

**MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING MINUTES**

May 12, 2016

The regular meeting of the Mount Holly Municipal Utilities Authority was held at 37 Washington Street on Thursday May 12th, 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 (arrived at 6:10 PM)

ALSO Robert Maybury, Executive Director
PRESENT: Katelyn McEmoyl, Solicitor Parker McCay
David Skibicki, R. A. Alaimo Associates, Engineer
Michelle Nocito, Finance Administer / Treasurer
Anthony Stagliano, Safety Manager and Special Projects
Brandy C. Boyington, Secretary

ABSENT: Mr. Robert Silcox, Vice Chairman
Joel Hervey, Superintendent of Operations

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 16, 2016 and the Courier Post on February 15, 2016. On Monday May 09, 2016, 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 Jones moved for the approval of Regular Meeting Minutes of April 14, 2016. Commissioner Banks seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Jones, Commissioner Banks

NAYES:

ABSTAIN:

ABSENT: Commissioner Silcox, Commissioner Brown

Commissioner Jones moved for the approval of Executive Meeting Minutes of April 14, 2015. Commissioner Banks seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Jones, Commissioner Banks

NAYES:

ABSTAIN:

ABSENT: Commissioner Silcox, Commissioner Brown

Commissioner Jones moved for the approval of Special Meeting Minutes of April 26, 2016. Commissioner Banks seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Jones, Commissioner Banks

NAYES:

ABSTAIN:

ABSENT: Commissioner Silcox, Commissioner Brown

OLD BUSINESS

****RESOLUTION 2016-56** A RESOLUTION AUTHORIZING THE INCORPORATION OF “RESPONSIBLE CONTRACTOR” LANGUAGE INTO ALL FUTURE JOB SPECIFICATIONS INVOLVING COMPETITIVE BIDDING

Commissioner Jones moved for the approval of Resolution 2016-56. Commissioner Banks seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Jones, Commissioner Banks

NAYES:

ABSTAIN:

ABSENT: Commissioner Silcox, Commissioner Brown

NEW BUSINESS

****2016 Draft Audit for Review**

Executive Director Maybury explained the draft 2016 Audit report is currently under review by the MHMUA Staff and Mr. Maley’s office to make sure everything is consistent and correct. This will be on the agenda for approval consideration at June’s Board Meeting.

The below S applications will be enacted by one motion.

Executive Director Maybury explained these applications are for an expansion for the Hainesport Enterprises Inc., which is an automotive repair facility next to Material Handling on Rte. 38 in Hainesport. The proposal expansion is for a 13,000 square foot automotive facility. They will make their connection into an existing lateral.

RESOLUTION 2016-48 A RESOLUTION APPROVING THE S-1NR APPLICATION FROM HAINESPORT ENTERPRISES INC

RESOLUTION 2016-49 A RESOLUTION APPROVING THE S-2 APPLICATION FROM HAINESPORT ENTERPRISES INC

RESOLUTION 2016-50 A RESOLUTION APPROVING THE S-3 APPLICATION FROM HAINESPORT ENTERPRISES INC

Commissioner Jones moved for the approval of Resolution 2016-48, 2016-49, 2016-50
Commissioner Banks seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Jones, Commissioner Banks

NAYES:

ABSTAIN:

ABSENT: Commissioner Silcox, Commissioner Brown

RESOLUTION 2016-55 A RESOLUTION APPROVING JPM (Jersey Professional Mngt.) TO RECRUIT A NEW CFO FOR THE MHMUA.

RESOLUTION WAS TABLED UNTILL THE JUNE 9 MEETING.

Commissioner Jones moved for the approval of tabling Resolution 2016-55 till June’s Board Meeting. Commissioner Banks seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Jones, Commissioner Banks

NAYES:

ABSTAIN:

ABSENT: Commissioner Silcox, Commissioner Brown

****RESOLUTION 2016-57** A RESOLUTION RELEASING PREFORMANCE BOND FOR KIRBY'S COURT NORTH.

Executive Director Maybury stated this is for the buildings at the W. Rancocas Redevelopment Project. Their construction project has been completed and Alaimo has authorized release of this bond.

Commissioner Jones moved for the approval of Resolution 2016-57. Commissioner Banks seconded the motion. At the call of the roll the vote was:

AYES: Chairman Thiessen, Commissioner Jones, Commissioner Banks

NAYES:

ABSTAIN:

ABSENT: Commissioner Silcox, Commissioner Brown

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 2016-48**

A RESOLUTION APPROVING THE OPERATING EXPENSES FOR THE MONTH OF APRIL 2016

***RESOLUTION 2016-49**

A RESOLUTION APPROVING THE SEWER REFUNDS FOR THE MONTH OF APRIL 2016

***RESOLUTION 2016-50**

A RESOLUTION APPROVING THE ESCROW EXPENSES FOR THE MONTH OF APRIL 2016

***RESOLUTION 2016-51**

A RESOLUTION APPROVING THE EXPENDITURES FOR THE MONTH OF APRIL 2016 FROM THE IMPROVEMENT AND REPLACEMENT FUND

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

AYES: Chairman Thiessen, Commissioner Jones, Commissioner Banks

NAYES:

ABSTAIN:

ABSENT: Commissioner Silcox, Commissioner Brown

COMMUNICATION

MATTERS TO BE PRESENTED BY THE PUBLIC

None

REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Maybury stated, next Wednesday May 18th, 2016 the MHMUA will have the pre-construction meeting for the belt press project between Alaimo, the MHMUA staff and the awarded contractor. Executive Director Maybury continued by informing the board a rate hearing is scheduled for the June 9 meeting. Lou Manchello from Manchello Reporting and Tom Coleman, the MHMUA's special counsel will be present to record and conduct the rate hearing. Chairman Thiessen asked if this was a state rule. Executive Director Maybury confirmed the calculations are set by state rules, and it is a requirement for the MHMUA to examine the connection fee rates annually. Executive Director Maybury stated a meeting was held with the newly appointed Risk Manger was held and the MHMUA's 6 policies where handed over for review. Executive Director Maybury informed the board the Hampton Hospital constructed a 9,000 square foot expansion and yesterday, the MHMUA received their connection fee of \$28,000. Executive Director also mentioned that on Wednesday, June 8th he will be presenting the \$1000 Ronald D. Nicholson memorial Scholarship at Rancocas Valley High School.

REPORT OF THE ENGINEER

The Report of the Engineer was received. Mr. Skibicki stated Waverly Point, a subdivision of A Better Lumberton, LLC submitted plans and Alaimo is sending the plans back to the developer for revisions. Mr. Skibicki continued saying there are a dozen or more items that need to be cleaned up and resolved. Executive Director Maybury informed the board the proposed development site is located at the corner of Eayerstown Road and Municipal Drive in Lumberton for 25 single family homes.

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 ADMINISTRATION/BOARD TREASURER

The Report of the Finance Administration/Board Treasurer was received. Mrs. Nocito stated that during the Audit it was revealed it is in the MHMUA's best interest to move forward with the Edmunds Software and convert to a more robust accounting software platform. The cost to the MHMUA would be a onetime fee of \$47,000 for the conversion. The MHMUA had planned for a server upgrade this year which the MHMUA has not completed because of the potential change to Edmunds would be about \$17,000 more than what the MHMUA planned for the server upgrade alone. A standard server is all that's required with the proposed software. The Edmunds software would create a consistency with the 6 towns the MHMUA currently services, since they all use Edmunds. Executive Director interjected there are a lot of advantages to switching to Edmunds, one example would be the transfer of information for tax sale purposes. The MHMUA currently uses a Microsoft based product which requires a sequel server, the server is about \$15,000, license to the product are \$10,000, and about \$5000 to the outside IT professional to configure this. Edmunds requires a standard \$1500 server and it is plug and play. In the end, it will be a hug benefit to the MHMUA. Mrs. Nocito stated Edmunds will streamline the billing process making it easier for the customers to understand their bills, there's an option for the MHMUA to put barcodes on the bill and when the customer comes in the MHMUA staff can scan the bill and pull up the customer's account. Edmunds will maintain the MHMUA's fixed assets, currently at the MHMUA is using many different software systems that do not communicate with each other, so it's difficult when it's time for an Auditor to look something up, nothing is centralized and this leaves more room for human error. The MHMUA uses a lot of manual processes. Executive Director Maybury closed saying the purchase of Edmunds would be through State Contract, a vendor named S.H.I and the MHMUA would pay a onetime conversion fee that covers training for the staff. Each year after the conversion the MHMUA will only be billed for the licensing which is around \$10,000, close to what we pay now for our current software.

OTHER NEW BUSINESS

None

MATTERS TO BE PRESENTED BY COMMISONERS

None

ADJOURNMENT

Commissioner Jones moved for adjournment. Commissioner Banks seconded the motion. Chairman Thiessen adjourned the meeting at 6:19 P.M.

Respectfully submitted,

Brandy C. Boyington, Secretary