



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
MONTHLY MEETING AGENDA

MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION

FEBRUARY 9, 2023



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. Park Avenue Plant Design & Cost Estimate
2. National Highway Plant Bid
3. Park Avenue Tank Painting – Authorization to Bid
4. Authorization to Purchase New Vehicles
5. Authorization to Sell Vehicles
6. Main Replacement / Lining Contract – Year 4 Contract Review & Approval
7. RFP for Service Line Protection

Approval of Minutes:

- | | |
|----------------------|------------------|
| 1. Regular Meeting: | January 12, 2023 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: February 9, 2023
(Capital Expense Report attached to Bill List)

Bill List	\$443,258.58
Pennsauken Township	\$96,887.60
Borough of Merchantville	\$12,688.96
Total	\$552,835.14

Wire Transfers:

NJEIT Loans	\$68,060.91
HRA	\$5,000.00
P-Card	\$1,227.07

Correspondence:

Meeting Open to the Public

Bid Openings

- RFP for Service Line Protection – Competitive Contract

Staff Reports:

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

Old Business

- Park Avenue Plant Design
- National Highway Plant Bid

New Business

- Park Avenue Tank Painting
- Authorization to Purchase New Vehicles
- Authorization to Sell Vehicles
- Main Replacement / Lining- Year 4 Contract

New Services

Informational:

Project Status: See Attached table

Commissioner Reports

Executive Session

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

Adjournment:

Meeting Open to the Public

Bid Openings

Staff Reports:

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

Old Business

- Annual Maintenance Contracts – Prepared for Signatures

New Business

- Park Avenue Plant Design & Solar Cost Estimate
- Cyber Security Policy – Review & Adoption
- High School Scholarships – Pennsauken High School

New Services

- 2” Domestic & 4” Fire Service – 2016 Marlton Pike West
- 1.5” Domestic & 6” Fire Service – 4615 N Crescent Blvd

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

MARCH 9, 2023



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:

- Park Avenue Tank Painting – Bids Received
- National Highway Plant – Bids Received
- Lead Service Line Replacement – Project Discussion
- DillonMarcus Strategic Planning Sessions

Approval of Minutes:

- | | |
|----------------------|------------------|
| 1. Regular Meeting: | February 9, 2023 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: March 9, 2023
(Capital Expense Report attached to Bill List)

Bill List	\$426,396.32
Pennsauken Township	\$10,892.21
Total	\$437,288.58

P-Card \$1,430.00

Correspondence:

Meeting Open to the Public

Bid Openings

- Park Avenue Tank Painting
- National Highway Plant

Staff Reports:

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

Old Business

- Lead Service Line Project

New Business

- Cleaning Services

New Services

- 2" Domestic & 8" Fire Service at 9175 River Road

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

APRIL 13, 2023



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:

- Park Avenue Tank Painting – Bids Received
- National Highway Plant – Approval to Award
- GAC Replacement at Marion Avenue Plant-Permission to Bid
- Regulation 1006-Application for Water Service Regulation Revisions
- Delaware River Spill
- Collingswood Meeting
- DillonMarcus Strategic Planning-Session Dates
- Financial Disclosure Statements for Commissioners & Management-Update
- EPL Training for Commissioners
- Permission to Hire Summer Help
- Salary Committee-Hourly Reviews Meeting

Approval of Minutes:

- | | |
|----------------------|---------------|
| 1. Regular Meeting: | March 9, 2023 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment April 13, 2023
(Capital Expense Report attached to Bill List)

Bill List	\$567,146.07
Pennsauken Township	\$380.00
Borough of Merchantville	\$460.00
Total	\$567,986.07
 P-Card	 \$40.36

Correspondence:

Meeting Open to the Public

Bid Openings

- Park Avenue Tank Painting

Staff Reports:

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

Old Business

- National Highway - Award

New Business

- Regulation 1006 Revisions
- Permission to Bid GAC Replacement at Marion Ave Plant

New Services

- 3 – 1” domestic services for 8301 Corbett Rd –(to be subdivided)
- 4” domestic & 6 “ fire service 2A on Garden Park Blvd.

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

MAY 11, 2023



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:

- Proposed PFC Rule
- ASR Permit Cancellation
- National Highway Plant – Contract Prepared for Signatures
- Park Avenue Tank Painting – Contract Prepared for Signatures
- CD Rollover-Signatures Required
- Salary Committee Recommendations

Approval of Minutes:

- | | |
|----------------------|----------------|
| 1. Regular Meeting: | April 13, 2023 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment April 24, 2023
(Capital Expense Report attached to Bill List)

Bill List	\$88,086.00
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Bills for Payment May 11, 2023
(Capital Expense Report attached to Bill List)

Bill List	\$684,851.23
Pennsauken Township	\$98,502.60
Borough of Merchantville	\$12,688.96
Total	\$796,042.79

P-Card	\$1,508.85
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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
- Finance/HR

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

JUNE 8, 2023



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 & Award – Carbon Replacement at Marion Plant
2. Permission to Bid Leased Carbon Filters for Browning Rd Plant
3. RFPs for Annual Contracts
4. Collingswood Proposal
5. MPWC Regulation 1006 – Revision for Review and Approval
6. Lead Service Information from CDM Smith Seminar
7. Browning Road Engineering Agreement
8. Salary Committee Approval of Recommendations
9. Strategic Planning Committee Session Dates

Approval of Minutes:

1. Regular Meeting: May 11, 2023

Approval of Bills:

Bills for Payment May 26, 2023

Bill List	\$12,354.12
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Bills for Payment June 8, 2023

(Capital Expense Report attached to Bill List)

Bill List	\$351,667.79
Pennsauken Township	\$1,140.00
Total	\$352,807.79

P-Card	\$900.20
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Correspondence:

Meeting Open to the Public

Bid Openings

- Carbon Replacement at Marion Plant

Staff Reports:

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

Old Business

- Salary Committee Approval of Recommendations
- Collingswood Proposal
- MPWC Regulation 1006 – Revision for Review and Approval

New Business

- Permission to Bid Leased Carbon Filters for Browning Rd Plant
- RFPs for Annual Contracts
- Lead Service Information from CDM Smith Seminar
- Browning Road Engineering Agreement

New Services

- 100 S. Washington Ave – 1” domestic service
- 8168 Day Avenue – 1” domestic service
- 2301 Marlton Pike – 2” domestic service
- 401 Cove Road - 6” domestic service
- 6717 N. Crescent Blvd - 2” domestic and 6” fire 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

JULY 13, 2023



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:

Designation of Commission Officers:

- President:
- Vice President:
- Secretary:
- Treasurer:
- Assistant Secretary/Treasurer:

Approving Cash Management Plan:

Designating Depositories of Funds for the MPWC:

PNC, N.A., Bank of America, N.A., TD Bank, N.A., First Colonial Community Bank, Haddon Savings Bank, Santander Bank, N.A., Wells Fargo Bank, N.A., Republic First Bank, Cornerstone 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 2023-24

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 2023-24 Public Employees Awards Committee:

Resolution Adopting Standard Commission Meeting Procedures for 2023-24:

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

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

Qualified Pool for Commission Engineers:

Remington & Vernick

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. RFQs for Professional Services
2. Bid Opening - Browning Road Carbon Vessel
3. MPWC Regulation 1006 Revised for Approval
4. Audit Status
5. Collingswood Agreement / Contract
6. Pavilions Easement – Approval
7. BAN Payment
8. Browning Road Engineering Agreement
9. National Highway Project

Approval of Minutes:

- | | |
|----------------------|--------------|
| 1. Regular Meeting: | June 8, 2023 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: July 13, 2023
(Capital Expense Report attached to Bill List)

Bill List	\$700,980.78
Pennsauken Township	\$9,881.98
Merchantville Borough	\$-
Total	\$710,862.76

P-Card	\$593.27
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ACH Wire Transfer: July 17, 2023

NJEIT and NJIB Loans	\$253,999.83
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Correspondence:

- Thank you letters from scholarship recipients.
- Bowman letter to Commission
- SJWPA Award – J. Garaguso

Meeting Open to the Public:

Bid Openings:

- Browning Road Carbon Vessel

Staff Reports:

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

Old Business:

- Regulation 1006
- Pavilions Easement
- Browning Road Carbon Filter Lease Bid

New Business:

- **Appointment of Professional Consultants for 2023 – 2024**
- **Qualifying Engineers for 2023 – 2024**

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 10, 2023



In Person Open Public Meeting: 4:00 PM

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

- *Oath of Office – Pennsauken Township Appointment*

Designation of Commission Officers:

- President:
- Vice President:
- Secretary:
- Treasurer:
- Assistant Secretary/Treasurer:

Items to be discussed:

1. Neptune Prop Study Discussion
2. Rt. 70 Main Replacement Proposal
3. Browning Temporary Pilot Study Progress
4. Collingswood Agreement for Approval & Signature

Approval of Minutes:

- | | |
|---------------------------|---------------------|
| 1. <i>Revised Minutes</i> | <i>June 8, 2023</i> |
| 2. Regular Meeting: | July 13, 2023 |
| 3. Executive Session | N/A |
| 4. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: July 13, 2023

Pennsauken Township	\$9,881.98
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Bills for Payment: August 2, 2023

Legal	\$11.00
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Bills for Payment: August 10, 2023
(Capital Expense Report attached to Bill List)

Bill List	\$1,348,119.49
Pennsauken Township	\$96,887.60
Merchantville Borough	\$12,688.96
Total	\$1,457,776.05
P-Card	\$229.24

Correspondence:

Meeting Open to the Public:

Bid Openings:

Staff Reports:

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

Old Business:

New Business:

New Services:

- 1” domestic service at 8330 Holman 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 14, 2023



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. 2022 Audit – Review
2. 2024 Budget – Review
3. Employee Health Benefits Rate Increase
4. Proposed Rate Adjustments

Approval of Minutes:

- | | |
|----------------------|-----------------|
| 1. Regular Meeting: | August 10, 2023 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: September 14, 2023
(Capital Expense Report attached to Bill List)

Bill List	\$957,529.18
Pennsauken Township	\$8,546.61
Merchantville Borough	\$0.00
Total	\$966,075.79
P-Card	\$242.90

Correspondence:

- Thank you – scholarship recipient.

Meeting Open to the Public:

Bid Openings:

Staff Reports:

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

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

OCTOBER 12, 2023



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 Connection Fee & Rate Hearing
2. Adoption of the 2022 Audit
3. Adoption of the 2024 Operating Budget
4. I-Bank Application for Browning Road-Approval to File
5. Service Line Replacement Surcharge - Discussion

Approval of Minutes:

- | | |
|----------------------|--------------------|
| 1. Regular Meeting: | September 14, 2023 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: September 14, 2023

Pennsauken Township	\$8,546.61
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Bills for Payment: October 12, 2023
(Capital Expense Report attached to Bill List)

Bill List	\$729,439.39
Pennsauken Township	\$0.00
Merchantville Borough	\$0.00
Total	<u>\$726,439.39</u>

P-Card	\$3,793.74
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Bills for Payment: November 2, 2023

ACH Wire Transfer-BAN Payoff	\$1,819,282.01
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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
- Finance

Old Business:

- Service Line Replacement Surcharge – Discussion

New Business:

- Annual Connection Fee & Rate Hearing
- 2022 Audit Adoption
- 2024 Operating Budget Adoption
- I-Bank Application for Browning Road

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

NOVEMBER 9, 2023



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. Salary Committee – Recommendations for salaried employees and COLA
3. Proposed Holiday Schedule for 2024
4. Strategic Planning Discussion

Approval of Minutes:

- | | |
|----------------------|------------------|
| 1. Regular Meeting: | October 12, 2023 |
| 2. Executive Session | N/A |
| 3. Special Meeting | N/A |

Approval of Bills:

Bills for Payment: September 14, 2023

Pennsauken Township	\$8,546.61
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Bills for Payment: November 9, 2023
(Capital Expense Report attached to Bill List)

Bill List	\$920,925.55
Pennsauken Township	\$106,313.68
Merchantville Borough	\$12,688.99
Total	<u>\$1,039,928.22</u>

P-Card	\$1,079.77
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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
- Finance & HR

Old Business:

- Strategic Planning

New Business:

- Annual Maintenance Contracts – Permission to Bid
- Salary Committee Recommendations
- Proposed Holiday Schedule

New Services:

- Two 1” domestic services and one 2” domestic service at 7377 N. Crescent Blvd.
- One 1.5” domestic service and one 4” fire service at 6306 Browning Rd.
- Approval of one 1” domestic service at 8273 Corbett Rd.
- Approval of one 2” domestic service and one 6” fire service at 2209 Clement 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

DECEMBER 14, 2023



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. Bid Opening – Marion Avenue Antenna Lease
2. Bid Opening – Annual Maintenance Contracts
3. Salary Committee – Commission Actions
4. Bad Debt Write-Off – Commission Approval
5. Updated Audit Report – Commission Action

Approval of Minutes:

- | | |
|----------------------|-------------------|
| 1. Regular Meeting: | November 9, 2023 |
| 2. Executive Session | N/A |
| 3. Special Meeting | November 16, 2023 |

Approval of Bills:

Bills for Payment: December 14, 2023
(Capital Expense Report attached to Bill List)

Bill List	\$2,122,241.21
Pennsauken Township	\$41,756.50
Merchantville Borough	\$0.00
Total	<u>\$2,163,997.71</u>
P-Card	\$150.79
December 14, 2023 Permitting	\$12,000.00

Correspondence:

Meeting Open to the Public:

Bid Openings:

- Annual Maintenance Contracts
- Marion Antenna Bid

Staff Reports:

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

Old Business:

- Approval of Salary Increases & COLA

New Business:

- Bad Debt

New Services:

- One 2” domestic service at 2501 Merchantville Avenue
- One 1” domestic service at 2407 45th Street

Informational:

Project Status: See attached table

Commissioner Reports:

Executive Session:

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

Adjournment: