

Mount Holly Municipal Utilities Authority Regular Meeting Minutes for September 13, 2018

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday September 13, 2018; 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. Robert G. Maybury, Executive Director
Mr. Tom Coleman, Raymond Coleman Heinold, LLP
Mr. David Skibicki, R. A. Alaimo Associates, Engineer
Mr. Armando Riccio, Labor/Employment Counsel
Ms. M. Lou Garty, Esq The Garty Law Firm
Mr. Joel Hervey, Operations Superintendent
Mr. Michael B. Dehoff, Finance Administrator/Treasurer
Mrs. Brandy C. Boyington, Board Secretary

ABSENT: Ms. Gina LaPlaca, Commissioner
Mr. Christopher Banks, Commissioner
Mr. Anthony Stagliano, Safety Director & Special Projects

Verification of Notice

Executive Director Maybury verified that "In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Courier Times on February 21, 2018 and the Courier Post on February 21, 2018. On Monday September 10, 2018 advanced written notice of this meeting was posted on the Administrative Bulletin Board at the Township Building and advanced written notice of this meeting was mailed to all persons who, according to the records of the Authority, requested such notice."

Pledge of Allegiance

Public Comments on Action Items None

Approval of Minutes

Commissioner Silcox moved for the approval of Regular Meeting Minutes of August 16, 2018. Commissioner Jones seconded the motion. At the call of the roll the vote was:

Ayes: Chairman Thiessen

Nays:

Abstain: Commissioner Jones, Commissioner Silcox

Absent: Commissioner Banks, Commissioner LaPlaca

New Business

Resolution 2018-87 A resolution of the Mt. Holly Municipal Utilities Authority authorizing the award of a towable compressor non-fair and open contract.

Executive Director Maybury explained this purchase is for a portable air compressor that will replace the existing 30-year-old compressor. Several quotes were received and the purchase recommended is just over the \$17,500.00 window contract limit. The treatment plant and collection system repair crews use the compressor. Commissioner Silcox moved for the approval of resolution 2018-87. Commissioner Jones seconded the motion. At the call of the roll, the vote was:

Ayes: Chairman Thiessen, Commissioner Silcox, Commissioner Jones

Nays:

Abstain:

Absent: Commissioner Banks, Commissioner LaPlaca

Resolution 2018-88 A resolution of the Mt. Holly Municipal Utilities Authority authorizing release of maintenance bond for Eastampton Town Center.

Executive Director Maybury explained resolution 2018-88 is for an Eastampton Township Project that started in 2008 near Old World Bakery for approximately sixty-one homes. In 2014 the performance bond was released and \$17,600 was held as a maintenance bond. This resolution releases the maintenance bond now that the project is complete. Commissioner Silcox moved for the approval of resolution 2018-88. Commissioner Jones seconded the motion. At the call of the roll, the vote was:

Ayes: Chairman Thiessen, Commissioner Silcox, Commissioner Jones

Nays:

Abstain:

Absent: Commissioner Banks, Commissioner LaPlaca

Resolution 2018-89 A resolution of the Mt. Holly Municipal Utilities Authority adopting the revisions to the personnel policies and procedures.

Executive Director Maybury suggested resolution 2018-89 be tabled to allow time for the Commissioners and management to review the recent changes and additions. This will be added to the October meeting agenda for approval consideration. Commissioner Silcox moved to table resolution 2018-89. Commissioner Jones seconded the motion. At the call of the roll, the vote was:

- Ayes: Chairman Thiessen, Commissioner Silcox, Commissioner Jones
- Nays:
- Abstain:
- Absent: Commissioner Banks, Commissioner LaPlaca

**Resolution 2018-90 A resolution of the Mt. Holly Municipal Utilities Authority appointing Anthony Stagliano as Qualified Purchasing Agent (QPA).

Executive Director Maybury explained that the Authority recently received a retirement resignation from the Accounts Payable/ Qualified Purchasing Agent (“QPA”). Resolution 2018-90 appoints Anthony Stagliano as the Authority’s QPA and the transition is expected to be seamless, since Mr. Stagliano previously served as the QPA. Commissioner Silcox moved for the approval of resolution 2018-90. Commissioner Jones seconded the motion. At the call of the roll, the vote was:

- Ayes: Chairman Thiessen, Commissioner Silcox, Commissioner Jones
- Nays:
- Abstain:
- Absent: Commissioner Banks, Commissioner LaPlaca

CONSENT AGENDA:

“All items listed with an asterisk (*) are considered routine by the MHMUA 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 2018-83 A resolution approving the operating expenses for the month of August 2018.
- *Resolution 2018-84 A resolution approving the sewer refunds for the month of August 2018.
- *Resolution 2018-85 A resolution approving the expenditures for the month of August 2018 from the escrow fund.
- *Resolution 2018-86 A resolution approving the expenditures for the month of August 2018 from the improvement replacement fund.

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

- Ayes: Chairman Thiessen, Commissioner Silcox, Commissioner Jones
- Nays:
- Abstain:
- Absent: Commissioner Banks, Commissioner LaPlaca

Communications None

Matters to be presented by the Public None

Report of the Executive Director The Report of the Executive Director was received. Executive Director Maybury explained Mr. Huber, from Lumberton Township, who attended the August 2017 meeting and expressed concerns about charges on his bill. Earlier this month, the Authority received a certified letter from Mr. and Mrs. Huber requesting more information about previous charges relating to a meter discrepancy that occurred because of inaccurate information supplied by the developer in his community. A response was sent to the Huber’s explaining the charges, the developer’s responsibility and denying a request for reimbursement. Executive Director Maybury informed the board that Bradford Estates in Hainesport signed and returned a hold harmless agreement for use of the Authority’s parking area adjacent to their property. Executive Director Maybury informed the board that the Authority’s annual Capital Budget is ready to be sent to the surrounding townships serviced by the Authority and that paperless billing is now available for all customers at no charge.

Report of the Engineer The Report of the Engineer was received. Mr. Skibicki informed the board that RNR, contractor for Lennar would like to get started but a pre-construction meeting has to happen first and will be scheduled within the next two weeks,

Report of the Operations Superintendent The Report of the Operations Superintendent was received.

Report of the Safety Director and Special Projects The Report of the Safety Director and Special Projects was received.

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

Report of the Finance Administrator/Board Treasurer The Report of the Finance Administrator/Board Treasurer was received. Mr. Dehoff explained the Capital budget is ready and requested a sub-committee from the Commissioners for the Operations budget. Chairman Thiessen and Commissioner Silcox volunteered for the committee. Mr. Dehoff explained to the board that the E-bill provided after signing up for paperless billing will have a link in the body of the email that when clicked takes the customer directly to their account, the system is user friendly.

Other New Business

Matters to be presented by Commissioners None

Executive Session None

Adjournment

Commissioner Jones moved for adjournment. Commissioner Silcox seconded the motion. Chairman Thiessen adjourned the meeting at 6:23 P.M.

Respectfully submitted,

Brandy C. Boyington, Secretary