

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES
August 11, 2016**

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday August 11, 2016; at 6:00 P.M. Chairman Thiessen called the meeting to order with the following roll call:

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

ALSO Robert Maybury, Executive Director
PRESENT: Katelyn McElmoyl, Esq., Solicitor Parker McCay
Tom Coleman, Esq, Special Counsel
David Skibicki, R. A. Alaimo Associates, Engineer
Michael Dehoff, Finance Administer / Treasurer
Anthony Stagliano, Safety Director and Special Projects
Joel Hervey, Operations Superintendent
Brandy C. Boyington, Secretary
Cheryl Wurst, MHMUA Retiree

ABSENT: Mr. Robert Silcox, Vice Chairman

VERIFICATION OF NOTICE

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 16, 2016, and the Courier-Post on February 15, 2016. On Monday, September 05, 2016 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.

PLEDGE OF ALLEGIANCE



PUBLIC COMMENTS ON ACTION ITEMS

None.

APPROVAL OF MINUTES

Commissioner Banks moved for the approval of Regular and Executive Meeting Minutes of July 14, 2016. Commissioner Brown seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Banks, Commissioner Brown

NAYES:

ABSTAIN: Commissioner Jones

ABSENT: Commissioner Silcox

OLD BUSINESS None.

NEW BUSINESS

RESOLUTION 2016-75 RESOLUTION CONSENTING TO THE PROPOSED WATER QUALITY MANAGEMENT (WQM) PLAN AMENDMENT ENTITLED: THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY WASTEWATER MANAGEMENT PLAN

Executive Director Maybury informed the board that this resolution is in reference to a property in Moorestown on Centerton Road, owned by the Trenton Dioceses. This parcel was excluded from the MHMUA's Wastewater Management Plan for unknown reasons. The owners and engineers have worked with Alaimo, Burlington County, and the NJ DEP to add this to the MHMUA's sewer service area. Passing this resolution allows this parcel to added into the MHMUA's sewer service area.

Commissioner Jones moved for the approval of Resolution 2016-75. Commissioner Brown seconded the motion. At the call of the roll the vote was:

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Silcox

RESOLUTION 2016-76 RESOLUTION RECOGNIZING CHERYL WURST FOR HER DEDICATION FOR THE LAST 25 YEARS.

Chairman Thiessen read the resolution aloud and handed a plaque to Ms. Wurst.

WHEREAS, Cheryl Wurst has been employed by the Mount Holly Municipal Utilities Authority since 1991; and

WHEREAS; the MHMUA accepts the retirement of Cheryl Wurst commencing August 01, 2016; and

WHEREAS, Cheryl Wurst has served the MHMUA with uncompromising dedication; and

WHEREAS, Cheryl Wurst has shown a great interest in her work and her fellow employees; and

WHEREAS, the MHMUA, its members and employees wish to express their thanks to Cheryl Wurst, for her dedication as an employee.

NOW, THEREFORE, BE IT RESOLVED this 11th day of August 2016, that Cheryl Wurst is hereby recognized and commended for 25 years of devoted service to the Mount Holly Municipal Utilities Authority.

BE IT FURTHER RESOLVED that Cheryl Wurst, is hereby extended the heartfelt thanks and congratulations from the MHMUA and its members and employees for a job well done.

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the minutes of the MHMUA.

Commissioner Jones moved for the acceptance of Resolution 2016-76. Commissioner Brown seconded the motion. At the call of the roll the vote was:

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Silcox

RESOLUTION 2016-77 RESOLUTION AUTHORIZING CHANGE ORDER No.1 TO CONTRACT 2015-14 FOR BELT FILTER PRESS INSTALLATION WITH MBE MARK III ELECTRIC, INC.

RESOLUTION 2016-78 RESOLUTION AUTHORIZING CHANGE ORDER No.2 TO CONTRACT 2015-14 FOR RICHARD A. ALAIMO & ASSOCIATES ENGINEERING SERVICES.

Chairman Thiessen opened the discussion stating this project started out good and questioned the two change orders. Executive Director Maybury stated there are two change orders within Resolution # 2016-78/Change Order No.2. One is for Alaimo Engineering to take on the responsibility of all electrical drawings, to include sealing and stamping. Executive Director Maybury explained that MHMUA personnel are performing installation of all electrical components, including assembly of the control cabinet and all PLC/computer programming. Through the Mount Holly Township permitting process, the Code Official required the electrical drawings to be sealed and stamped by an engineer. The second change (Change Order No.1) is to extend the existing sludge conveyor system. This change requires the contractor to construct a temporary sludge conveyor system during the demolition and installation of a new concrete pad at the truck loading area. Dave Skibicki added that the sludge line would be extended from its current location and this work requires additional supports and design drawings. These changes will be added to the asbuilts and the construction management will be performed and overseen by Alaimo. Chairman Thiessen asked if other professionals and MHMUA employees were in agreement with the change orders and costs. Executive Director Maybury stated he does support the cost as there is a lot of work with the electrical design and related responsibilities. The requirement for the additional engineering stamping and sealing was not anticipated, since MHMUA Personnel are performing the electrical work under a licensed contractor. The sludge line is needed to continue daily operations during the construction project. Commissioner Jones stated that this was brought up during the discussion of awarding the installation and that add-ons would happen. Commissioner Jones stated he is against this. Chairman Thiessen asked what the costs were. Executive Director Maybury explained that Change Order No.2 (Alaimo) totals \$12,000.00. The additional electrical engineering is \$8,000.00 and engineering for the sludge conveyor extension is \$4,000.00. Change Order No. 1 (MBE III) totals \$6,954.00 to perform the necessary conveyor extension work. Commissioner Banks stated that he is in agreement with Commissioner Jones. Commissioner Brown and Commissioner Jones will meet with Executive Director Maybury to discuss details in full.

Commissioner Jones moved to table Resolution 2016-77 and Resolution 2016-78. Commissioner Brown seconded the motion. At the call of the roll the vote was:

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Silcox

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 2016-79-**A RESOLUTION APPROVING THE OPERATING EXPENSES FOR THE MONTH OF JULY 2016.

***RESOLUTION 2016-80-**A RESOLUTION APPROVING THE SEWER REFUNDS FOR THE MONTH OF JULY 2016.

***RESOLUTION 2016-81-**A RESOLUTION APPROVING THE ESCROW EXPENSES FOR THE MONTH OF JULY 2016.

***RESOLUTION 2016-82-**A RESOLUTION APPROVING THE EXPENDITURES FOR THE MONTH OF JULY 2016 FROM THE IMPROVEMENT AND REPLACEMENT FUND.

Commissioner Jones 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 Banks, Commissioner Jones

NAYS:

ABSTAIN:

ABSENT: Commissioner Silcox

COMMUNICATIONS:

****RESOLUTION 2016-83** RESOLUTION APPROVING REDUCTION TO PREFORMANCE BOND FOR SECTION II EASTAMPTON VILLAGE.

Commissioner Brown moved to approve Resolution 2016-83. Commissioner Banks seconded the motion. At the call of the roll the vote was:

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

NAYES:

ABSTAIN:

ABSENT: Commissioner Silcox

MATTERS TO BE PRESENTED BY THE PUBLIC: None.

REPORT OF THE EXECUTIVE DIRECTOR: Executive Director Maybury welcome to Mr. Michael Dehoff to the MHMUA. Mr. Michael Dehoff is the newly hired Finance Administrator. Executive Director Maybury informed the board the MHMUA received a subpoena relating to the former Gregory’s property on Woodlane Road in Eastampton. The MHMUA responded to the court’s request with the necessary information. There is a project moving forward on this 12-acre parcel with approximately 240 homes. Executive Director Maybury stated there is a medical insurance benefits meeting scheduled for the MHMUA with the employees on August 16, 2016 at 10:30 am. Representatives from the MHMUA’s current Health Insurance Benefits provider will be present to discuss the option of a high deductible medical benefits plan. A second meeting will be held at a later date to discuss the State Health Benefits Plan. Executive Director Maybury discussed information with the board related to the benefits of continued membership with the Association of Environmental Authorities (AEA) membership. Chairman Thiessen stated he did review the email and to move forward with continuing the membership.

REPORT OF THE ENGINEER: The Report of the Engineer was received. Dave Skibicki stated that a letter was sent to Mr. Brickley at the county in reference to a county storm sewer line crossing on top of a sanitary sewer line on Woodlane Road in Westampton. There has not been a response from the county as of today. Mr. Skibicki stated the estimated cost to relocate the sanitary sewer line would be around \$400,000.00.

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 and Special Projects was received. Nothing to add.

REPORT OF THE SOLICITOR: The Report of the Solicitor was received. Nothing to add

REPORT OF FINANCE ADMINISTRATION/BOARD TREASURER: Nothing to add.

OTHER NEW BUSINESS: None.

MATTERS TO BE PRESENTED BY COMMISSONERS: None.

Executive Session

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY RESOLUTION 2016-84
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 Board of the Mount Holly MUA 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 this Board will reconvene at the conclusion of closed session, at approximately ____ p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Mount Holly Municipal Utilities Authority, in the Township of Mount Holly, County of Burlington, and State of New Jersey 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: Lumberton Twp.)

(If contract negotiation the nature of the contract and interested party is belt filter press bids/contract)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the Authority'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 terms & conditions of employment.

____ 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;

____ Also, discussed matters falling under attorney –client privilege.

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

BE IT FURTHER RESOLVED that the Board, 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 Authority 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 August 11, 2016.

Brandy C. Boyington

ADJOURNMENT

Commissioner Banks moved for adjournment. Commissioner Brown seconded the motion. Chairman Thiessen adjourned the meeting at 6:46 P.M.

Respectfully submitted,

Brandy C. Boyington, Secretary