical Maintenance	1
Not Work Related		Plant Administration	
Sprain/Strain	1	Collection Operators	2
Animal/Insect/Foliage	1	Office Administration	
Struck by or against	5	Support Services	
Foreign Body in Eye		Laboratory	
Horse Play		Painter	
Burn (Thermal/Chemical)			
Unknown			
Totals	12		12