



**MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION**

**MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA**

JANUARY 14, 2016

• • • • •
Open Public Meeting: 6:00 PM

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. MPWC – Annual Report to Governments – Schedule
2. Carbon Replacement – Marion Avenue GAC Filter Plant
3. Fire Protection Regulation 1009 – Proposed Amendment
4. 2016 Holiday Schedule
5. Park Avenue – Emergency Operations Center
6. MPWC 90th Anniversary – Announcement & Initial Activities
7. Executive Session – Litigation/Contracts/Leases

Approval of Minutes:

1. Regular Meeting: December 10, 2015
2. Executive Session December 10, 2015

Approval of Bills:

Bills for Payment	January 14, 2016	\$ 718,388.09
*Capital Expense Report attached to Bill List		

Correspondence:

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Meeting Open to the Public:

Bid Openings:

- Marion Avenue – GAC Filter Media

Reports:

Staff:

- *Chief Operating Officer*
- *Superintendent*
- *Director of Customer Service*
- *Engineer/Consultants*
- *General Counsel*

Old Business:

- 2016 Holiday Schedule
- Annual Contracts – Signatures Required

New Business:

- GAC Filter Media – award of bid

New Services:

- 20 South 41st Street
 - New 1” Service
- 24 South 41st Street
 - New 1” Service

Informational:

- MPWC Regulation 1009 - Fire Protection

Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

-

Public Meeting (Resumed): (Resolution to return to Public Session # _____)

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION MONTHLY MEETING AGENDA

FEBRUARY 11, 2016

Roll Call:

Announcement of Compliance with the NJ Open Public Meeting Act:

1. Executive Session – Special Counsel - Litigation
2. Park Avenue – Emergency Operations Center – O.E.M. Coordinators
3. Clements Avenue Tank – Authorization to Bid Painting Project
4. Customer Relations – 90th Anniversary – Authorization – Next Step
5. HomeServe Marketing Initiative – Marketing Pieces
6. PMAC – C.O.O. Guest Speaker – April Meeting
7. Westfield Avenue – Polling Site Request – Pennsauken Township
8. Project Financing – Special Meeting – Commission to select date/time

1. Regular Meeting: January 14, 2016
2. Executive Session

Bills for Payment	February 11, 2016	\$ 298,737.61
*Capital Expense Report attached to Bill List		

- Mayor Ricardo Taylor – Letter of Gratitude – Pennsauken Angel Tree Program
- D. Cowgill/J.P. Beauchamp to C. Campbell – Park Avenue Emergency Operations Center
- M. Saraceni to Pennsauken Historical Society – Invitation – 2-4-2016
- M. Saraceni to Mayor John Kneib – Invitation – 2-4-2016

Bid Openings:

- Chief Operating Officer
- Superintendent
- Director of Customer Service
- Engineer/Consultants
- General Counsel

Old Business:

- 2016 Budget – Final Approval Received from New Jersey Department of Community Affairs
- Signatures for Carbon Replacement Contract
- HomeServe

New Business:

- Park Avenue EOC
- Authorization to Bid Clements Avenue Tank Painting
- 90th Anniversary initiative approval
- Polling Site Request
-

New Services:

- 2171 Route 70 – Medical Care Facility
 - 2” Domestic Service / 6” Fire Service

Informational:

Project Status: (See Attached table)

Commissioners Reports:**Executive Session:**

-

Public Meeting (Resumed): (Resolution to return to Public Session # _____)

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION MONTHLY MEETING AGENDA

MARCH 10, 2016

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. HomeServe Representatives – attending to provide progress report/answer questions
2. KMS Development – Michael Sencindiver – Mart Development Project
3. Clements Avenue Tank Bid – Results and Staff Recommendations
4. Authorization to Bid Longwood Avenue Main Replacement
5. Cherry Hill Township – Review of Fees for Road Projects
6. Purchase of 2013 Explorers
7. Westfield Avenue – Proposed Installation of Bollards in Parking Lot
8. Financial Disclosure Statements – April 30, 2016
9. Public Official's Training – May 1st, 2016

Approval of Minutes:

1. Regular Meeting: February 11, 2016
2. Executive Session: February 11, 2016
3. Special Meeting: February 25, 2016

Approval of Bills:

Bills for Payment	March 10, 2016	\$ 398,737.27
*Capital Expense Report attached to Bill List		

Correspondence:

- C.O.O. to Merchantville Historical Society - Invitation
- C.O.O. to Mayor Edward Brennan – Merchantville Historical Society Invitation

Meeting Open to the Public:

Bid Openings:

- Clements Avenue Tank Painting – 3/10/2016

Reports:

Staff:

- Chief Operating Officer
- Superintendent
- Director of Customer Service
- Engineer/Consultants
- General Counsel

Old Business:

- Westfield Avenue – Polling Site
- HomeServe – Marketing

New Business:

- Award of Bid - Clements Avenue Tank Painting

New Services:

- Grant Avenue – addition of 1” Domestic Line (Property being sub-divided)
- 706-710 Haddonfield Road – Cherry Hill
 - 4” Domestic Water & 6” Fire Service

Informational:

Project Status: (See Attached table)

Commissioners Reports:**Executive Session:**

-

Public Meeting (Resumed): (Resolution to return to Public Session # _____)

Adjournment:



**MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION**

**MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA**

APRIL 14, 2016

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Open Public Meeting: 6:00 PM

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Longwood Avenue Main Replacement – Bids Received/Recommendation
2. 2017 Main Replacement Project – Cost Projections – Consulting Engineers
3. Marion Avenue – Antenna Space Bid received/Recommendation
4. 90th Anniversary – Emblem Contest – Submissions for Commission Review/Selection
5. Personnel Matters:
 - a. Robert Alexander – resignation - replacement
 - b. James Mulholland – announcement of intent to retire – replacement
 - c. Salary Committee – to meet this month
6. Water Quality – Testing Concerns/Discussion
7. Executive Session: Matters of Litigation

Approval of Minutes:

1. Regular Meeting: March 10, 2016
2. Executive Session: March 10, 2016

Approval of Bills:

Bills for Payment April 14, 2016 \$ 480,117.49
*Capital Expense Report attached to Bill List

Correspondence:

- John J. Deserable (Pennsauken BOE) to Joseph Scavuzzo – Water Testing Request

Meeting Open to the Public:

Bid Openings:

- Longwood Avenue Main Replacement
- 2017 Main Replacement Project – Consulting Engineers
- Marion Avenue Antenna Lease

Reports:

Staff:

- *Chief Operating Officer*
- *Superintendent*
- *Director of Customer Service*
- *Engineer/Consultants*
- *General Counsel*

Old Business:

- Financial Disclosure Statements Reminder – April 30th
- EPL Training Reminder – April 30, 2016
- KMS Developers – Pennsauken Mart

New Business:

- Award of Bid – Longwood Avenue
- Award of Bid – Marion Avenue – Antenna Space

New Services:

- 469 Third Avenue – Cherry Hill
 - New 1-1/2” Domestic Service
- 900-912 Haddonfield Road – Cherry Hill
 - Two new 2” Domestic Services

Informational:

Project Status: (See Attached table)

Commissioners Reports:**Executive Session:**

-

Public Meeting (Resumed): (Resolution to return to Public Session # _____)

Adjournment:



**MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION**

**MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA**

MAY 12, 2016

• • • • •
Open Public Meeting: 6:00 PM

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Poster Contest – Recipients/Awards
2. MPWC Day – Discussion
3. AWWA National Conference – MPWC Participation
4. Well Maintenance Program (Utility Services) – 2017 Budget
5. 2017 Main Replacement – RFP Discussion
6. Park Tank Mixer – Authorization to Purchase
7. RFQ – MPWC Consultants – June 2016 issuance (Informational)
8. Employee Manual – Proposed Amendments: (Informational)
9. Proposed Regulation Amendment – Meter Location – 1013 (Informational)
10. Memorial Day – Commission Representation
11. Salary Committee – Recommendations Submission for Review

Approval of Minutes:

1. Regular Meeting: April 14, 2016
2. Executive Session: April 14, 2016

Approval of Bills:

Bills for Payment	April 28, 2016	\$ 240.00
	May 12, 2016	\$ 438,793.27

*Capital Expense Report attached to Bill List

Correspondence:

- Joseph Scavuzzo to John Deserale – Water Testing Request – Commission Response

Meeting Open to the Public:

Bid Openings:

- 2017 Main Replacement Project – Consulting Engineers

Reports:

Staff:

- *Chief Operating Officer*
- *Superintendent*
- *Director of Customer Service*
- *Engineer/Consultants*
- *General Counsel*

Old Business:

- Water Testing – Schools – SSA With Pennsauken

- Recruitment – New Hires

New Business:

- AWWA Conference
- 2017 Main Replacement Project
- Park Avenue Tank Mixer
- Professional Consultants - RFQ

New Services:

-

Informational:

- RFQ – Professional Services
- Employee Manual Proposed Amendments:
- MPWC Regulations – Proposed Amendment:

Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

-

Public Meeting (Resumed): (Resolution to return to Public Session # _____)

Adjournment:



JUNE 9, 2016

- R. Spafford and R. Magee Registered for AWWA Conference – June 19 – 23, 2016

New Business:

- Recommendations on new hires
- Salary Committee – Actions Taken

New Services:

-

Informational:

Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

- Personnel Matters

Public Meeting (Resumed): (Resolution to return to Public Session #_____)

Adjournment:



MPWC

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	5
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Roll Call:

Announcement of Compliance with the NJ Open Public Meeting Act:

- Oath of Office – G. Burton German, Jr. – Appointment: 7/1/2016 – 6/30/21

President:

Vice-President:

Secretary:

Treasurer:

Assistant Secretary/Treasurer:

Designating Bank Signatories: Resolution 2016-11

Operating Account:

Payroll Account:

Legal/Court Fees Account:

PNC; Bank of America; TD Bank; BB&T; Hudson City Savings Bank; Beneficial Savings Bank; First Colonial Community Bank; Audubon Savings and Haddon Savings Bank, Santander Bank, Republic Bank, New Jersey Cash Management, and any other Bank/Financial institution deemed necessary by the Treasurer and approved by the Commission during the year.

Director of Finance - \$500.00

Designation of Official Notices: Designating Newspapers & Websites of the Commission (2016-15)

Courier-Post &/or Philadelphia Inquirer

The Retrospect & All-Around Pennsauken

Pennsauken Township and Merchantville Borough Web Sites

Merchantville Community – Web Site

Merchantville-Pennsauken Water Commission – Web Site

Designation of Meeting Dates/Times – 2016-2017: Resolution 2016-16 *(copy attached)*

Designation of Public Agency Compliance Officer: Resolution 2016-17

Authorization of C.O.O. to make NJDEP/EPA Applications: Resolution 2016-18

Authorizing Purchases under the State Contract and approved Co-ops: Resolution 2016-19

Approving Maximum Thresholds and Agents for Purchasing: Resolution 2016-20

Appointing Professional Contracts & Pool of Qualified Engineers: Resolution 2016-21
(See spreadsheets attached)

Auditor:

Accounting Services (Consultant):

Insurance Broker of Record:

Broker of Record – Employee Benefits:

Commission Engineer(s):

Commission Bond Counsel:

Other:

Designation of 2016 Public Employees Awards Committee – (40A:5-31) Resolution 2016-22

Regular Business Meeting

Items to be discussed:

1. Project Status
2. Service Line Replacement
3. HomeServe – Literature/Mailing
4. Employee Manual Policy Amendment – Employee Dating
5. Recruitment: Plant Operator Replacement – Recommendation from Staff
6. Executive Session

Approval of Minutes:

1. Regular Meeting: June 9, 2016
2. Executive Session: June 9, 2016

Approval of Bills:

- Bills for Payment July 14, 2016 \$1,150,169.24
- Escrow*Capital Expense Report attached to Bill List

Correspondence:

- Ray Bukowski – NJDEP to Craig Campbell – Inspection-Letter of Compliancy
- Richard Huynh to Joyce Peirce – Letter of Gratitude - Scholarship
- Ling Ling Lu to Joyce Peirce – Letter of Gratitude – Scholarship
- Fatima Talebi to Joyce Peirce – Letter of Gratitude – Scholarship

Meeting Open to the Public:

Bid Openings:

Reports:*Staff:*

- *Chief Operating Officer*
- *Superintendent*
- *Director of Customer Service*
- *Engineer/Consultants & Architect*
- *General Counsel*

Old Business:**New Business:**

- New Hire – Plant Operator
- **New Services:**
- **Resolutions:**
 - Re-Organization Resolutions Filed

Project Status: (See Attached table)

Commissioners Reports:**Executive Session:****Public Meeting (Resumed):****Adjournment:**



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION MONTHLY MEETING AGENDA

Age Group	Percentage
18-24	12%
25-34	25%
35-44	18%
45-54	22%
55-64	15%
65-74	10%
75-84	8%
85+	5%

Old Business:

New Business:

- Authorization to advertise Well Maintenance RFP
- Main Extension Regulation Amendment
- Authorization to Advertise Corrosion Inhibitor
- Pennsauken 125th Anniversary Logo

New Services:

- 4331 Cooper Avenue – Pennsauken
 - 1” New Service

Informational:

Project Status: (See Attached table)

Commissioners Reports:**Executive Session:**

- Personnel Matters

Public Meeting (Resumed): (Resolution to return to Public Session #_____)

Adjournment:



SEPTEMBER 8, 2016

- 2015 Draft Audit Report

- 125th Anniversary Logo – Pennsauken Township
- Well Maintenance Contract – December Hearing

New Business:

- Authorization to bid Bethel Avenue Lease
- Employee Amendments:
 - Bereavement
 - Educational Assistance Program
- MPWC Regulation Amendment – 1014 Meter Tests and Adjustments

New Services:

- N/A

Informational:

- 2017 Draft Operating & Capital Budget Worksheets
- Adopt-A-Hydrant – Proposal, Draft Application, Draft Flyer

Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

Public Meeting (Resumed): (Resolution to return to Public Session # _____)

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION MONTHLY MEETING AGENDA

Age Group	Percentage
18-24	10%
25-34	15%
35-44	20%
45-54	25%
55-64	30%
65-74	35%
75-84	40%
85+	45%

Staff:

- *Chief Operating Officer*
- *Superintendent*
- *Director of Customer Service*
- *Engineer/Consultants*
- *General Counsel*

Old Business:

- Klenphos Bid – Award Approval
- Employee Manual Amendments:
 - Bereavement Leave – Revised Draft
 - Educational Assistance Program – Revised Draft

New Business:

- Well Maintenance Bid - Status

New Services:

-

Informational:

Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

Public Meeting (Resumed): (Resolution to return to Public Session # _____)

Adjournment:



NOVEMBER 10, 2016

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Connection Fee and Rate Hearings
2. Plant Operator Vacancy – Recruitment
3. Retirement Notification – David Dorofy
4. Annual Contracts – Authorization to Bid
5. RFP for Survey Work – 2017 Main Replacement Project
6. Pennsauken High School – 2017 Scholarship Program – Commitment to Support
7. Salary Committee – Initial Meeting – Salaried Employees
8. 2017 Holiday Schedule – Draft

Approval of Minutes:

1. Regular Meeting: October 13, 2016
2. Executive Session: N/A

Approval of Bills:

Bills for Payment	November 10, 2016	\$ 442,334.26
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*Capital Expense Report attached to Bill List

Correspondence:

- C.O.O. to Gene Padalino – Rate & Connection Fee Hearing Notification (sample)
- Sandra Malloy to Joyce Peirce – Pennsauken High School – Scholarship Request

Meeting Open to the Public:

Bid Openings:

•

Reports:

Staff:

- Chief Operating Officer
- Superintendent
- Director of Customer Service
- Engineer/Consultants
- General Counsel

Old Business:

- 2017 Budget – submitted to DCA pending review/approval

New Business:

- Connection Fees & Rate Hearing
- Annual Contracts – Bid Authorization
- Pennsauken High School - Scholarships

New Services:

-

Informational:

- Connection Fee Report
- Statutory Authority – Rates – Guidance Document

Project Status: (See Attached table)

Commissioners Reports:**Executive Session:**

Public Meeting (Resumed): (Resolution to return to Public Session # _____)

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION MONTHLY MEETING AGENDA

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

Old Business:

New Business:

- 2017 Budget - Adoption
- Annual Contracts – Authorization
- RFP for Main Replacement Survey – award
- 2017 Holiday Schedule

New Services:

-

Informational:

-
-

Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

Public Meeting (Resumed): (Resolution to return to Public Session # _____)

Adjournment: