

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING MINUTES  
DECEMBER 10, 2015**

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday, December 10, 2015; at 6:00 P.M. Vice Chairman Silcox called the meeting to order with the following roll call:

**PRESENT:**

Mr. Robert Silcox, Vice Chairman  
Mr. Jason Jones, Commissioner  
Mr. Christopher Banks, Commissioner (arrived at 6:15)  
Mr. Joshua Brown, Commissioner

**ALSO**

Mr. Robert Maybury, Executive Director  
**PRESENT:** Mr. George Morris, Esq., Solicitor Parker McCay  
Ms. Katelyn McElmoyl, Esq., Solicitor Parker McCay  
Mr. Timothy O'Donnell, Esq., Long Marmero & Associates, LLP, Special Counsel  
Mr. David Skibicki, R. A. Alaimo Associates, Engineer  
Mrs. Michelle Nocito, Finance Administer / Treasurer  
Ms. Cheryl Wurst Finance Administer  
Mrs. Brandy C. Boyington, Secretary

**ABSENT:**

Mr. Jules Thiessen, Chairman  
Mr. Anthony Stagliano, Safety Director and Special Projects  
Mr. Joel Hervey, 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 Courier Times on February 19, 2015 and the Courier Post on February 19, 2015. On Monday, December 7, 2015, 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."

**MANDATORY AFFIRMATIVE ACTION COMPLIANCE NOTICE**

Any contracts awarded tonight, and between now and the next meeting, the contractor, company or firm must comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, C.127) N.J.A.C. 17:27.

**PLEDGE OF ALLEGIANCE**



**PUBLIC COMMENTS ON ACTION ITEMS-** None

**APPROVAL OF MINUTES**

Commissioner Brown moved for the approval of Regular Meeting and Executive Meeting Minutes of November 12, 2015. Commissioner Silcox seconded the motion. At the call of the roll the vote was:

AYES: Commissioner Silcox, Commissioner Brown,

NAYES:

ABSTAIN: Commissioner Jones

ABSENT: Commissioner Banks, Chairman Thiessen

**OLD BUSINESS**

**RESOLUTION 2015-107** A RESOLUTION AWARDDING ALS. (Contract # 2015-13)  
FOR LABORATORY TESTING SERVICES.

Executive Director Maybury explained the MUA advertises for proposals for Laboratory Services every five years. A bid/proposal opening was held on October 28 at 11:00 A.M., and two laboratory proposals were received. Based on price and other factors, ALS is recommended for contract 2015-13 at an annual cost of approximately \$11,000.00.

Commissioner Brown moved for the approval of Resolution 2015-107. Commissioner Jones seconded the motion. At the call of the roll the vote was:

AYES: Commissioner Silcox, Commissioner Brown, Commissioner Jones  
NAYES:  
ABSTAIN:  
ABSENT: Commissioner Banks, Chairman Thiessen

**RESOLUTION 2015-113** A RESOLUTION AUTHORIZING THE EXECUTION OF AN EMPLOYMENT AGREEMENT BETWEEN THE EXECUTIVE DIRECTOR AND THE AUTHORITY.

Commissioner Jones moved for the approval of Resolution 2015-113. Commissioner Brown seconded the motion. At the call of the roll the vote was:

AYES: Commissioner Silcox, Commissioner Brown, Commissioner Jones  
NAYES:  
ABSTAIN:  
ABSENT: Commissioner Banks, Chairman Thiessen

**\*\*RESOLUTION 2015-117** A RESOLUTION APPROVING THE MT. HOLLY MUNICIPAL UTILITIES ADOPTION OF THE 2016 BUDGET.

Executive Director Maybury stated there were no monetary changes to the budget. There were six comments from the state that have been addressed. Today, the MUA received final approval from the state and resolution 2015-117 is on the agenda for approval consideration.

Commissioner Brown moved for the approval of Resolution 2015-117. Commissioner Jones seconded the motion. At the call of the roll the vote was:

AYES: Commissioner Silcox, Commissioner Brown, Commissioner Jones  
NAYES:  
ABSTAIN:  
ABSENT: Commissioner Banks, Chairman Thiessen

**NEW BUSINESS**

**RESOLUTION 2015-106** A RESOLUTION APPROVING THE HOURLY MINIMUM OF HOURS FOR BENEFITS ON THE BEHALF OF THE CFO POSITION.

- This resolution has been tabled.

**RESOLUTION 2015-108** A RESOLUTION APPROVING CHANGES TO THE ORGANIZATIONAL CHART OF THE MT. HOLLY MUNICIPAL UTILITIES AUTHORITY.

Executive Director Maybury explained this resolution, if approved would make minor changes to the organizational chart. The proposal would change two existing titles and reassign one supervisor; 1.) The Deputy Director for Plant Operations would be known as the Operations Superintendent and 2.) The Deputy Director of Regulatory Affairs would be known as the Safety Manager and Special Projects. The other change transfers a current Plant Operations Supervisor into a position similar to the Operations Manager position I held prior to becoming the Executive Director. The new position is the Lead Operations Supervisor and the pay remains about the same, but this becomes a management/salaried position. A copy of the job descriptions and revised organizational chart are attached to the resolution.

Commissioner Brown moved for the approval of Resolution 2015-108. Commissioner Jones seconded the motion. At the call of the roll the vote was:

AYES: Commissioner Silcox, Commissioner Brown, Commissioner Jones  
NAYES:  
ABSTAIN:  
ABSENT: Commissioner Banks, Chairman Thiessen

**RESOLUTION 2015-112** A RESOLUTION OF THE MT. HOLLY MUNICIPAL UTILITIES AUTHORITY APPROVING A WAIVER OF CONNECTION FEES FOR COURT-MANDATED RELOCATION PROJECT IN THE WEST RANOCAS REDEVELOPMENT.

Executive Director Maybury explained that this resolution includes thirteen homes that require their sewer connections to be transferred from their existing homes into their replacement homes. This waiver pertains to the Phase 3B redevelopment where a total of 40 homes will be constructed.

Commissioner Brown moved for the approval of Resolution 2015-112. Commissioner Silcox seconded the motion. At the call of the roll the vote was:

AYES: Commissioner Silcox, Commissioner Brown,  
NAYES:  
ABSTAIN: Commissioner Jones  
ABSENT: Commissioner Banks, Chairman Thiessen

**\*\*RESOLUTION 2015-114** A RESOLUTION AWARDED RSM US LLP (Contract # 2015-15) FOR MICROSOFT DYNAMICS GREAT PLAINS UPGRADE

Executive Director Maybury stated this resolution is for a required upgrade to the MUA's accounting software and also for an annual support agreement. Every 5 years, Microsoft requires an upgrade of the software in order to offer continued support, patches and security enhancements. The recommendation is to award the total estimated amount of \$16,000 to RSM, LLP US for the 5-year upgrade and annual service agreement. This would be considered under MHMUA's contract 2015-15.

Commissioner Brown moved for the approval of Resolution 2015-114 Commissioner Jones seconded the motion. At the call of the roll the vote was:

AYES: Commissioner Silcox, Commissioner Brown, Commissioner Jones  
NAYES:  
ABSTAIN:  
ABSENT: Commissioner Banks, Chairman Thiessen

**\*\*RESOLUTION 2015-115** A RESOLUTION OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY APPOINTING MICHELLE NOCITO AS INTERIM TREASURER UNTIL REORGANIZATIONAL MEETING

Commissioner Brown moved for the approval of Resolution 2015-115. Commissioner Jones seconded the motion. At the call of the roll the vote was:

AYES: Commissioner Silcox, Commissioner Brown, Commissioner Jones  
NAYES:  
ABSTAIN:  
ABSENT: Commissioner Banks, Chairman Thiessen

**\*\*RESOLUTION 2015-116** A RESOLUTION OF THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY APPROVING MICHELLE NOCITO AS CFO.

Commissioner Jones moved for the approval of Resolution 2015-116. Commissioner Brown seconded the motion. At the call of the roll the vote was:

AYES: Commissioner Silcox, Commissioner Brown, Commissioner Jones

NAYES:

ABSTAIN:

ABSENT: Commissioner Banks, Chairman Thiessen

**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.”

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**\*RESOLUTION 2015-109** A RESOLUTION APPROVING THE OPERATING EXPENSES FOR THE MONTH OF NOVEMBER 2015 IN THE AMOUNT OF \$720,992.66

**\*RESOLUTION 2015-110** A RESOLUTION APPROVING THE SEWER REFUNDS FOR THE MONTH OF NOVEMBER 2015 IN AMOUNT OF \$1170.42

**\*RESOLUTION 2015-111** A RESOLUTION APPROVING THE EXPENDITURES FOR THE MONTH OF NOVEMBER 2015 FROM THE IMPROVEMENT AND REPLACEMENT FUND IN THE AMOUNT OF \$115972.00

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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: Commissioner Silcox, Commissioner Brown, Commissioner Jones

NAYS:

ABSTAIN:

ABSENT: Chairman Thiessen, Commissioner Banks

**COMMUNICATIONS** - None

**MATTERS TO BE PRESENTED BY THE PUBLIC**- No public present

**REPORT OF THE EXECUTIVE DIRECTOR-**

The Report of the Executive Director was received.

**REPORT OF THE ENGINEER**

The Report of the Engineer was received. Mr. Skibicki did explain that he delivered the drawings & specs for the Belt Press Filter for the MUA's review.

**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.

**REPORT OF FINANCE ADMINISTRATOR/CFO**

The Report of the Finance Administrator/ CFO was received. Mrs. Nocito mentioned that she has started comparing the state health benefits plans to the current benefits and the associated costs with the MHMUA's current SJRHIF plans. We will continue to have this on our radar throughout 2016 to seek possible savings for the MUA ratepayers.

**OTHER NEW BUSINESS** – None

**MATTERS TO BE PRESENTED BY COMMISONERS-**

Commissioner Silcox asked about the status of 37 Washington Street was. Mr. Morris of Parker McCay suggested this matter to be discussed in executive session.

**Executive Session-** None

**ADJOURNMENT**

Commissioner Jones moved for adjournment. Commissioner Brown seconded the motion. Vice-Chairman Silcox adjourned the meeting at 6.21 P.M.

Respectfully submitted,

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Brandy C. Boyington, Secretary