



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

JANUARY 13, 2022



Open Public Meeting: 4:00 PM Teleconference via Zoom

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Modified operations – MPWC response to Covid surge
2. Annual Contracts prepared for signature
3. T-Mobile antenna at National Highway – lease extension
4. T-Mobile antenna at Woodbine – authorization to bid
5. Verizon antenna at Park Ave – authorization to bid
6. Assembly Bill 1075 - discussion

Approval of Minutes:

- | | |
|----------------------|------------------|
| 1. Regular Meeting: | December 9, 2021 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: January 13, 2022
(Capital Expense Report attached to Bill List)

Bill List	\$1,082,720.99
Pennsauken Township	\$1,520.00
Merchantville Borough	\$0
R & V	\$4,148.00
Total	\$1,088,388.99
P-Card	\$784.80
Wire Transfers of 12/28/21	
HRA	\$191,000.00
FSA	\$9,154.60

Correspondence:

- Thank you to MPWC from Pennsauken Twp for participation in Angel Tree Program

Meeting Open to the Public:

Bid Openings:

Reports:

Staff:

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

Old Business:

- Annual contacts ready for signature

New Business:

- Antenna lease extension at National Highway - Approval
- Antenna bids for Woodbine and Park - Authorization

New Services:

Informational:

Project Status: See Attached table

Commissioner Reports:

Executive Session:

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

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

FEBRUARY 10, 2022



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. Clement's Avenue Tank Painting – Authorization to Bid
2. Woodbine Plant Exterior Painting – Authorization to Bid
3. National Highway Plant – Bond Resolution
4. Water Meter Antennas – Discussion
5. Lead Line Replacement Program – Discussion
6. Commissioner Strategic Planning Session

Approval of Minutes:

- | | |
|----------------------|------------------|
| 1. Regular Meeting: | January 13, 2022 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: February 10, 2022
(Capital Expense Report attached to Bill List)

Bill List	\$579,915.79
Pennsauken Township	\$104,644.27
Merchantville Borough	\$13,707.45
R & V	\$2,390.25
Total	\$700,677.76

P-Card	\$84.48
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<u>Wire Transfers</u>	
NJEIT Loans	\$71,273.79

Correspondence:

Meeting Open to the Public:

Bid Openings:

- Antenna lease renewal for Woodbine Spring-Spectrum/T-mobile

Reports:

Staff:

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

Old Business:

New Business:

- Authorization to bid Clement's Ave tank painting
- Authorization to bid Woodbine tank painting
- Water Meter Antennas
- Lead Line Replacement Program
- National Highway Plant Bond Resolution

New Services:

Informational:

Project Status: See Attached table

Commissioner Reports:

Executive Session:

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

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

MARCH 10, 2022



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. Oath of Office - Anthony Perno
2. Reorganization
3. Water Main Replacement Contract Amendment
4. Klenzoid Costs – Discussions
5. Bid Openings: Woodbine & Clements Tank Painting
6. Bid Opening: Woodbine Antennae
7. HomeServe Price Increase
8. Moratorium Grace Period Expiration on Utility Service Terminations-Discussion
9. Customer Leak Adjustments for Commission Approval

Approval of Minutes:

- | | |
|----------------------|-------------------|
| 1. Regular Meeting: | February 10, 2022 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: March 10, 2022
(Capital Expense Report attached to Bill List)

Bill List	\$800,216.14
Pennsauken Township	\$380.00
Merchantville Borough	\$0.00
R & V	\$0.00
Total	\$800,596.14

P-Card	\$610.24
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Wire Transfers

N/A	\$0.00
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Correspondence:

Meeting Open to the Public:

Bid Openings:

- Tank Painting at Woodbine & Clements Tanks
- Antenna lease renewal for Woodbine Spring-Spectrum/T-mobile

Reports:

Staff:

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

Commission Business:

- Water Main Replacement Contract Amendment
- Klenzoid Costs
- HomeServe Price Increase
- Customer Leak Adjustments

New Services:

- 8345 Haines Road – 1” domestic service
- 1810 41st Street – 1” domestic service

Informational:

Project Status: See Attached table

Commissioner Reports:

Executive Session:

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

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

APRIL 14, 2022



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. Bid Opening – Park Antennae
2. Woodbine Antenna Space – Approval of Extension for T-Mobile
3. Revised language for MPWC apartment billing rate
4. Approval to Offer Employment – Plant Operator
5. Financial Disclosure Statements
6. AFD & EPL Training for Commissioners
7. DCA LIHWAP Program – MPWC Enrollment
8. Summer Help Recruitment
9. Customer Support Center Recruitment
10. Salary Committee – Annual Hourly Evaluations

Approval of Minutes:

- | | |
|----------------------|----------------|
| 1. Regular Meeting: | March 10, 2022 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: April 14, 2022
(Capital Expense Report attached to Bill List)

Bill List	\$679,423.66
Pennsauken Township	\$8,788.83
Merchantville Borough	\$0.00
R & V	\$0.00
Total	\$688,212.49
P-Card	\$329.97
<u>Wire Transfers</u>	
Appropriation Fee	\$357,346.00

Correspondence:

Meeting Open to the Public:

Bid Openings:

- Antenna Lease for Park Avenue

Reports:

Staff:

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

Commission Business:

New Services:

Informational:

Project Status: See Attached table

Commissioner Reports:

Executive Session:

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

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

MAY 12, 2022



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. Bid Opening – Park Antennae
2. Collingswood Contract Meeting
3. I-Bank & NJEIT Financing Status – National Highway Plant Project
4. Salary Committee Recommendations

Approval of Minutes:

- | | |
|----------------------|----------------|
| 1. Regular Meeting: | April 14, 2022 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: May 12, 2022
(Capital Expense Report attached to Bill List)

Bill List	\$753,364.34
Pennsauken Township	\$105,044.27
Merchantville Borough	\$15,007.44
R & V	\$0.00
Total	\$873,416.05

P-Card	\$1,763.44
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Bills for Payment: May 13, 2022

Scholarships	\$4,000.00
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Correspondence:

Meeting Open to the Public:

Bid Openings:

- Antenna Lease for Park Avenue

Reports:

Staff:

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

Commission Business:

New Services:

- 1" Residential – 2550 43rd Street
- 6" Fire Service – 6713 Rudderow Ave
- 6" Fire Service & 2" Domestic – 400 Rt. 38

Informational:

Project Status: See Attached table

Commissioner Reports:

Executive Session:

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

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

JUNE 9, 2022



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. I-Bank & NJEIT Financing Status – National Highway Plant Project
2. Permission to Bid Materials Supply Contract
3. Lead Service Replacement - Funding
4. Annual Audit Field Work Beginning June 7, 2022
4. Salary Committee Approval of Recommendations
5. Strategic Planning Session for Commissioners
6. Executive Session – Contract Negotiations

Approval of Minutes:

- | | |
|----------------------|--------------|
| 1. Regular Meeting: | May 12, 2022 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: May 12, 2022

Pennsauken Township	\$105,044.27
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Bills for Payment: June 1, 2022

Scholarship for HH	\$1,000.00
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Bills for Payment: June 9, 2022

(Capital Expense Report attached to Bill List)

Bill List	\$573,507.96
Pennsauken Township	\$0.00
Merchantville Borough	\$0.00
Total	\$573,507.96

P-Card	\$119.91
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Correspondence:

Meeting Open to the Public:

Bid Openings:

Staff Reports:

- Chief Operating Officer
- Distribution Superintendent
- Customer Service Director
- Engineer
- General Counsel

Commission Business:

- *BID – Material Supplies Contract*
- *Salary Committee – Approval of Adjustments*

New Services:

Informational:

Project Status: See Attached table

Commissioner Reports:

Executive Session:

- *Contract Negotiations - Collingswood*

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

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

JULY 14, 2022



In Person 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 – Pennsauken Township Appointment*

Designation of Commission Officers:

President:

Vice President:

Secretary:

Treasurer:

Assistant Secretary/Treasurer:

Approving Cash Management Plan:

Designating Depositories of Funds for the 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, 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 and Websites of the MPWC

Courier-Post, The Retrospect; Pennsauken Township website, Merchantville Borough website, Merchantville community website, MPWC website

Designation of Meeting Dates & Times for Commission Year 2022-23

Designation of Public Agency Compliance Officer:

Authorization of the 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:

Approving MPWC Representatives to NJUA JIF Fund:

Designation of the 2022-23 Public Employees Awards Committee:

Resolution Adopting Standard Commission Meeting Procedures for 2022-23:

Resolution Adopting Remote Public Meeting Procedures During State of Emergency:

Appointing Annual Contracts for Professionals or for Extraordinary Unspecifiable Services:

(See attachments)

Auditor: Bowman & Company

Accounting Services (Consultant): Your Part Time Controller

Insurance Broker of Record: Connor Strong & Buckelew

Broker of Record for Employee Benefits: Connor Strong & Buckelew

IT Consultants and Management: All Covered

Other:

RFQs Qualifying Pools of Professionals Under Open & Fair Process for use of Commission:

Qualified Pool for Commission Engineers:

Remington & Vernick

PS&S (Paulus, Sokolowski & Sartor, LLC)

T & M Associates

CES (Consulting Engineer Services)

Commission Bond Counsel Qualified Pool:

Parker McCay, P.A.

Obermayer Rebmann Maxwell & Hoppel, LLP

REGULAR MONTHLY MEETING AGENDA:

Items to be discussed:

1. Bid Opening: National Highway Antennae Lease
2. Professional Consultant Appointments for 2022-23
3. Supply Contract Extension – Atlantic Supply
4. Acceptance of new 10” Water Main on Derausse Ave
- 5.

Approval of Minutes:

- | | |
|----------------------|--------------|
| 1. Regular Meeting: | June 9, 2022 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: July 14, 2022
(Capital Expense Report attached to Bill List)

Bill List	\$680,806.27
Pennsauken Township	\$6,026.00
Merchantville Borough	\$0.00
Total	\$686,832.27
P-Card	\$524.60

ACH Wire Transfer: July 14, 2022

Payment of Loans	\$252,352.19
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Correspondence:

Meeting Open to the Public:

Bid Openings:

- National Highway Antennae Lease
- RFQs for Professional Services

Staff Reports:

- Chief Operating Officer
- Distribution Superintendent
- Customer Service Director
- Engineer
- General Counsel

Old Business:

- *Atlantic Supply Contract Extension – 6 Months*

New Business:

- *Appointment of Professional Consultants 2022-23*
- *Qualify Engineers for 2022-23*
- *Acceptance of New 10” Water Main on Derausse Ave*

New Services:

Informational:

Project Status: See Attached table

Commissioner Reports:

Executive Session:

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

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

AUGUST 11, 2022



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. BAN loan – rollover
2. Budget planning - ongoing
3. Antenna leases – various
4. Employee manual policy 1010 Protection & Safe Treatment of Minors for Commission review

Approval of Minutes:

- | | |
|----------------------|---------------|
| 1. Regular Meeting: | July 14, 2022 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: August 11, 2022
(Capital Expense Report attached to Bill List)

Bill List	\$797,686.77
Pennsauken Township	\$104,664.27
Merchantville Borough	\$13,707.44
Total	\$916,058.48

P-Card	\$986.34
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Correspondence:

Meeting Open to the Public:

Bid Openings:

Staff Reports:

- Chief Operating Officer
- Distribution Superintendent
- Customer Service Director
- Engineer
- General Counsel

Old Business:

New Business:

- BAN loan

New Services:

- 1" residential service at 640 Woodland Ave
- 1" residential service at 642 Woodland Ave

Informational:

Project Status: See Attached table

Commissioner Reports:

Executive Session:

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

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

SEPTEMBER 8, 2022



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. Bid Opening – Park Antennae
2. Employee Health Benefits Rate Increase
3. Employee Benefits Agreement – Signatures
4. DCA LIHWAP Application Deadline Extension
5. 2021 Audit – Review
6. 2023 Budget - Review

Approval of Minutes:

- | | |
|----------------------|-----------------|
| 1. Regular Meeting: | August 11, 2022 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: September 9, 2022
(Capital Expense Report attached to Bill List)

Bill List	\$448,522.50
Pennsauken Township	\$32.80
Merchantville Borough	\$0.00
Total	\$448,555.30

P-Card	\$201.67
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ACH Transfers

HRA	\$2,500.00
FSA	\$600.00

Correspondence:

Meeting Open to the Public:

Bid Openings:

- **Park Antennae**

Staff Reports:

- Chief Operating Officer
- Distribution Superintendent
- Customer Service Director
- Engineer
- General Counsel

Old Business:

New Business:

New Services:

- 2" Domestic & 6" Fire Service at 2240 Rt 70

Informational:

Project Status: See Attached table

Commissioner Reports:

Executive Session:

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

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION

OCTOBER 13, 2022



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. Strategic Planning Team DillonMarcus – Update
2. Proposed Rate Adjustment and Rate Hearing
3. Edgewood Properties Park Place Bond Release
4. 2021 Audit for Adoption
5. 2023 Operating Budget
6. Project Note Resolution for Approval
7. Risk Management Consultant Agreement
8. Water Account Adjustment – Schoolhouse Commons
9. Executive Session – Matters of Personnel

Approval of Minutes:

- | | |
|----------------------|-------------------|
| 1. Regular Meeting: | September 9, 2022 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: Dated September 9, 2022

Pennsauken Township	\$32.80
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Bills for Payment: October 13, 2022
(Capital Expense Report attached to Bill List)

Bill List	\$616,881.27
Pennsauken Township	\$0.00
Merchantville Borough	\$0.00
Total	\$616,881.27

P-Card	\$145.22
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Correspondence:

- Thank you card – Scholarship Award

Meeting Open to the Public**Bid Openings****Staff Reports:**

- Chief Operating Officer
- Distribution Superintendent
- Customer Service Director
- Engineer
- General Counsel

Old Business**New Business**

- Edgewood Properties – Park Place – Bond Release
- 2021 Audit for Adoption
- 2023 Operating Budget
- Project Note Resolution
- Water Account Adjustment – Schoolhouse Commons

New Services**Informational:**

Project Status: See Attached table

Commissioner Reports**Executive Session**

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

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION

NOVEMBER 10, 2022



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. Annual Maintenance Contracts – Permission to Bid
2. BAN Closing November 21, 2022
3. Salary Committee – Recommendations & approval for salaried employees and COLA
4. Proposed Holiday Schedule for 2023
5. Healthcare Benefits – 2023 Employee Contributions
6. Annual Employee Recognition & Holiday Breakfast – December 8, 2022 at 8:00 AM
7. December Meeting, Connection & Rate Hearing – December 8, 2022 at 9:30 AM

Approval of Minutes:

- | | |
|----------------------|------------------|
| 1. Regular Meeting: | October 13, 2022 |
| 2. Executive Session | October 13, 2022 |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: November 10, 2022
(Capital Expense Report attached to Bill List)

Bill List	\$466,354.44
Pennsauken Township	\$140,934.32
Merchantville Borough	\$13,707.44
Total	\$620,996.20

P-Card	\$1,207.45
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Correspondence:

Meeting Open to the Public

Bid Openings

Staff Reports:

- Chief Operating Officer
- Distribution Superintendent
- Customer Service Director
- Engineer
- General Counsel

Old Business

New Business

New Services

Informational:

Project Status: See Attached table

Commissioner Reports

Executive Session

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

Adjournment:



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION

DECEMBER 8, 2022



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. Annual Connection Fee & Rate Hearing
2. Salary Committee – Commission Actions
3. BAN Rollover and Closing
4. Bid Opening – Annual Maintenance Contracts
5. National Highway Plant – Permission to Bid
6. Bad Debt Write-off – Commission approval
7. 125 Plan Changes
8. HRA/FSA Elections – Forms for Signature

Approval of Minutes:

- | | |
|----------------------|-------------------|
| 1. Regular Meeting: | November 10, 2022 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: December 8, 2022
(Capital Expense Report attached to Bill List)

Bill List	\$499,978.30
Pennsauken Township	\$3,800.18
Total	\$503,787.48

P-Card	\$1,000.44
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Correspondence:

Meeting Open to the Public

Bid Openings

- Annual Maintenance Contracts

Staff Reports:

- Chief Operating Officer
- Distribution Superintendent
- Customer Service Director
- Engineer
- General Counsel
- Finance/HR

Old Business

New Business

- Adopt Rate Schedule and Connection Fees for 2023
- Approval of Salary Committee Recommendations for Raises & COLA
- National Highway Plant – Permission to Bid
- Approval of Bad Debt Write-Off
- HRA/FSA Funding

New Services

- 4” Residential & 6” Fire Service – Meadowland Park Blvd
- 4” Residential & 6” Fire Service – 4101 Churchill Downs Way
- 2” Domestic – 2151 Rt. 70
- 2” Domestic & 4” Fire Service – 2016 Marlton Pike West

Informational:

Project Status: See Attached table

Commissioner Reports

Executive Session

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

Adjournment: