



# MERCHANTVILLE-PENNSAUKEN WATER COMMISSION MONTHLY MEETING AGENDA

JANUARY 11, 2024



**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 – Prepared for Signatures
2. Final 2024 Budget Approval – Signatures & Resolution
3. Employee Benefits Contribution – Discussion
4. Executive Session

**Approval of Minutes:**

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

**Approval of Bills:**

Bills for Payment: January 11, 2024  
(Capital Expense Report attached to Bill List)

Bill List	\$1,340,776.99
Pennsauken Township	\$1,710.00
Merchantville Borough	\$0.00
Total	<u>\$1,342,486.99</u>
P-Card	\$1,974.50

**Electronic Transfers:**

December 14, 2023 – Prefunded FSA	\$751.00
December 29, 2023 – Prefunded HRA	\$8,700.00
January 1, 2024 – I-Bank Payments	\$64,354.24

**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:**

- Final Budget Approval Resolution & Signatures

**New Business:**

- Employee Benefits Contributions

**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 8, 2024



**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. Marion Avenue Tank Interior Painting – Permission to Bid
2. Plant Projects at Park & Browning – Bond Counsel Discussion
3. Camden County Educational Services – Permission to Participate
4. 2024 Scholarship Awards for PHS - Approval

**Approval of Minutes:**

- |                      |                  |
|----------------------|------------------|
| 1. Regular Meeting:  | January 11, 2024 |
| 2. Executive Session | N/A              |
| 3. Special Meeting   | N/A              |

**Approval of Bills:**

Bills for Payment: February 8, 2024  
(Capital Expense Report attached to Bill List)

Bill List	\$954341.71
Pennsauken Township	\$104,946.25
Merchantville Borough	\$13,694.61
Total	<u>\$1,072,982.57</u>

P-Card	\$589.10
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**Electronic Transfers:**

Balance of HRA Funding	\$165,300.00
Balance of FSA Funding	\$14,269.00

**Correspondence:**

- Scholarship Awards for 2024 – Pennsauken High School

**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:**

- Marion Avenue Tank Interior Painting – Permission to Bid
- Plant Projects at Park & Browning – Bond Counsel Discussion
- Camden County Educational Services – Permission to Participate
- Scholarship Awards – Pennsauken High School

**New Services:****Informational:**

**Project Status:** See attached table

**Commissioner Reports:****Executive Session:**

**Public Meeting (Resumed):** (Resolution to return to Public Session #\_\_\_)

**Adjournment:**



**MARCH 14, 2024**

**In Person Open Public Meeting: 4:00 PM**

## Salute to the Flag:

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

### 1. Marion Avenue Interior Tank Painting – Bids Received

1. Regular Meeting:	February 8, 2024
2. Executive Session	N/A
3. Special Meeting	N/A

## Bills for Payment: February 22, 2024

New CD Opened	\$2,000,000.00
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Bills for Payment: March 14, 2024

(Capital Expense Report attached to Bill List)

Bill List	\$1,349,740.06
Pennsauken Township	\$1,045.00
Merchantville Borough	\$460.00
T. Woltjen	\$174.00
Total	<u>\$1,351,419.06</u>

P-Card	\$895.13
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### Correspondence:

**Meeting Open to the Public:**

**Bid Openings:**

- Marion Avenue Interior Tank Painting

**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

APRIL 11, 2024



**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. RFQ for Marketing & PR Services – Quotes Received
2. Permission to Bid – Cherry Hill Tank Painting
3. Marion Avenue Tank Painting Contracts for Signature
4. EPL Training for Commissioners
5. Permission to Hire Summer Help
6. Salary Committee – Hourly Reviews Meeting
7. Financial Disclosure Form
8. DillonMarcus-SP Follow-up Meeting

**Approval of Minutes:**

1. Regular Meeting: March 14, 2024

**Approval of Bills:**

Bills for Payment: April 11, 2024  
(Capital Expense Report attached to Bill List)

Bill List	\$966,890.77
Pennsauken Township	\$10,246.67
Merchantville Borough	\$2,000
Total	<hr/> \$979,137.44
P-Card	\$4,695.46

**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:**

- 6" domestic & 6" FS for 5605 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**

**MAY 9, 2024**



**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 – Cherry Hill Tank Painting
2. AWWA National Conference – MPWC Attendance
3. PHS Scholarship Ceremony – Commission Attendance
4. RMC Agreement - Signatures
5. Salary Committee – Recommendations
6. Memorial Day Ceremony
7. Financial Disclosure Forms
8. EPL Training for Commissioners

**Approval of Minutes:**

1. Regular Meeting: April 11, 2024

**Approval of Bills:**

**Bills for Payment: May 9, 2024**

(Capital Expense Report attached to Bill List)

Bill List	\$1,082,569.94
Pennsauken Township	\$106,006.25
Merchantville Borough	<u>\$14,327.11</u>
Total	\$1,202,903.30
 P-Card	 \$1,028.89

**Correspondence:**

- Letter to MPWC from 1<sup>st</sup> Colonial Bank
- Letter to MPWC from PHS for Scholarship Ceremony

**Meeting Open to the Public:**

**Bid Openings:**

- Cherry Hill Tank Painting

**Staff Reports:**

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

**Old Business:**

**New Business:**

- AWWA National Conference Attendance
- Salary Committee Recommendations

**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

JUNE 13, 2024



**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. RFPs for Annual Contracts
2. Route 70 Main Project - Discussion
3. Salary Committee – Approval of Recommendations
4. Cherry Hill Tank Painting Project – Contracts for Signature

**Approval of Minutes:**

1. Regular Meeting: May 9, 2024

**Approval of Bills:**

Bills for Payment: June 13, 2024  
(Capital Expense Report attached to Bill List)

Bill List	\$1,455,225.87
Pennsauken Township	\$3,300.00
Merchantville Borough	\$0.00
Total	<u>\$1,458,525.87</u>
P-Card	\$1,645.29

**Correspondence:**

**Meeting Open to the Public:**

**Bid Openings:**

- Cherry Hill Tank Painting

**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**

**JULY 11, 2024**



**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 Statue:**

**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.; Fulton Bank, N.A.; First Harvest Credit Union; Cornerstone Bank; 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; All Around Pennsauken, Pennsauken Township website, Merchantville Borough website, Merchantville community website, MPWC website

**Designation of Meeting Dates & Times for Commission Year 2024-25**

**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:**

**Designation of the 2024-25 Public Employees Awards Committee:**

**Resolution Adopting Standard Commission Meeting Procedures for 2024-25:**

**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)

CME Associates

**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. Audit Status
- 3. Route 70 Main Replacement Project/Utility Service Payments - Discussion

**Approval of Minutes:**

- 1. Regular Meeting: June 13, 2024

**Approval of Bills:**

Bills for Payment: July 11, 2024  
(Capital Expense Report attached to Bill List)

Bill List	\$1,152,431.33
Pennsauken Township	\$0.00
Merchantville Borough	\$0.00
<b>Total</b>	<b>\$1,152,431.33</b>
P-Card	\$480.94

**Correspondence:**

- Thank-you letters from scholarship recipients.

**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:**

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

**New Services:**

- Two 1” domestic services at 7262 & 7266 Cedar Avenue
- One 6” domestic service at 1705 Suckle Highway

**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 8, 2024**



**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. Browning Rd Plant-PSE&G Transformer Project – Discussion
2. Hiring for Staff Engineer – Discussion
3. National Highway Plant Dedication
4. Conner Strong & Bucklew Agreements for Signature

**Approval of Minutes:**

1. Regular Meeting: July 11, 2024

**Approval of Bills:**

Bills for Payment: July 15, 2024

NJ DOT	\$1,300,000.00
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Bills for Payment: August 8, 2024

(Capital Expense Report attached to Bill List)

Bill List	\$806,417.46
Pennsauken Township	\$119,286.25
Merchantville Borough	\$13,694.61
<b>Total</b>	<b>\$939,398.32</b>

P-Card	\$204.98
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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:**

**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

SEPTEMBER 12, 2024



**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. 2023 Audit Status
2. 2025 Budget Status
3. Utility Services Contract Amendment for 2024-Discussion
4. Career Path Development Revisions for FSTs

**Approval of Minutes:**

1. Regular Meeting: August 8, 2024

**Approval of Bills:**

Bills for Payment: September 12, 2024  
(Capital Expense Report attached to Bill List)

Bill List	\$1,137,109.54
Pennsauken Township	\$0.00
Merchantville Borough	\$0.00
<b>Total</b>	<b>\$1,137,109.54</b>

P-Card	\$805.57
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**Correspondence:**

- Mayor Brennan to MPWC – Thank you, 150<sup>th</sup> gift

**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:**

- New 1” domestic service at 3216 Union Avenue

**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

**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 119 Wisteria Avenue
- 1” domestic service at 619 Helena Avenue

**Informational:**

**Project Status:** See attached table

**Commissioner Reports:**

**Executive Session:**

**Public Meeting (Resumed):** (Resolution to return to Public Session #\_\_\_)

**Adjournment:**



**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 1701 42<sup>nd</sup> Street
- 2” fire service at 28 S Centre Street

**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 12, 2024



**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. 2025 Budget - Adoption
2. Bid Opening – Annual Contracts
3. Salary Committee – Commission Actions
4. Bad Debt Write-off – Commission Approval

**Approval of Minutes:**

1. Regular Meeting: November 14, 2024

**Approval of Bills:**

**Bills for Payment: December 12, 2024**

(Capital Expense Report attached to Bill List)

Bill List	\$353,584.98
Pennsauken Township	\$0.00
Merchantville Borough	\$0.00
<b>Total</b>	<b>\$353,584.98</b>

P-Card	\$1,907.39
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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:**

**New Business:**

**New Services:**

- 2” domestic and 4” fire service at 41 Coles Avenue
- 1” domestic at 640 Third Ave

**Informational:**

**Project Status:** See attached table

**Commissioner Reports:**

**Executive Session:**

**Public Meeting (Resumed):** (Resolution to return to Public Session #\_\_\_)

**Adjournment:**