



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

January 7, 2014



Special Open Public Meeting: 5:00 PM

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Matters of personnel

Executive Session:

Public Meeting (Resumed):

Adjournment:

Old Business:

- Annual Contracts Re-bid - Resolution

New Business:

- New Services:
- Resolutions:
 - Park Avenue Tank – Change Order

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 8, 2014



Special Open Public Meeting: 9:00 AM

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Strategic Planning – Review & Discussion

Executive Session:

Public Meeting (Resumed):

Adjournment:



**MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION**

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

February 13, 2014



Open Public Meeting: 6:00 PM

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Oath of Office: Commission Re-appointment – Bernard H. Kofoet

Items to be discussed:

1. NJDEP Notification – reporting discrepancies requiring clarification - Superintendent
2. Strategic Planning Session – February 8, 2014 Special Meeting
3. Paperless Technology – Commission Reporting – C.O.O.
4. Re-formatting of monthly reporting – C.O.O.
5. Career Path Development – Salaried Employees
6. High School Scholarship Program – Commission Authorization Required – C.O.O.
7. New Services Proposed – Review and Approval – Director of Engineering
8. Executive Session – Matters of Litigation – Cherry Hill Tank – General Counsel

Approval of Minutes:

1. Special Meeting January 7, 2014
2. Regular Meeting: January 9, 2014
3. Executive Session: January 9, 2014

Approval of Bills:

- Bills for Payment February , 2014 \$ 326,860.90
- Escrow: N/A

*Capital Expense Report attached to Bill List

Correspondence:

Meeting Open to the Public:

Bid Openings:

- Marion Avenue – Second Bid Opening – February 7, 2014 – General Counsel

Reports:

Staff:

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

Old Business:

- MPWC Presentation to Township of Pennsauken – February 5, 2014
- Memorialization – 2013 Employee Recognition Program – Actions Taken

New Business:

- Marion Avenue Bid - Status
- New Services:
 - 9000 River Road: Two 8” Services
 - 3731 Herbert Avenue – New 2” Service
- Resolutions:

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**

MARCH 13, 2014

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. Salary Committee – 2014 – Designation
2. LFB – Confirming Resolution for 2013 NJEIT Loan
3. Vehicle Lease – Authorization to Bid – Current Lease Expires
4. Camden County Coop Purchasing – Resolution Needed to Participate
5. Browning Road – Greensand Media/NJDEP Update – Engineer
6. Authorization to Bid – Hinchman/Plymouth Main Project
7. New Services Proposed – Review and Approval – Director of Engineering
8. Customer Support Center – Telephones/Staffing

Approval of Minutes:

1. Special Meeting February 8, 2014
2. Regular Meeting: February 19, 2014
3. Executive Session: February 19, 2014

Approval of Bills:

- Bills for Payment March 13, 2014 \$ 339,351.20
 - Escrow: N/A
- *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:

- Service Line Protection Issue

New Business:

- NJEIT Loan Resolution & Affidavit
- Vehicle Lease – Authorization to Bid
- Coop Purchasing Participation
- Plymouth/Hinchman Main Project – Authorization to Bid
- Customer Service – Staffing/Telephone Procedures
- New Services:
 - 6146 Irving Avenue – 1” Service
- Resolutions:
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Informational:

- New Agenda item added for this meeting, as well as future use
- Article published in February Issue of Merchantville Observer – copy attached

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**

APRIL 10, 2014

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. Customer Account Disputes (2) – See Customer Service Director’s Report
2. Vehicle Lease – Bid Status
3. Project Status:
 - a. Award of Contract/Bid - Hinchman/Plymouth Main Project
 - b. Park Avenue Tank Painting Update
 - c. Delaware Gardens Plant Demolition – Scope of Work / Change Order
4. Cherry Hill Tank – Special Counsel Status
5. National Highway – Conrail Lease Status

Approval of Minutes:

1. Regular Meeting: March 13, 2014
2. Executive Session: March 13, 2014

Approval of Bills:

- Bills for Payment April 10, 2014 \$ 464,117.54
- Escrow: N/A

*Capital Expense Report attached to Bill List

Correspondence:

Meeting Open to the Public:

Bid Openings:

- Sale of Explorers (3)
- Plymouth Place/Hinchman Avenue Main Replacement

Reports:

Staff:

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

Old Business:

- Service Line Protection
- Recruitment – Summer Help/Intern – Initial Actions Taken

New Business:

- Customer Account Disputes
- Used Vehicle Bid – Rejection Recommended / Recommend govdeals.com posting
- Plymouth/Hinchman Main Project – Bid Acceptance/Award
- Delaware Gardens Demolition Project – Change Order
- Special Counsel – Cherry Hill Tank
- New Services:

- Resolutions:
 - Govdeals – Posting for surplus vehicles/equipment

Informational:

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Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

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

Adjournment:

Reports:

Staff:

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

Old Business:

- Customer Account Disputes – See Customer Service Director’s Report
- National Highway – Swope Oil/Lease
- Used Vehicle Bid – GovDeals Account Established/Posted & Linked
- Merchantville/Cherry Hill Resident’s Meeting – May 5, 2014

New Business:

- Recruitment – Summer Help/Intern – Initial Actions Taken
- Vehicle Lease – Bid Status
- Special Counsel – Cherry Hill Tank
- Summer Help Program – Endorsement
- Intern Replacement - Recommendation
- New Services:
- Resolutions:

Informational:

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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**

JUNE 12, 2014

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 – Winners – Brandy Eisenmann
2. Audit Process – Field Work Started 6/4/2014
3. Legal Account – New Bank Account – Resolution Required
4. Professional Consultants – Advertisement for 2014-2015
5. Salary Committee – Status of Recommendations
6. Backhoe Bids – Action Regarding Trade-In Value of Current Equipment
7. Project Status:
 - a. Park Avenue Plant
 - b. Park Avenue Tank
 - c. Plymouth/Hinchman Main Replacement
 - d. Delaware Gardens
8. Executive Session: Legal/Contracts/Personnel Matter(s):
 - a. Camden City Interconnect Agreement
 - b. NJAW Contract Renewal – Amendments
 - c. Personnel Matters:
 - i. Employee Discipline - Termination
 - ii. Mediation Session – Vega Case

Approval of Minutes:

1. Regular Meeting: May 8, 2014
2. Executive Session:

Approval of Bills:

- Bills for Payment June 12, 2014 \$ 315,153.23
- Escrow: N/A

*Capital Expense Report attached to Bill List

Correspondence:

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Meeting Open to the Public:

Bid Openings:

- Back-Hoe Bid

Reports:

Staff:

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

Old Business:

- Customer Account Dispute – 10 S. Union Avenue
- Used Vehicle/Equipment Bid – GovDeals – All Items Sold

New Business:

- Professional Consultants – Advertisement
- Legal Account – Bank Account
- Salary Committee Recommendations
- Back-Hoe Bid / Trade-In
- Camden City Agreement
- NJAW Agreement
- Personnel Actions
- New Services:
 - 300 Fifth Avenue – Cherry Hill
 - New – 1” Residential Service
- Resolutions:

Informational:

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Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

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

Adjournment:

Bank Signatories:

Operating Account:

Payroll Account:

Legal/Court Fees Account:

FSA Account and Signatories:

Establishment of Petty Cash Fund

Director of Finance - \$400.00

Authorizing Purchases under the State Contract, Western States Contracting Alliance (WSCA) & Camden County Cooperative Purchasing Agreement

Appointment of Public Agency Compliance Officer

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

Establishment of Meeting Dates/Times for the Year *(copy attached)*

Designation of 2014 Public Employees Awards Committee – (40A:5-31)

Items to be discussed:

1. 2013 Financial Audit Status
2. Professional Services/Consultants – RFQ Results
3. Project Status
4. Backhoe bid award discussion
5. Emergency Purchasing Policy/Procedures-Draft Language

Approval of Minutes:

1. Regular Meeting: June 12, 2014
2. Executive Session (1): June 12, 2014
3. Executive Session (2): June 12, 2014

Approval of Bills:

- Bills for Payment July 10, 2014 \$ 1,465,053.74
- Escrow*Capital Expense Report attached to Bill List

Correspondence:

- Lorraine Velez to J. Peirce - Gratitude for 2014 Walter V. Kurkian Scholarship Award
- Jason Goldstein to J. Peirce-Gratitude for 2014 Rocco J. Maroccia Scholarship Award
- M. Saraceni to Officer T. Goschler – PPD – Gratitude for Training

Meeting Open to the Public:

Bid Openings:

- RFQ's – Professional Services – June 27, 2014

Reports:

Staff:

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

Old Business:

- Backhoe Bid

New Business:

- Backhoe Purchase Award
- Professional Consultants – 2014-2015

- **New Services:**
 - 683 Woodland Avenue – Cherry Hill – 1” Residential Service
 - 7578 Romeo Avenue – Pennsauken – New 1” Residential Service
 - 8 Redwood Avenue – Cherry Hill – 1” Residential Service

- **Resolutions:**
 - Re-Organization Resolutions Filed

Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

Public Meeting (Resumed):

Adjournment:



**MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION**

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

AUGUST 14, 2014

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. Audit Status
2. BAN Rollover – LFB Notification – Resolution Needed
3. GovDeals Resolution Needed – Sale of Miscellaneous Equipment
4. Customer Account – Delinquency Review
5. Performance Policy & Discipline Policy Revisions – drafts attached
6. Cherry Hill Township – MPWC Relationship
7. Personnel – Replacement of Customer Support Center Position
8. Project Status:
 - a. Park Avenue Tank
 - b. Plymouth/Hinchman Main Replacement
 - c. Delaware Gardens – main relocation
 - d. New SCADA System – Update and Proposed Plans
9. Executive Session:
 - Township Services Update

Approval of Minutes:

1. Regular Meeting: July 10, 2014
2. Executive Session: July 10, 2014

Approval of Bills:

- Bills for Payment August 14, 2014 \$ 564,169.88.
Escrow: N/A

*Capital Expense Report attached to Bill List

Correspondence:

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Meeting Open to the Public:

Bid Openings:

Reports:

Staff:

- *Chief Operating Officer*
- *Superintendent*
- *Director of Customer Service*

- *Engineer/Consultants*
- *General Counsel*

Old Business:

- Back Hoe Purchase – Contract Signatures
- New Vehicle(s) Lease - Status

New Business:

- BAN Resolution – Authorization
- GovDeals Resolution
- Township Services – Update
- Customer Account - Delinquency Review
- Policy Amendments – 1080 & 1090
- Cherry Hill Township
- Personnel – Position Replacement

Informational:

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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**

SEPTEMBER 11, 2014

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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. Audit Report -- deferred per Mr. German
2. BAN Rollover -- RFPs to Potential Purchasers -- 9/25 through 10/2/2014
3. Discipline Policy Revisions -- revisited after Commission comments -- attached
4. Designated Confined Space Rescue Teams -- equipment support proposal
5. Personnel -- Recruitment Initiatives - Progress
6. Change Order -- Street Openings & Repairs - \$75,000.00
7. Project Status:
 - a. Plymouth/Hinchman Main Replacement -- Street Repairs Pending
 - b. GIS -- Service Cards, Hydrants & Valves
 - c. Site Monitoring - Cameras

Approval of Minutes:

1. Regular Meeting: August 14, 2014
2. Executive Session: August 14, 2014

Approval of Bills:

- Bills for Payment September 11, 2014 \$ 330,205.17
- Escrow: N/A

*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:

- Discipline Policy – amended revision
- Cherry Hill Township – Meeting with Mayor Cahn
- Recruitment for Administrative Services Position in progress

New Business:

- Policy Amendments – 1080 (Discipline) amended revision
- Confined Space Rescue Equipment

Informational:

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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

September 25, 2014



Special Open Public Meeting: 5:00 PM

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. *Special Counsel – Litigation Update*
2. 2013 Financial Audit – Status Report/Draft
3. Fair & Open Process – Seeking authorization to award quotes over \$17,500 for Security Cameras & Roof Repair – Marion Avenue
4. NJUA Renewal – Resolution to be Adopted – Membership Renewal

Executive Session:

1. *Legal & Contractual*

Public Meeting (Resumed):

Adjournment:



**MERCHANTVILLE-PENNSAUKEN
WATER COMMISSION**

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

OCTOBER 9, 2014

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. Audit Report – Adoption
2. Discipline Policy Revisions – revisited after Commission comments – attached
3. Personnel – Recruitment Initiatives – Recommendation to Hire
4. Salary Committee – Annual Reviews – Salaried Employees
5. Annual Contracts – Authorization to Bid and Proprietary Authorization
6. 2015 Budget Process
7. Galvanized Services – challenges & options to discuss for review & discretion
8. MPWC & Social Media – Discussion Requested
9. Awards Committee – review and clarification of committee composite

Approval of Minutes:

1. Regular Meeting: September 11, 2014
2. Executive Session: N/A

Approval of Bills:

- Bills for Payment October 9, 2014 \$ 327,930.67
Escrow: N/A

*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:

- 2013 Audit Report
- Discipline Policy – amended revision

New Business:

- Galvanized Services Issue
- Appointment – New Hire

New Services:

- 435 Woodland Avenue – Cherry Hill – new 1” residential service
- 335 Hinchman Avenue – Cherry Hill – new 1” residential service

Informational:

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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**

NOVEMBER 13, 2014

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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. Connection Fee Hearing & Rate Hearing
2. High School Scholarships – 2015 Awards – Authorization
3. MPWC & Social Media – Progress Report to be Given
4. Salary Committee – Annual Reviews – Salaried Employees
5. Authorization to Bid Delaware Gardens - main relocation
6. Galvanized Services – Progress Report to be Given
7. Executive Session

Approval of Minutes:

1. Regular Meeting: October 9, 2014
2. Special Meeting: September 25, 2014 (Litigation Update)
3. Executives Session: September 25, 2014
4. Special Meeting: October 14, 2014 (Budget & Rates)
5. Executive Session: N/A

Approval of Bills:

- Bills for Payment November 13, 2014 \$ 486,602.72
Escrow: N/A

*Capital Expense Report attached to Bill List

Correspondence:

- Sandra Malloy – Pennsauken High School to Joyce Peirce – 2015 Scholarship Program.
- Bernhard Kofoet to Cherry Hill Fire Department – Confined-Space Equipment Donation

Meeting Open to the Public:

Bid Openings:

Reports:

Staff:

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

- *General Counsel*

Old Business:

- Annual Contracts – currently out to bid

New Business:

- Connection Fee Hearing
- Rate Hearing
- Scholarships Approval
- Authorization to Bid – Delaware Gardens

New Services:

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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**

DECEMBER 11, 2014

Open Public Meeting: 9:30 PM

Roll Call:

Salute to the Flag:

Announcement of Compliance with the NJ Open Public Meeting Act:

Items to be discussed:

1. Connection Fee Hearing & Rate Hearing Resolutions
2. 2015 Budget Status
3. MPWC & Social Media – Progress Report
4. Salary Committee – Commission Discretion & Direction
5. Annual Contracts – Bid Review & Report – Bid Summary – Engineer’s Report
 - a. Generator Annual Maintenance Contract - discussion
6. Home Serve – MPWC- Agreements – Status Report
7. Camden City Agreement - Resolution
8. 2015 Draft Holiday Schedule
9. Bad Debt – Report/Recommendations – see report attached to financials
10. Executive Session – Personnel Matters

Approval of Minutes:

1. Regular Meeting: November 13, 2014
2. Executive Session November 13, 2014

Approval of Bills:

- Bills for Payment December 11, 2014 \$ 422,432.94

- Escrow: N/A

*Capital Expense Report attached to Bill List

Correspondence:

Meeting Open to the Public:

Bid Openings:

- Annual Contracts
- Delaware Gardens Main Relocation

Reports:

Staff:

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

Old Business:

- Social Media Program
- Service Line Protection Program

New Business:

- Salary Committee Recommendations – Authorization
- Annual Contracts – awards
- Generator Contract – Authorization to Bid
- 2015 Holiday Schedule

New Services:

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Informational:

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Project Status: (See Attached table)

Commissioners Reports:

Executive Session:

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

Adjournment: