

# Mount Holly Municipal Utilities Authority

## Regular Meeting Minutes July 15, 2021

The regular meeting of the Mount Holly Municipal Utilities Authority was held on Thursday, July 15, 2021, at 6:00 PM. Vice Chairman Springer called the meeting to order with the following roll call:

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

ABSENT: Mr. Jules Thiessen, Chairman  
Mr. Robert Young, Operations Superintendent

### **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 March 03, 2021. On July 12, 2021, advanced written notice of this meeting was mailed to all persons who, according to the records of the Authority, requested such notice."

### **Pledge of Allegiance**

### **Public Comments on Agenda Items Only** None

### **Approval of Minutes**

Regular Meeting Minutes June 10, 2021  
Executive Meeting Minutes June 10, 2021- Resolution 2021-67

Commissioner Sheppard moved for the approval of the regular minutes from the June 10<sup>th</sup> meeting. Commissioner DiFolco seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Springer, Commissioner DiFolco, and Commissioner Sheppard

Nays:

Absent: Chairman Thiessen

Abstain: Commissioner Banks

### **Old Business**

**Resolution 2021-59** A resolution of the Mt. Holly Municipal Utilities Authority awarding contract # 2021-10 (Roll-off Truck) Executive Director Maybury explained this resolution is to approve a purchase of a Roll-Off Truck for the Rancocas Road facility to move sludge containers within the treatment facility. This was advertised for bid twice and with permission of the board at June's board meeting, Authority staff negotiated a price on a Roll-off Truck. Mr. Stagliano, QPA, Safety Director and Special Projects coordinator updated the board with the additional specifics and answered questions from the commissioners. Commissioner DiFolco moved for the approval of resolution 2021-59. Commissioner Sheppard seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent: Chairman Thiessen

Abstain:

## **New Business**

Resolution 2021-70 A resolution approving the annual audit for the year ending December 31, 2020. Mr. Michael Dehoff, Finance Administrator and Mr. Brent Lee, Auditor and gave a brief overview of the Audit and thanked the staff for their work during the year and audit phase. Commissioner Banks moved for the approval of resolution 2021-70. Commissioner DiFolco seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent: Chairman Thiessen

Abstain:

Resolution 2021-71 A resolution authorizing the sale of surplus personal property no longer needed for public sale through an online auction (GOV DEALS). Executive Director Maybury explained this is an auction for surplus items that the Authority no longer needs or uses. Commissioner DiFolco moved for the approval of resolution 2021-71. Commissioner Sheppard seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent: Chairman Thiessen

Abstain:

Resolution 2021-72 A resolution approving S-1NR application for sewerage service between The Mt. Holly Municipal Utilities Authority and Landmark Property Management, Inc. (1289 Route 38) Township of Hainesport, Block 101.02 Lot 2. Executive Director Maybury explained this is an existing building that requested to connect through the application process. Commissioner Banks moved for the approval of resolution 2021-72. Commissioner DiFolco seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent: Chairman Thiessen

Abstain:

Resolution 2021-73 A resolution approving S-1NR application for sewerage service between the Mt. Holly Municipal Utilities Authority and N.J American Water (Woodlane Road) Township of Westampton, Block 1203 Lot 17 & 18. Executive Director Maybury explained this application is for a sewer application to discharge process water into the Authority's sewer infrastructure. Executive Director answered a few questions from the Commissioners confirming there would be little or no impact to the Authority. Commissioner DiFolco moved for the approval of resolution 2021-73 Commissioner Sheppard seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent: Chairman Thiessen

Abstain:

Resolution 2021-74 A resolution of the Mt. Holly Municipal Utilities Authority Authorizing change Order #1 for Contract 2018-19 Garden Street Pump Station. Executive Director Maybury outlined the change order specifics to the commissioners and Mr. David Skibicki, Engineer inserted additional details on the change order answering the questions that the Commissioners asked. Commissioner DiFolco moved for the approval of resolution 2021-74. Commissioner Banks seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent: Chairman Thiessen

Abstain:

Resolution 2021-75 A resolution appropriating funding from the improvement/replacement fund for demolition of an incineration chimney and adjoined building and authorizing the advertisement of bids. After some discussion Solicitor Coleman suggested having the Environmental Engineer attend the next meeting to answer further questions from the Commissioners. Commissioner DiFolco moved to table resolution 2021-75. Commissioner Sheppard seconded the motion. At the call of the roll the vote was:

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

Nays:

Absent: Chairman Thiessen

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 2021-66 A resolution approving the operating expenses for the month of December
- \*Resolution 2021-67 A resolution approving the sewer refunds for the month of December
- \*Resolution 2021-68 A resolution approving the expenditures for the month of December from the escrow fund.
- \*Resolution 2021-69 A resolution approving the expenditures for the month of December from the improvement replacement fund.

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

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

**Communications** . Executive Director Maybury informed the commissioners of an email that was received from Randi Rothmel with information for an upcoming webinar on a “Stormwater Feasibility Study” and the link will be shared with the commissioners.

**Matters to be presented by the public** None

**Report of the Executive Director** the Report of the Executive Director was received. Executive Director Maybury informed the commissioners a preconstruction meeting was held for the installation of the new reliable technology blower to replace two failed/failing high speed turbo blowers at Maple Avenue Treatment Facility. The meeting was held on June 29, 2021, between the Authority, Alaimo Associates and Level- 1 Construction and a construction timeline was established with the anticipated completion date of December 2021. Executive Director continued and stated two new operators at out treatment facility completed their probation period (John Bauma & Bryan Allison) Executive Director Maybury informed the board the Authority is looking into bringing in one more operator and investigating bringing a new training program through an apprenticeship program. More details on the program will be outlined at the August board meeting.

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

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

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

**Report of the Solicitor**

**Report of the Finance Administrator/Treasurer** the Report of the Finance Administrator was received. Mr. Dehoff stated that now that the Audit is complete, we will be working on the connection fee calculation for Rate Hearing possibly in September, and I do not anticipate a significant increase. Mr. Dehoff closed with a thank you to all staff for the hard work on the Audit.

**Report of the Communication Director** the report of the Communication Director was received. Mr. Logue stated he is working some good things for Positive Publicity, working on a newsletter that will go out in the quarterly bills and working on a Tour Video with Authority staff to help educate the rate payers on the processes at the Wastewater Treatment Facility.

**Other new business** None

**Matters to be presented by the Commissioners** None

**Executive Session** None

Adjournment Time 7:15 PM

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

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

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

Respectfully submitted,

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 Brandy C. Boyington, Secretary