



**MPWC**

**MERCHANTVILLE-PENNSAUKEN  
WATER COMMISSION**

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

**July 8, 2021**

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**Open Public Meeting: 4:00 pm**

**Roll Call:**

**Salute to the Flag:**

**Announcement of Compliance with the NJ Open Public Meeting Act:**

**ANNUAL REORGANIZATION Required by Statute:**

- *Oath of Office – Merchantville Borough Appointment*

**Designation of Commission Officers:**

**President:**

**Vice-President:**

**Secretary:**

**Treasurer:**

**Assistant Secretary/Treasurer:**

**Approving Cash Management Plan:**

**Designating Depositories of Funds for MPWC:**

PNC; Bank of America; TD Bank; BB&T; First Colonial Community Bank; Haddon Savings Bank; Santander Bank; Wells Fargo Bank, N.A.; Republic First Bank; South Jersey Federal Credit Union (aka First Harvest Credit Union); New Jersey Cash Management, and any other GUDPA participating Bank/Financial institutions deemed necessary by the Treasurer and approved by the Commission during the year.

**Designating Bank Signatories:**

Operating Account:

Payroll Account:

Legal/Court Fees Account:

**Authorization of Petty Cash Fund:**

Director of Finance - \$500.00

**Designation of FSA/HRA Account and Signatories:**

**Designation of Official Notices: Designating Newspapers & Websites of the Commission**

Courier-Post and The Retrospect - Pennsauken Township & Merchantville Borough & Merchantville Community Web Sites - Merchantville-Pennsauken Water Commission – Web Site

**Designation of Meeting Dates/Times – 2021-2022:** *(copy attached)*

**Designation of Public Agency Compliance Officer:**

**Authorization of C.O.O. to make NJDEP/EPA Applications:**

**Authorizing Purchases under the State Contract and approved Co-ops:**

**Approving Maximum Thresholds and Agents for Purchasing:**

**Appointing Professional Contracts & Pool of Qualified Engineers:**

*(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 2021-2022 Public Employees Awards Committee:**

**Items to be discussed:**

1. Professional Services/Consultants-RFQ Results

**Approval of Minutes:**

1. Regular Meeting: June 10, 2021
2. Executive Session: N/A

**Approval of Bills:**

Bills List	June 11, 2021	\$	3,384.14
HRA-ACH Transfer	June 29, 2021	\$	10,000.00
Loans-ACH Transfer	July 8, 2021	\$	490,138.56
P-Card	July 8, 2021	\$	382.14
Bills for Payment:	July 8, 2021		
Bill List		\$	784,804.60
Pennsauken Township		\$	1900.00
Merchantville Borough		\$	0.00
R & V		\$	13,178.00
	Total	\$	799,882.60

Capital Expense Report attached to Bill List.

**Correspondence:**

**Meeting Open to the Public:**

**Bid Openings:**

- RFQ's – Professional Services – June 25, 2021

**Reports:**

*Staff:*

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

**Old Business:**

**New Business:**

- Professional Consultants – 2021-2022
  - Appoint Consultants
  - Qualify Engineers

**New Services:**

- Approval of a 1" domestic service at 7553 Forrest Ave in Pennsauken.
- Approval of a 1" domestic service at 715 Northwood Ave in Cherry Hill.
- Approval of a 1" domestic service at 361 N. Lincoln Ave in Cherry Hill.

**Resolutions:**

- **Re-Organization Resolutions Filed**

**Project Status:** (See Attached table)

**Commissioners Reports:**

**Executive Session:**

**Public Meeting (Resumed):**

**Adjournment:**

**Merchantville-Pennsauken Water Commission**  
Professional Services Contracts 2021-2022

**Position:**  
Insurance Broker of Record

**Conner Strong & Buckelew**

TRIAD1828 CENTER  
2 Cooper St. PO Box 99106  
Camden, NJ 08101  
877-861-3220

#	Requirements	
1	Licensed for at least 5 years in NJ.	Yes
2	At least 3 years experience in NJ public entities	Yes
3	Must handle all insurance products req'd by MPWC	Agreeable
4	Have access to various competitive insurance lines	Yes
5	Have risk management consultant services	Yes
6	Provide consulting services relative to alternative insurance options	Yes
7	List past and present gov'tal entities served	(For full list, see application packet) County and Municipal Gov'ts, Municipal Utility Authorities, School Districts, Fire and First Aid Squads
8	Selection Criteria*	Yes

\* Selection Criteria

1. Qualifications and respective participation
2. Experience in providing services requested by MPWC
3. Ability to perform the tasks in a timely fashion
4. Distance of primary office from MPWC Administrative Offices
5. Recent, current and projected work load of the individual/firm
6. Thoroughness and completeness of applicant's submittal/work
7. Preference shown to residents of the host communities
8. Familiarity, experience or position dealing with host municipalities