

# Mount Holly Municipal Utilities Authority

## Reorganization Meeting Minutes February 15, 2024

The reorganization meeting of the Mount Holly Municipal Utilities Authority was held on Thursday, February 15, 2024 at 6:00 P.M. Chairman DiFolco called the meeting to order with the following roll call:

PRESENT: Mr. Richard DiFolco, Chairman  
Mr. Randolph Brolo, Vice-Chairman  
Mr. James Rydarowski, Commissioner  
Mr. Michael B. Dehoff, Interim Executive Director/CFO  
Mr. Brian Grant, Technical Assistant to the Executive Director  
Mr. Tom Coleman, Raymond, Coleman Heinold, LLP  
Ms. M. Lou Garty, Esq., The Garty Law Firm  
Mr. Richard A. Alaimo, Alaimo Associates, Engineer  
Mr. Dave Skibicki, R. A. Alaimo Associates, Engineer  
Mr. Robert Young, Operations Superintendent  
Mr. Anthony Stagliano, Safety Director & Special Projects  
Ms. Jennifer Rivera, Administration Director & Board Secretary

ABSENT: Mr. Christopher Banks, Commissioner  
Mr. Jason Jones, Commissioner  
Mr. Jim Logue, Communications Director

### **Verification of Notice**

Interim Executive Director Dehoff 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 January 26, 2024. On Monday, February 12, 2024 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**

### **Swear in new member – James Rydarowski**

### **Public Comments on Agenda Items Only**

### **Reorganization Conducted by Interim Executive Director Dehoff**

Interim Executive Director Dehoff requested nominations for the election of Chairman for 1-year term. Commissioner Brolo nominated Mr. DiFolco for Chairman. Commissioner Rydarowski seconded the motion. There were no other nominations. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain:

Chairman DiFolco took over the meeting from Interim Executive Director Dehoff.

Chairman DiFolco requested nominations for the election of Vice-Chairman for 1-year term. Commissioner Rydarowski nominated Mr. Brolo for Vice-Chairman. Chairman DiFolco seconded the motion. There were no other nominations. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain:

Election of Treasurer for 1-year term. Chairman DiFolco nominated Mr. Dehoff for Treasurer. Commissioner Rydarowski seconded the motion. There were no other nominations. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain:

Election of Secretary for 1-year term. Chairman DiFolco nominated Ms. Rivera for Secretary. Commissioner Rydarowski seconded the motion. There were no other nominations. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:

Absent: Commissioner Banks, Commissioner Jones  
Abstain:

**Approval of Regular and Executive Meeting Minutes**

Commissioner Brolo moved for the approval of the regular minutes and executive meeting minutes from the January 11, 2024 meeting. Chairman DiFolco seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo  
Nays:  
Absent: Commissioner Bank, Commissioner Jones  
Abstain: Commissioner Rydarowski

Resolution 2024-15 A resolution authorizing a professional services contract for Solicitor for Mount Holly Municipal Utilities Authority for a 1-year term. Commissioner Brolo moved to approve Resolution 2024-15. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain:

The contract was awarded to Raymond Coleman Heinold, LLP.

Resolution 2024-16 A resolution authorizing a professional services contract for Special Counsel for the Mount Holly Municipal Utilities Authority for a 1-year term. Commissioner Brolo moved to approve Resolution 2024-16. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain:

The contract was awarded to The Garty Law Firm.

Resolution 2024-17 A resolution authorizing a professional services contract for Bond Counsel for Mount Holly Municipal Utilities Authority for a 1-year term. Commissioner Brolo moved to approve Resolution 2024-17. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:

Ayes: Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain: Chairman DiFolco

The contract was awarded to Parker McCay P.A.

Resolution 2024-18 A resolution authorizing a professional services contract for Labor Counsel for Mount Holly Municipal Utilities Authority for a 1-year term. Commissioner Brolo moved to approve Resolution 2024-18. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain:

The contract was awarded to Lenox Law Firm.

Resolution 2024-19 A resolution authorizing a professional services contract for Consulting Engineers for the Mount Holly Municipal Utilities Authority for a 1-year term. Commissioner Brolo moved to approve Resolution 2024-19. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain:

The contract was awarded to Alaimo Group, Environmental Resolutions, Inc., Pennoni Associates.

Resolution 2024-20 A resolution authorizing a service contract for Environmental Consulting Engineer for the Mount Holly Municipal Utilities Authority for a 1-year term. Commissioner Brolo moved to void Resolution 2024-20 due to the approval of Resolution 2024-19 which awarded contracts to multiple Consulting Engineers. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain:

Resolution 2024-21 A resolution authorizing a service contract for Special Project Engineer for Mount Holly Municipal Utilities Authority for a 1-year term. Commissioner Brolo moved to void Resolution 2024-21 due to the approval of Resolution 2024-19 which awarded contracts to multiple Consulting Engineers. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski

Nays:

Absent: Commissioner Banks, Commissioner Jones

Abstain:

Resolution 2024-22 A resolution authorizing a professional services contract for Risk Management Consultant for Mount Holly Municipal Utilities Authority for a 1-year term. Commissioner Rydarowski moved to approve Resolution 2024-22. Commissioner Brolo seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski

Nays:

Absent: Commissioner Banks, Commissioner Jones

Abstain:

The contract was awarded to T C Irons Insurance Agency.

Resolution 2024-23 A resolution authorizing an extraordinary unspecifiable service contract for Computer Systems Consultant for the Mount Holly Municipal Utilities Authority for a 1-year term. Commissioner Rydarowski moved to approve Resolution 2024-23. Commissioner Brolo seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski

Nays:

Absent: Commissioner Banks, Commissioner Jones

Abstain:

The contract was awarded to Hawkins Technologies, LLC.

Resolution 2024-24 A resolution authorizing service contract for an experienced and fully insured underground construction contractor for emergency repair or replacement of underground sewer mains and manhole structures for Mount Holly Municipal Utilities Authority for a 1-year term. Commissioner Rydarowski moved to approve Resolution 2024-24. Chairman DiFolco seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Rydarowski

Nays:

Absent: Commissioner Banks, Commissioner Jones

Abstain: Commissioner Brolo

The contract was awarded to Waters & Bugbee, Inc.

Resolution 2024-25 A resolution designating official newspapers of the Mount Holly Municipal Utilities Authority. Commissioner Brolo moved to approve Resolution 2024-25. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski

Nays:

Absent: Commissioner Banks, Commissioner Jones

Abstain:

The official newspapers designated are the Courier Post and the Burlington County Times.

Resolution 2024-26 A resolution designating banking institution for the Mount Holly Municipal Utilities Authority. Commissioner Brolo moved to approve Resolution 2024-26. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski

Nays:

Absent: Commissioner Banks, Commissioner Jones

Abstain:

Resolution 2024-27 A resolution designating the Public Agency Compliance Officer (PACO) for the Mount Holly Municipal Utilities Authority for the current calendar year. Commissioner Brolo moved to approve Resolution 2024-27. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski

Nays:

Absent: Commissioner Banks, Commissioner Jones

Abstain:

Resolution 2024-28 A resolution of the Mount Holly Municipal Utilities Authority authorizing meetings for the year 2024 through the 2025 reorganization meeting. Commissioner Rydarowski moved to approve Resolution 2024-28. Commissioner Brolo seconded the motion. At the call of the roll the vote was:

Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski

Nays:

Absent: Commissioner Banks, Commissioner Jones

Abstain:

Resolution 2024-29 A resolution adopting the Mount Holly Municipal Utilities Authority’s anti- discrimination policy. Commissioner Brolo moved to approve Resolution 2024-29. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:  
Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain:

Resolution 2024-30 A resolution authorizing actions to be performed on behalf of the Mount Holly Municipal Utilities Authority. Commissioner Rydarowski moved to approve Resolution 2024-30. Commissioner Brolo seconded the motion. At the call of the roll the vote was:  
Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain:

Resolution 2024-31 A resolution appointing Insurance Fund Commissioner. Commissioner Brolo moved to approve Resolution 2024-31. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:  
Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain:

Resolution 2024-32 A resolution of the Mount Holly Municipal Utilities Authority approving the cash management plan of the Mount Holly Municipal Utilities Authority for fiscal year 2024. Commissioner Rydarowski moved to approve Resolution 2024-32. Commissioner Brolo seconded the motion. At the call of the roll the vote was:  
Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain:

**Old Business**

**New Business:**

Resolution 2024-33 A resolution appropriating funding from the Improvement/Replacement Fund for Engineering Services association with the Rancocas Road Headworks Upgrade Project. Commissioner Brolo moved to approve Resolution 2024-33. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:  
Ayes: Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
Abstain: Chairman DiFolco  
The contract was awarded to Environmental Resolutions, Inc.

Resolution 2024-34 A resolution ratifying the Emergency Contract for a 300kVA Transformer for Generator B purchased from Scott Testing, Inc. Commissioner Brolo moved to approve Resolution 2024-34. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:  
Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones  
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 2024-11 A resolution approving the operating expenses for the month of January.  
\*Resolution 2024-12 A resolution approving the sewer refunds for the month of January.  
\*Resolution 2024-13 A resolution approving the expenditures for the month of January from the escrow fund.  
\*Resolution 2024-14 A resolution approving the expenditures for the month of January from the improvement replacement fund.

Commissioner Rydarowski moved for the approval of consent agenda. Commissioner Brolo seconded the motion. At the call of the roll the vote was:  
Ayes: Chairman DiFolco, Commissioner Brolo, Commissioner Rydarowski  
Nays:  
Absent: Commissioner Banks, Commissioner Jones

Abstain:

**Communications**

**Matters to be presented by the public**

**Report of the Executive Director** The Report of the Executive Director was received.

**Report of the Engineer** The Report of the Engineer was received.

**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.

**Report of the Solicitor** The report of the Solicitor was received.

**Report of the Finance Administrator/Treasurer** The Report of the Finance Administrator was received. Mr. Dehoff stated that the Auditors have been in the office conducting field work. They are scheduled to complete the field work in the next week or so. The final Audit won't be complete until June or July pending reports from the State of New Jersey.

**Report of the Communication Director** The Report of the Communication Director was received.

**Other new business** None

**Matters to be presented by the Commissioners:** Congratulated Rydarowski on his reappointment to the Board and congratulated all the professionals on their appointments.

**Executive Session**

Resolution 2024-35 A resolution to enter executive session to discuss litigation. Commissioner Brolo moved for the approval of Resolution 2024-35. Commissioner Rydarowski seconded the motion. At the call of the roll the vote was:

Ayes: All in favor.

The meeting was entered into executive session at 6:23pm.

Chairman DiFolco moved to enter the regular meeting and adjourn the meeting at 6:43pm. Commissioner Brolo seconded the motion.

Ayes: All in favor.

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

Respectfully submitted,

*Jennifer Rivera*