

## Mount Holly Municipal Utilities Authority Reorganization Meeting Minutes February 14, 2019

The reorganization meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday, February 14, 2019 at 6:00P.M. Executive Director Maybury called the meeting to order with the following roll call:

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

ABSENT: Mr. Joel Hervey, Operations Superintendent  
Mr. Armando Riccio, Labor/Employment Counsel

### **Verification of Notice**

Executive Director Maybury verified that "In compliance with the Open Public Meetings Act, this is to announce that adequate notice of this meeting was provided in the following manner: Notice of this meeting was published in the Burlington County Times on February 21, 2018 and the Courier Post on February 21, 2018. On Tuesday February 12, 2019, 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**

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

Executive Director Maybury requested nominations for the position of Chairman. Commissioner Jones moved for the nomination of Jules Thiessen for Chairman. Commissioner Silcox 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 Silcox Commissioner Jones, Commissioner LaPlaca,  
Chairman Thiessen

Nays:

Absent

Abstain:

The Executive Director turned the meeting over to Chairman Thiessen. Chairman Thiessen assumed the chair.

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

Chairman Thiessen requested nominations for the position of Vice Chairman. Commissioner Jones moved for nomination of Robert Silcox for Vice Chairman. Commissioner Banks 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 Silcox Commissioner Jones, Commissioner LaPlaca,  
Chairman Thiessen

Nays:

Absent

Abstain:

### **Nomination of Treasurer**

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

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent

Abstain:

### **Nomination of Secretary**

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

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent

Abstain:

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

Resolution 2019-17 a resolution authorizing a professional services contract for Consulting Engineering for the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2019-01) with Alaimo Associates.

Commissioner Silcox moved for the approval of Resolution 2019-17. Commissioner Jones seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-18 a resolution authorizing a professional service contract for Environmental Consulting Engineer for the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2019-02) with Environmental Resolutions Inc.

Commissioner Jones moved for the approval of Resolution 2019-18. Commissioner Silcox seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-19 a resolution authorizing a professional services contract for Solicitor for Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2019-03) with Raymond, Coleman, Heinhold LLP.

Commissioner Silcox moved for the approval of Resolution 2019-19. Commissioner Jones seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-20 a resolution authorizing a professional services contract for Special Counsel for the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract # 2019-04) with The Garty Law Firm.

Commissioner Jones moved for the approval of Resolution 2019-20. Commissioner Silcox seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca  
Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-21 a resolution authorizing a professional services contract for Bond Counsel for Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2019-05) with Parker Mc Cay P.A.

Commissioner Jones moved for the approval of Resolution 2019-21. Commissioner Silcox seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca  
Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-22 a resolution authorizing a professional services contract for Labor Counsel for the Mt. Holly Municipal Utilities Authority. (Contract # 2019-06) with Armando V. Riccio, LLC.

Commissioner Silcox moved for the approval of Resolution 2019-22. Commissioner Jones seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca,  
Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-23 a resolution authorizing an extraordinary unspecifiable service contracts for Computer Systems Consultant for the Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2019-07) with Hawkins Technologies.

Commissioner Silcox moved for the approval of Resolution 2019-23. Commissioner Banks seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca,  
Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-24 a resolution authorizing a professional services contract for Risk Management Consultant for Mt. Holly Municipal Utilities Authority for a 1-year term (Contract #2019-08) with Insurance Management Inc.

Commissioner Silcox moved for the approval of Resolution 2019-24. Commissioner Jones seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca,  
Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-25 a resolution designating Burlington County Times & Courier Post the official newspapers of the Mt. Holly Municipal Utilities Authority

Commissioner Jones moved for the approval of Resolution 2019-25. Commissioner Silcox seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-26 a resolution designating Beneficial Bank as the banking institution for the Mt. Holly Municipal Utilities Authority.

Commissioner Jones moved for the approval of Resolution 2019-26. Commissioner Silcox seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-27 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 Jones moved for the approval of Resolution 2019-27. Commissioner Silcox seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-28 a resolution of the Mt. Holly Municipal Utilities Authority authorizing meetings for the year 2019 through the 2020 reorganization meeting

Commissioner Silcox moved for the approval of Resolution 2019-28. Commissioner Jones seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-29 a resolution adopting the Mt. Holly Municipal Utilities Authority's anti discrimination policy.

Commissioner Silcox moved for the approval of Resolution 2019-29. Commissioner Jones seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-30 a resolution authorizing actions to be performed on behalf of the Mt. Holly Municipal Utilities Authority

Commissioner Jones moved for the approval of Resolution 2019-30. Commissioner Silcox seconded the motion. At the call of the roll the vote was:

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

Resolution 2019-31 a resolution appointing Robert G. Maybury as the Mount Holly Municipal Utilities Authority's Insurance Fund Commissioner.

Commissioner Silcox moved for the approval of Resolution 2019-31. Commissioner Jones seconded the motion. At the call of the roll the vote was:

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

Resolution 2019-32 a resolution of the Mt. Holly Municipal Utilities Authority approving the cash management plan of the Mount Holly Municipal Utilities Authority for fiscal year 2019.

Mr. Dehoff explained to the board that the everything is the same as last year with the exception of the changes to the reserve balances. Commissioner Jones moved for the approval of Resolution 2019-32. Commissioner Silcox seconded the motion. At the call of the roll the vote was:

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

### **Approval of Minutes**

Commissioner Silcox moved for the approval of Regular Meeting Minutes of January 2019. Commissioner LaPlaca seconded the motion. The vote at the call of the roll was:

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

Commissioner Silcox moved for the approval of Executive Meeting Minutes Resolution 2019-12 of January 2019. Commissioner Banks seconded the motion. The vote at the call of the roll was:

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

### **New Business**

Resolution 2019-33 A resolution approving **S1NR** application for approval of sewer construction plans between the Mt. Holly Municipal Utilities Authority and Hirshland & Company for Dunkin Donuts in the Township of Hainesport.

Resolution 2019-34 A resolution approving the S-2 service agreement between the Mt. Holly Municipal Utilities Authority and Dunkin Donuts in the Township of Hainesport.

Executive Director Maybury explained to the board the proposed construction will be next to the Maro Brothers Liquors off route 38 in Hainesport. The developer plans to build a Dunkin Donuts and five other retail shops. Commissioner Silcox moved for the approval of Resolution 2019-33 & Resolution 2019-34. Commissioner Jones seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-35 A resolution authorizing engineering services contract with the Alaimo Group for replacement of the Rancocas Road 300 KW Generator A.

Executive Director Maybury explained to the board this is to replace a failing emergency generator at the Rancocas Road treatment facility that was installed with the original construction with the 1980 expansion. The generator is still operational but has had several failures requiring long-term rentals there over the last 18 months. Executive Director Maybury explained approval of this resolution will allow for the engineer services for design, bid phase and construction management for a total of \$64,000. The estimated project total could be as high as \$400,000 according to the engineer's estimate. This is a necessary project; the existing failing emergency generator is over 38 years old and it powers the Authority's raw sewer pumps for all of the sewer flow entering the treatment facility. Executive Director Maybury recommends moving forward with this project because of the critical pumping systems it powers. Commissioner Silcox moved for the approval of Resolution 2019-35. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, Chairman Thiessen

Nays:

Absent

Abstain:

Resolution 2019-36 A resolution of the Mt. Holly Municipal Utilities Authority approving the S-3 application for Our Lady Queen of Peace, Hainesport Township.

Executive Director Maybury explained this project is for a new 350 seat church at the intersection of Marne Highway where Broad Street intersects Lumberton Road. They have already had the S1 and S2 applications approved under previous resolutions. Approving resolution 2019-36 would allow this project to move forward. Commissioner Silcox moved for the approval of Resolution 2019-36. Commissioner Thiessen seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, 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 2019-13 A resolution approving the operating expenses for the month of January 2019.

\*Resolution 2019-14 A resolution approving the sewer refunds for the month of January 2019.

\*Resolution 2019-15 A resolution approving the expenditures for the month of January 2019 from the escrow fund.

\*Resolution 2019-16 A resolution approving the expenditures for the month of January 2019 from the improvement replacement fund.

Commissioner Silcox moved for the approval of Resolutions 2019-13 through 2019-16. Commissioner LaPlaca seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Banks, Commissioner Silcox Commissioner Jones, Commissioner LaPlaca, 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. Nothing to add.

**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** Mrs. L. Garty & Mr. Coleman both thanked the commissioners for their reappointment.

**Report of the Finance Administrator/Treasurer** The Report of the Finance Administrator was received. Mr. Dehoff informed the commissioners the Audit has begun and field work should be done by next week.

**Other new business** None

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

**Executive Session** None

Adjournment 1<sup>st</sup> Motion Commissioner Banks 2<sup>nd</sup> Motion Jones Time: 6:21PM

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

Respectfully submitted,

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Brandy C. Boyington, Secretary