



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION MONTHLY MEETING AGENDA

Roll Call:

Announcement of Compliance with the NJ Open Public Meeting Act:

1. Public-Private Main Contract – Public Hearing
2. National Highway – Pepsi Position
3. Home Serve – Agreement Renewal – Documents all finalized – Commission Approval
4. Meter Software and Antennas
5. Customer Leak Adjustment– (Attached to Customer Service Report)

1. Regular Meeting:	December 10, 2020
2. Executive Session	December 10, 2020
3. Special Meeting	N/A

December 11, 2020	
HRA Transfer	\$ 217,000.00
FSA Transfer	\$ 8,898.00
Total	\$ 225,898.00

January 14, 2021	
Bill List	\$ 1,372,451.36
Pennsauken Township	1,045.00
Merchantville Borough	0.00
R & V	0.00
Total	<u>\$ 1,373,496.36</u>
P-Card Payment (BOA)	\$ 000.00

Capital Expense Report attached to Bill List

- Lewis Gantman, Esquire (Pepsi) to Michael Saraceni – National Highway – Property Issue
- Retrospect Article – Collingswood Water
- Mayor Tim Killion to MPWC – Letter of Gratitude

●

Bid Openings:

-

Reports:

Staff:

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

Old Business:

- Home Serve – Agreement renewal – 2-years
- National Highway Plant - Pepsi

New Business:

- Public-Private Main Replacement Contract

New Services:

- 2238 39th Street – Pennsauken - 1” Domestic Service
- 2100 & 2118 Haddonfield Road – Haddon Point – Building 11
 - 23 Residential Units – 4” Fire Service & 2” Domestic 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

FEBRUARY 11, 2021

Open Public Meeting: 4:00 PM - By Zoom Conference – Public Notified

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Oath of Office – Shakir Ali
2. Re-organization
3. Retiree Benefits – Commission Authorization – F. Benzenhafer - Resolution
4. Replacement vehicles – authorization to purchase – State Contract - Resolution
5. Authorization to advertise for bid - painting of Marion Avenue Elevated Water Tank
6. Bond reduction for Edgewood Properties from \$92,400 to \$69,300 - Resolution

Approval of Minutes:

- | | |
|----------------------|------------------|
| 1. Regular Meeting: | January 14, 2021 |
| 2. Executive Session | January 14, 2021 |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment:	January 20, 2021		
	ACH – Loan Payments	\$	83,117.46
	February 11, 2021		
	Bill List	\$	284,483.67
	Pennsauken Township		101,265.79
	Merchantville Borough		13,262.36
	R & V		14,695.90
	Total	\$	<u>413,707.72</u>
	P-Card Payment (BOA)	\$	1,004.31

Capital Expense Report attached to Bill List

Correspondence:

- Edgewood Properties to Richard Spafford, PE – request for bond reduction

Meeting Open to the Public:

Bid Openings:

-

Reports:

Staff:

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

Old Business:

- Resolution – approving Public-Private Main Replacement Contract

New Business:

- Resolution – Retiree Benefits for Frank Benzenhafer
- Resolution – authorization to purchase new vehicles
- Authorization to advertise for bid Marion Avenue Tank Painting
- Resolution – Bond Reduction for Edgewood Properties

New Services:

- 9625 River Road – 1” Commercial Service
 - – 6” Main Extension (900’) plus Hydrant

Informational:

- Public-Private Hearing Transcript including Exhibits
- Hearing Report Filed
- Contract- Exhibit 12

Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

-

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

Adjournment:

MARCH 11, 2021

Open Public Meeting: 4:00 PM - By Zoom Conference – Public Notified

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Oath of Office – *Frank Warwick*
2. Re-organization
3. Chief Operating Officer - Retirement
4. Fund Commissioner Appointment
5. Customer Dispute – Leak Adjustment Protocols 7501 Pleasant Avenue
6. Field Service Technician Recruitment – Positions/Hiring
7. Upgrade of Commission i-Pads – surplus existing devices
8. MPWC Policy 1120 Retiree Benefits – Revisions Proposed - Attached
9. MPWC Policy 1250 –Temporary Disability – Clarification Sought - Attached
10. Annual MelJif Mandatory EPL Training – Commissioners: Building a Safe Workplace
11. Executive Session – Matters of Personnel

Approval of Minutes:

- | | |
|----------------------|-------------------|
| 1. Regular Meeting: | February 11, 2021 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment:	February 12, 2021	
	Insurance Claim	\$ 3,000.00
	March 11, 2021	
	Bill List	\$ 367,370.00
	Pennsauken Township	1,187.50
	Merchantville Borough	N/A
	R & V	27,267.92
	Total	\$ 398,825.42
	P-Card Payment (BOA)	\$ 1,278.86

Capital Expense Report attached to Bill List

Correspondence:

- Michael Saraceni to Commissioners - Retirement

Meeting Open to the Public:

Bid Openings:

- Marion Avenue Tank Painting – March 9, 2021

Reports:**Staff:**

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

Old Business:

- Cyber Security – re-assessment and evaluation

New Business:

- MPWC Policy 1120 – Retiree Benefits – Revision
- MPWC Policy 1250 – Temporary Disability Clarification

New Services:

- 8206 Stowe Road – Pennsauken
 - New 1” Residential Service
- 5000 N. Crescent Boulevard
 - 2” Service

Informational:

Project Status: (See Attached table)

Commissioners Reports:**Executive Session:**

- Personnel Matters – Actions Needed - Resolution

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

Adjournment:



Special Open Public Meeting: 4:00 PM - By Zoom Conference – Public Notified



MPWC

**MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION**

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Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Matters of Personnel
2. Any other business deemed necessary by the Commission

Executive Session: (If Warranted)

Public Meeting Participation:

Old Business:

New Business:

- Resolution – Benefits – Saraceni
- Resolution – Sell iPads

Adjournment:

APRIL 8, 2021



Open Public Meeting: 4:00 PM - By Zoom Conference – Public Notified

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Financial Disclosures /MelJif Safety Training-“ **Employment Practices Liability**”- Due 4/30
2. Marion tank painting bid
3. EPA lead and copper rule impacts
4. Remington & Vernick design contract
5. Executive Session – Matters of Personnel

Approval of Minutes:

- | | |
|----------------------|----------------|
| 1. Regular Meeting: | March 11, 2021 |
| 2. Executive Session | March 11, 2021 |
| 3. Special Meeting | March 26, 2021 |
| 4. Special Meeting | March 29, 2021 |

Approval of Bills:

Bills for Payment:

April 8, 2021

Bill List	\$	556,973.63
Pennsauken Township		14,013.58
Merchantville Borough		N/A
R & V	\$	52,033.60
Total	\$	<u>623,020.81</u>
P-Card Payment (BOA)	\$	244.96
Appropriation fee	\$	332,118.00

Capital Expense Report attached to Bill List

Correspondence:

- Memo from Michael Saraceni

Meeting Open to the Public:

Bid Openings:

Reports:**Staff:**

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

Old Business:

- Marion Avenue Tank Painting bid protest
- MPWC Policy 1250 – Temporary Disability – in progress
- I-pad Upgrades

New Business:

- Remington & Vernick contract

New Services:

- 2200 Route 70 – Cherry Hill
 - New 4” domestic service and 6” fire service
- 202 N. Park – Cherry Hill
 - Two - 2” domestic services and two – 2” fire services
- 475 Derousse – Pennsauken
 - New 1” irrigation 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

MAY 13, 2021

Open Public Meeting: 4:00 PM - By Zoom Conference – Public Notified

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Financial Disclosure Extension-June 30th
2. Customer Service Representative Recruitment/Interviews scheduled for May 12
3. Salary Committee Meeting- Committee recommendations- May 17 @ 2:00pm
4. R&V design Scope of Work
5. Standard Insurance- Zoom meeting with S. Davenport-STD increase in coverage proposed.
6. Horizon issue- 26- year-old dependent coverage- corrected and re-instated.
7. RFP- Professional Services- to be issued by end of May.
8. Resolution Amendment for use of P-Card-Ryan Magee
9. Approval of Suez Water Main Asset Management Contract-Resolution
10. Scholarships approved.
11. Executive Session

Approval of Minutes:

1. Regular Meeting: April 8, 2021
2. Executive Session April 8, 2021

Approval of Bills:

Bills for Payment:

May 13, 2021

Bill List	\$	552,202.31
Pennsauken Township	\$	101,645.79
Merchantville Borough	\$	13,262.36
R & V	\$	23,767.75
Total	\$	<u>690,878.21</u>
P-Card Payment	\$	159.83

Capital Expense Report attached to Bill List

Correspondence:

Meeting Open to the Public:

Bid Openings:

Reports:

Staff:

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

Old Business:

- MPWC Policy 1250- Non-Work-Related -Temporary Disability (tabled until September)

New Business:

- Preparing to open to the public June 1st

New 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**

JUNE 10, 2021

In-Person Open Public Meeting: 4:00 PM - Zoom Conference for Public

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Financial Disclosures due June 30th
2. Field Work- 2020 Audit- Starting June 8, 2021- prep work completed and sent to Bowman
3. Professional Services RFP posted- return date is June 25th
4. Salary Committee- Commission decision/action pending
5. Polling Site- Westfield Ave-June 8th
6. Standard STD increasing coverage to cover higher salaries at minimal cost
7. Reviewing and updating policies and procedures
8. Scholarships delivered to schools

Approval of Minutes:

1. Regular Meeting: May 13, 2021
2. Executive Session N/A

Approval of Bills:

Bills for Payment:	May 25, 2021		
	Scholarships	\$	5000.00
	June 10, 2021		
	Bill List	\$	599,496.73
	Pennsauken Township	\$	4890.48
	Merchantville Borough	\$	-----
	R & V	\$	12,935.75
	Total	\$	622,322.96
	P-Card Payment	\$	180.00

Capital Expense Report attached to Bill List

Correspondence:

Meeting Open to the Public:

Bid Openings:

Reports:

Staff:

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

Old Business:

New Business:

- Salary Committee Approval

New Services:

- Approval of two 2" domestic services for 2370 Route 70 in Cherry Hill.
- Approval of a 1" domestic service at 7812 Marion Ave in Pennsauken.
- Approval of a 1" domestic service at 7920 Marion Ave in Pennsauken.

Informational:

Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

-

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

Adjournment:



July 8, 2021

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

**MPWC****MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION****MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA****AUGUST 12, 2021**

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In-Person Open Public Meeting: 4:00 PM

Roll Call:**Salute to the Flag:****Announcement of Compliance with the NJ Open Public Meeting Act:****Items to be discussed:**

1. Craig Campbell - retirement - Resolution
2. BAN Loan-rollover or payoff
3. Budget planning-ongoing
4. City of Camden lawsuit
5. Lead service line legislation
6. Engagement Agreements from Conner-Strong & Buckelew- signatures needed
7. Employee Manual Policies-Bereavement, Non-Work-Related Disability and Sick- approval

Approval of Minutes:

1. Regular Meeting: July 8, 2021
2. Executive Session N/A

Approval of Bills:

Bills for Payment	July 26, 2021	\$	140.98
HRA-ACH Transfer	July 30, 2021	\$	2500.00
Bills for Payment:	August 12, 2021		
	Bill List	\$	1,634,322.09
	Pennsauken Township	\$	102,120.79
	Merchantville Borough	\$	13,262.36
	R & V	\$	23,888.50
	Total	\$	1,773,593.74
	P-Card Payment	\$	1,050.00
Capital Expense Report attached to Bill List			

Correspondence:**Meeting Open to the Public:****Bid Openings:**

Reports:

Staff:

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

Old Business:

- Policies-Bereavement, Non-Work-Related Disability and Sick Policy

New Business:

- BAN Loan
- City of Camden lawsuit
- Lead service lines

New Services:

Informational:

Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

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

Adjournment:



MPWC

**MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION**

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

SEPTEMBER 9, 2021

In-Person Open Public Meeting: 4:00 PM

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. 2020 Audit Findings
2. Aluminum Shapes Bankruptcy
3. Material availability and potential cost concerns
4. Meeting with Scott Davenport- will finalize Horizon Benefits costs this month
5. Fall Flushing Scheduled 10/17-10/21 and 10/24-10/28

Approval of Minutes:

- | | |
|----------------------|-----------------|
| 1. Regular Meeting: | August 12, 2021 |
| 2. Executive Session | N/A |

Approval of Bills:

Bills for Payment:

September 9, 2021

HRA-ACH Transfer	\$	5,000.00
Bill List	\$	885,611.86
Pennsauken Township	\$	0.00
Merchantville Borough	\$	0.00
R & V	\$	15,859.68
Total	\$	901,471.54
P-Card Payment	\$	139.99

Capital Expense Report attached to Bill List

Correspondence:

- Craig Campbell Resignation Letter
- Jim Gazi Thank You Letter - Walter V. Kurkian Memorial Award
- Fiona McCann Thank You Letter - G. Burton German Memorial Scholarship

Meeting Open to the Public:

Bid Openings:

Reports:

Staff:

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

Old Business:

New Business:

New Services:

- Approval of 1" service at 447 West River Drive.

Informational:

Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

-

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

Adjournment:

**MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION**

Bid Openings:

Reports:

Staff:

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

Old Business:

New Business:

New 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 SPECIAL MEETING AGENDA

October 20, 2021

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Special Open Public Meeting: 4:00 PM - Public Notified

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Medical Benefits Provider
2. 2022 Budget
3. Any other business deemed necessary by the Commission

Public Meeting Participation:

Old Business:

New Business:

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION MONTHLY MEETING AGENDA

Bid Openings:

Reports:

Staff:

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

Old Business:

New Business:

- Connection Fee and Rate Hearing
- Authorization to bid annual contracts
- 2022 Holiday Schedule

New Services:

- Approval of two 4" fire services and one 2" domestic service at 4 Haddonfield Road

Informational:

Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

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

Adjournment:

DECEMBER 9, 2021



In Person Open Public Meeting: 9:30 AM

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Salary Committee – Commission Actions
2. 2022 Budget Adoption
3. BAN Rollover
4. Bid Opening – Annual Maintenance Contracts
5. Bid Opening – National Highway Antenna Contract
6. 2022 Holiday Schedule-Revised Proposal for Commission Approval
7. Scholarships – Authorization to Participate for 2022
8. Resuming collections for 2022

Approval of Minutes:

- | | |
|----------------------|-------------------|
| 1. Regular Meeting: | November 15, 2021 |
| 2. Executive Session | November 15, 2021 |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: December 9, 2021
 (Capital Expense Report attached to Bill List)

Bill List	\$830,080.88
Pennsauken Township	\$1,140.00
Merchantville Borough	\$0.00
R & V	\$3,275.00
Total	\$834,495.88
 P-Card	 \$859.16

Correspondence:

Meeting Open to the Public:

Bid Openings:

- Annual Contracts
- National Highway Antenna

Reports:**Staff:**

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

Old Business:

- Salary Adjustments
- 2022 Budget Adoption

New Business:

- Annual Maintenance Contracts for 2022
- National Highway Antenna Contract
- 2022 Holiday Schedule Approval
- 2022 High School Scholarship Awards Participation

New Services:

- 1135 Capital Highway – 2” domestic service

Informational:

Project Status: See Attached table

Commissioner Reports:**Executive Session:**

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

Adjournment: