

# Mount Holly Municipal Utilities Authority Reorganization Meeting Minutes February 11, 2021

The reorganization meeting of the Mount Holly Municipal Utilities Authority was held telephonically on Thursday, February 11, 2021 at 6:00P.M. Chairman Thiessen called the meeting to order with the following roll call:

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

ABSENT:

## **Verification of Notice**

Executive Director Maybury verified that "In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Burlington County Times and the Courier Post on October 29, 2020. On February 08, 2021 advanced written notice of this meeting was mailed to all persons who, according to the records of the Authority, requested such notice." Electronic notice of this meeting has been provided specifying time and manner on the Authority's website."

## **Pledge of Allegiance**

**Swear in New Members** Mr. DiFolco and Ms. Sheppard

**Public Comments on Agenda Items Only** None

## **Reorganization Nomination of Chairman for a one-year term**

Executive Director Maybury requested nominations for the position of Chairman. Commissioner DiFolco moved for the nomination of Jules Thiessen for Chairman. Commissioner Sheppard seconded the motion. Executive Director Maybury moved to close the nominations. Motion carried. There being no other nominations for Chairman, the Executive Director Maybury declared that nominations for Chairman be closed. At the call of the roll, the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen  
Nays:  
Absent:  
Abstain:

The Executive Director turned the meeting over to Chairman Thiessen

## **Nomination of Vice Chairman for a one-year term**

Chairman Thiessen requested nominations for the position of Vice Chairman. Chairman Thiessen moved for nomination of Jay Springer for Vice Chairman. Commissioner DiFolco seconded the motion. There being no other nominations for Vice Chairman, Chairman Thiessen declared that nominations for Vice Chairman be closed. At the call of the roll, the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen  
Nays:  
Absent:  
Abstain:

### **Nomination of Treasurer**

Chairman Thiessen requested nominations for the position of Treasurer. Chairman Thiessen nominated Michael Dehoff for the position of Treasurer. Commissioner Banks seconded the motion. There being no further nominations for Treasurer, Chairman Thiessen declared the nominations for Treasurer closed. Motion carried. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen  
Nays:  
Absent:  
Abstain:

### **Nomination of Secretary**

Chairman Thiessen requested nominations for the position of Secretary. Commissioner Banks nominated Brandy C. Boyington for the position of Secretary. Commissioner DiFolco seconded the motion. There being no further nominations for Secretary, Chairman Thiessen declared the nominations for secretary closed. Motion carried. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen  
Nays:  
Absent:  
Abstain:

**Resolution 2021-11** A resolution authorizing a professional services contract for Consulting Engineering for the Mt. Holly Municipal Utilities Authority for a term of 1-year (Contract # 2021-03). Commissioner Banks moved to nominate Alaimo Associates. There being no further nominations, Chairman Thiessen declared the nominations closed. Commissioner Springer seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen  
Nays:  
Absent:  
Abstain:

**Resolution 2021-12** A resolution authorizing a professional service contract for Environmental Consulting Engineer for the Mt. Holly Municipal Utilities Authority for a term of 1-year (Contract #2021-04). Commissioner DiFolco moved to nominate Environmental Resolutions Inc. There being no further nominations, Chairman Thiessen declared the nominations closed. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen  
Nays:  
Absent:  
Abstain:

**Resolution 2021-13** A resolution authorizing a professional services contract for Solicitor for the Mt. Holly Municipal Utilities Authority for a term of 1-year (Contract # 2021-07). Commissioner Banks moved to nominate Raymond, Coleman, Heinold LLP. There being no further nominations, Chairman Thiessen declared the nominations closed. Commissioner Sheppard seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen  
Nays:  
Absent:  
Abstain:

**Resolution 2021-14** A resolution authorizing a professional services contract for Special Counsel for the Mt. Holly Municipal Utilities Authority for a term of 1-year (Contract # 2021-05). Commissioner Banks moved to nominate The Garty Law Firm for approval. There being no further nominations, Chairman Thiessen declared the nominations closed. Commissioner Springer seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner DiFolco, Commissioner Sheppard, Commissioner Springer, Chairman Thiessen  
Nays:  
Absent:  
Abstain:

**Resolution 2021-15** A resolution authorizing a professional services contract for Bond Counsel for the Mt Holly Municipal Utilities Authority (Contract #2021-01). Commissioner Springer moved to nominate Parker McCay P.A. There being no further nominations, Chairman Thiessen declared the nominations closed. Commissioner DiFolco seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-16** A resolution authorizing a professional services contract for special Engineer for the Mt. Holly Municipal Utilities Authority for a term of 1-year (Contract # 2021-09). Commissioner Banks moved to nominate Environmental Resolutions Inc. There being no further nominations, Chairman Thiessen declared the nominations closed. Commissioner Springer seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-17** A resolution authorizing a professional services contract for Labor Counsel for the Mt. Holly Municipal Utilities Authority (Contract # 2021-08). Commissioner Banks moved to nominate The Garty Law Firm for the approval of Resolution 2021-17. There being no further nominations, Chairman Thiessen declared the nominations closed. Chairman Thiessen seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-18** A resolution authorizing an extraordinary unspecifiable service contract for Computer Systems Consultant for the Mt. Holly Municipal Utilities Authority for a term of 1-year (Contract #2021-02). Commissioner Banks moved to nominate Hawkins Technologies. There being no further nominations, Chairman Thiessen declared the nominations closed. Commissioner Springer seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-19** A resolution authorizing a professional services contract for Risk Management Consultant for Mt. Holly Municipal Utilities Authority for a term of 1-year (Contract #2021-06) Commissioner Banks moved to nominate Insurance Management Inc. There being no further nominations, Chairman Thiessen declared the nominations closed. Commissioner DiFolco seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-20** A resolution designating the official newspapers of the Mt. Holly Municipal Utilities Authority. Commissioner Springer moved for approval of Resolution 2021-20. Commissioner Banks seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-21** A resolution designating banking institutions for the Mt. Holly Municipal Utilities Authority. Commissioner Springer moved for approval of Resolution 2021-21. Commissioner DiFolco seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-22** A resolution designating Robert G. Maybury as Public Agency Compliance Officer (PACO) for the Mt. Holly Municipal Utilities Authority for the current calendar year. Commissioner Banks moved for approval of Resolution 2021-22. Commissioner Springer seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-23** A resolution of the Mt. Holly Municipal Utilities Authority authorizing meetings for calendar year 2021, through to the February 2022 reorganization meeting. Commissioner DiFolco moved for approval of Resolution 2021-23. Commissioner Banks seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-24** A resolution adopting the Mt. Holly Municipal Utilities Authority's anti-discrimination policy. Commissioner Banks moved for the approval of Resolution 2021-24. Commissioner Springer seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-25** A resolution authorizing actions to be performed on behalf of the Mt. Holly Municipal Utilities Authority. Commissioner Banks moved for the approval of Resolution 2021-25. Commissioner Springer seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-26** A resolution appointing Robert G. Maybury as the Mount Holly Municipal Utilities Authority's Insurance Fund Commissioner. Commissioner Banks moved for the approval of Resolution 2021-26. Commissioner Springer seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-27** A resolution of the Mt. Holly Municipal Utilities Authority approving the cash management plan of the Mount Holly Municipal Utilities Authority for fiscal year 2021. Commissioner Banks moved for the approval of Resolution 2021-27. Commissioner DiFolco seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

### **Approval of Minutes**

Regular Meeting Minutes

January 14, 2021

Commissioner DiFolco moved for the approval of the meeting minutes from the January 14, 2021 meeting. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen, Commissioner Springer, Commissioner Banks

Nays:

Absent: Commissioner DiFolco, Commissioner Sheppard

Abstain:

## **New Business**

**Resolution 2021-28** A resolution appropriating funding from the improvement/replacement fund for the purchase of a Roll-Off Truck and authorizing the advertisement of bids. Executive Director Maybury explained this resolution is to purchase a newer/used truck to replace the current, worn out 30-year-old vehicle. After some discussion, the board decided to table resolution 2021-28 and go with the purchase of a new truck. Commissioner Banks moved to table resolution 2021-28. Commissioner DiFolco seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

**Resolution 2021-29** A resolution authorizing participation in the Burlington County Cooperative Pricing System. Executive Director Maybury informed the board that this is for the purchase of diesel fuel and road salt. Mr. Stagliano stated this is a benefit for the Authority to buy certain items that may be needed at a discounted price. Commissioner DiFolco moved for the approval of resolution 2021-29. Commissioner Sheppard seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent:

Abstain:

### **Consent Agenda:**

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

- \*Resolution 2021-07 A resolution approving the operating expenses for the month of January
- \*Resolution 2021-08 A resolution approving the sewer refunds for the month of January
- \*Resolution 2021-09 A resolution approving the expenditures for the month of January from the escrow fund.
- \*Resolution 2021-10 A resolution approving the expenditures for the month of January from the improvement replacement fund.

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

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

Nays:

Absent:

Abstain:

### **Communications** None

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

**Report of the Executive Director** The Report of the Executive Director was received. Executive Director Maybury congratulated Commissioner DiFolco and Commissioner Sheppard on their appointment to the Authority’s Board. He then stated a preconstruction meeting was held today for the Garden Street Pump Station upgrade and a bid opening is scheduled for March 4, 2021. Executive Director continued by informing the Commissioners about an obituary for a former employee of the Authority (Bill Rogers), who retired in 1986 after 20 years of service to begin a new career with CVS in Lumberton.

**Report of the Engineer** The Report of the Engineer was received. Mr. Skibicki stated Alaimo is issuing a short addendum to the specifications to the Garden Street Pump Station upgrade, but the March 4, 2021 bid date will be unchanged.

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

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

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

**Report of the Finance Administrator/Treasurer** The Report of the Finance Administrator was received. Mr. Dehoff stated the annual Audit will begin at the end of February, Payargo went live January 15, 2021 and received 828 transactions. The purchase of a new envelope folding machine this month will have the option to include a return envelope in the upcoming bills. Commissioner Sheppard asked if there was a way to opt out of getting the return envelope. Commissioner DiFolco asked if there has been any promotion pushing the electronic bills to the rate payers to cut costs. Mr. Dehoff confirmed that customers can opt out of paper bills and the option to sign up for electronic bills has been posted on our website, on all available social media outlets and printed on the current paper bills.

**Other new business** Reminder for the 2020-2021 Elected Official Risk Management Seminar expires May 01, 2021.

**Matters to be presented by the Commissioners** Commissioner DiFolco stated he is looking forward to being on the board and full of technical ideas and is here to help in any way he can so please feel free to ask. Commissioner DiFolco congratulated Jules on continuing as Chairman. Commissioner Sheppard thanked everyone and stated she is excited to be on the team. Commissioner Banks congratulated the new commissioners. Commissioner Springer congratulated the new commissioners and thanked everyone for the Vice Chair position. Chairman Thiessen followed suit and congratulated the new commissioners on their appointment.

**Executive Session** None

Adjournment Time 7:04 PM

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

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

Nays:

Absent:

Abstain:

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

Respectfully submitted,

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Brandy C. Boyington, Secretary