

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Minutes of the MPWC Caucus of January 14, 2010

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The Caucus began at 6:00 PM

A roll call of the Commissioners indicated that all Commissioners are present.

New Office Building – Progress Update & Time Extension

A significant number of days have been lost due to weather and frozen ground. Rich Spafford will such over the length of the project and continue to report. A change order has been proposed for lightening/surge protection. Staff recommended purchasing office furnishings from the State Contract vs. by competitive bid.

Browning Road Filter Plant – Painting Bid

Low bidder was JP Smith; 2nd was Level I.

Credit Card / Online Payment Program

The previously recommended vendor (Edmunds) allows for too much information to be seen by customers. Staff will continue to communicate with Edmunds and research other options.

PCC – NJEIT Loan – Approval to Reapply in 2010

Will need to resubmit for 2010; Staff to discuss fees with Bond Counsel.

Delaware Gardens Plant – Plans to Dismantle

Superintendent Whalen recommends sealing of Well No.1 and demolition of building. Staff will research the associated costs.

The Caucus was closed at 6:25 PM

Respectfully Submitted,

Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
January 14, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Ms. Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 6:30 PM
A roll call of the Commissioners indicated that all Commissioners are present.
Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Minutes of the December 10, 2009 meeting was made by Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Approval of Bills:

Motion to approve payment of bills dated January 14, 2010, other than bills for "All Around Pennsauken", Arnold's and Hibrett Puritex. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to pay All Around Pennsauken, Arnold's and Hibrett Puritex bills dated January 14, 2010. Motion: Mr. German; 2nd Ms. Killion; **all approved, except Mr. Kofoet abstained.**

Correspondence:

Michael Saraceni to Pennsauken OEM Coordinator Cowgill, regarding Park Avenue as Emergency Operations Center. Mr. Saraceni summarized the meeting and reported on the requested needs of the OEM. Staff will report back to the Commission when the cost for communication requirements are back.

The meeting was opened to the public at 6:40 PM

None present

Meeting closed to the public at 6:41 PM

Staff Reports:

COO's Report: Mr. Saraceni announced the arrival of a new baby for Kevin Laurick's and wife Stephanie.

Superintendent's Report: Mr. German complimented the Superintendent on a fantastic job with the year's allocation.

Director of Customer Service Report: No discussion.

Engineer's Report: Requested authorization to bid the GAC contract contingent on receiving the contracts from the State DEP with final signatures.

General Counsel's Report: No discussion.

Special Counsel's Report: No discussion.

Old Business:

Building Change Order for Lightening Protection

A motion to approve a change order in the amount of \$23,385.00 for lightening protection. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call.**

New Business:

Browning Road Filter Plant Bid for Painting

A motion to approve JP Smith. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call.**

NJEIT Loan for PCC – 2010 Roll Over and Reapplication

A motion to reapply for NJEIT loan for the PCC Reuse Project. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call.**

New Services

A motion to approve new services at 7431 Walton Avenue and 8750 Orchard Avenue. Motion: Mr. German; 2nd, Mr. Brennan: **unanimous roll call.**

Commissioners Reports / Discussions / Comments:

Mr. German updated the Commission on that status of banking proposals. Final recommendation will be presented at the next Commission meeting.

Mr. Brennan noted that as part of the Salary Committee, he and Ms. Killion met with the COO and Superintendent. Recommendations regarding personnel to be made in Executive Session.

Mr. Kofoet thanked Commissioners Davis & Killion for joining him at the MEL JIF seminar.

Executive Session:

Resolution to enter Executive Session at 6:50 pm to matters of personnel. Motion: Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Resolution to return to Public Session and re-enter into Business Meeting: Mr. German, 2nd by Mr. Brennan. Approved by a unanimous voice vote.

Re-entered **Business Meeting.** Public Session at approximately 8:10 PM.

A Motion was made to give all salaried employees of the MPWC (Saraceni; Whalen; Spafford; McConnell, Pierce, Eisenmann, Campbell, & Garaguso). a raise of 3% over their current salaries retroactive to the first pay period in 2010. Motion made by Mr. German and seconded by Mr. Brennan and was a unanimous roll call vote.

A Motion was made to adjust Amanda Fair to \$13.00/Hr effective the first pay period of 2010. Motion made by Mr. German and seconded by Mr. Brennan. Vote was a unanimous roll call vote..

A Motion was made to give all employees (including those above) a 2.5% increase over their current or above adjusted salaries effective the first pay period of 2010. Motion made by Mr. German and seconded by Mr. Brennan and was a unanimous roll call vote..

Adjournment:

Motion: Mr. German and 2nd Mr. Brennan; **unanimous** voice vote at 8:15 pm

Submitted by,

Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Minutes of the MPWC Caucus of February 11, 2010

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The Caucus began at 6:00 PM
All Commissioners were present.

New Office Building

- a. Current Status of Work - Submittals are at 80%; waiting on drainage report from CES.
- b. Public Meeting Room / Commission Office Furnishings – Committee to review proposals

Credit Card / Online Payment Program

Privacy concerns have been addressed. PIN numbers to print on bill.

Banking Services

Staff recommends First Colonial.

Commission Retreat / Strategic Planning

Tentative date of Saturday, March 20, 2010 at 9:00 AM at the Park Avenue facility..

Service Line Protection Agreements

Mr. Saraceni to contact Borough and Township Sewer Authorities to discuss possible interest/options and will report additional information as it becomes available.

The Caucus was closed at 6:38 PM

Respectfully Submitted,

Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
February 11, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 6:43 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Minutes of the January 14, 2010 meeting was made by Mr. German; 2nd by Mr. Brennan;
a unanimous roll call vote.

Approval of Bills:

Motion to approve payment of bills dated February 11, 2010, other than bills for "All Around Pennsauken",
Hibrett Puritex, and Municipal Maintenance. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call
vote.**

Motion to pay All Around Pennsauken, Hibrett Puritex and Municipal Maintenance bills dated January 14,
2010. Motion: Mr. German; 2nd Mr. Brennan; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No report

The meeting was opened to the public at 6:45 PM

None present

Meeting closed to the public at 6:46 PM

Staff Reports:

COO's Report: No discussion.

Superintendent's Report:

Superintendent Whalen said that the number of main breaks so far this season.

Director of Customer Service Report: No discussion.

Engineer's Report: No discussion.

General Counsel's Report: No discussion.

Special Counsel's Report: Mr. McConnell indicated that Pennsauken Township Counsel's next meeting
Agenda lists the Resolution for the Woodbine Avenue Sewer Line easement for a first reading on an
Ordinance.

Old Business:

Banking Services

Staff to acquire signature cards and contact Commissioners for signature.

New Business:

Browning Road Filter Plant Bid for Painting

A motion to approve JP Smith. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call.**

NJEIT Loan for PCC – 2010 Roll Over and Reapplication

In review at Parker McCay, almost complete.

New Services

A motion to approve new services at 330 Engard Avenue. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call.**

Project Status

Modifications to include grant \$ & loan status, along with scheduling the Commissioners' retreat.

Commissioners Reports / Discussions / Comments:

Mr. German thanked staff for the effort put forth researching banking services.

Adjournment:

Motion: Mr. German and 2nd Mr. Brennan; **unanimous** voice vote at 6:53 pm

Submitted by,

Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Minutes of the MPWC Caucus of March 11, 2010

ATTENDEES:

Commissioners:

Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The Caucus began at 6:00 PM
All Commissioners were present, except President Kofoet..

New Office Building

- a. Work to resume Monday, March 15, 2010 – weather permitting.
- b. CES confirmed that MPWC can hook into the drainage system for the Athletic Field.
- c. While waiting for official easement, MPWC to obtain letter from the Township granting permission pending official issue of easement.

Commission Retreat

Previously scheduled for March 20, 2010 to be postponed until further notice.

GAS Filter Project – Bid Opening

Bid not awarded at this time, have 60 days to award from date of opening.

PCC Project Status Update

Commissioners discussed NJEIT Application Resolution and granted staff the authority to withhold submitting application under certain circumstances..

MPWC Benefit Renewals

Connor Strong is currently in negotiations regarding benefit renewals for both medical and prescription coverage. Connor Strong will report to staff.

Elected/Appointed Officials Training

Two (2) Commissioners to attend training early in the month of April, date TBD.

The Caucus was closed at 6:40 PM

Respectfully Submitted,

Brandy Eisenmann

Mr. Bernhard Kofeet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
February 11, 2010**

ATTENDEES:

Commissioners:

Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 6:45 PM
All Commissioners were present except President Kofeet .
Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Minutes of the February 11, 2010 meeting was made by Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote of all present.**

Approval of Bills:

Motion to approve payment of bills dated March 11, 2010. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote of all present..**

Motion to approve GSP escrow in the amount of \$150.00, dated March 11, 2010. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote of all present.**

Motion to approve deposit of \$250,000.00 to First Colonial National Bank. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote of all present.**

Correspondence:

MPWC received a tort claim notice regarding a person who fell on the ice. The claim has been passed on to the Insurance carrier.

The meeting was opened to the public at 6:45 PM

None present

Meeting closed to the public at 6:46 PM

Staff Reports:

COO's Report: OEM expenses for the December storm have been amended.

Superintendent's Report: No discussion.

Director of Customer Service Report: No discussion.

Engineer's Report: Currently awaiting Browning well results sampled on March 1, 2010.

General Counsel's Report: Easement for GSP 1A has been forwarded; followed up Tort claim questionnaire; currently conducting research regarding GAC bids; Pennsauken Township Committee's had a first reading on the Ordinance and next meeting will approve the Woodbine Avenue Sewer Line easement.

Old Business:

GAC Bids

A motion to accept the bids for the GAC project. Motion: Mr. German; 2nd. Mr. Brennan: **unanimous roll call, except Mr. Kofoet, who was absent.**

PCC NJEIT Application

A motion to proceed with the filings and authorized submission of the new application to NJEITF and for the C.O.O. to execute any require documents associated with such submission provisional to project cost adjustments. Motion: Mr. German; 2nd. Ms. Killion: **unanimous roll call, except Mr. Kofoet, who was absent.**

A motion to limit any additional action without Commission approval. Motion: Mr. German; 2nd. Ms. Killion: **unanimous roll call of all present..**

Service Line Protection Agreements

Mr. Saraceni to continue discussions with municipalities and will bring a recommendation back to the next meeting.

New Business:

New Services

A motion to approve new services at 2709 Powell Avenue and 2100 Rt. 70 West. Motion: Mr. German; 2nd. Ms. Killion: **unanimous roll call of all present.**

Project Status

More customers are beginning to use the online credit card payment option.

Commissioners Reports / Discussions / Comments:

Mr. Brennan indicated that staff should continue to meet with the designer to choose the appropriate equipment and furnishings for the new building

Adjournment:

Motion: Mr. German and 2nd Mrs. Davis; **unanimous** voice vote at 7:16 pm

Submitted by,

Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Minutes of the MPWC Caucus of April 8, 2010

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The Caucus began at 6:00 PM
All Commissioners were present.

New Office Building

- a. Work is progressing now that the weather is better.
- b. Change order for drainage issues (\$87,232.00)
- c. Design layout of public meeting rooms presented and discussed.

Commission Retreat

M. Saraceni to continue to investigate options for a facilitator and get back to the Commissioners with dates.

GAS Filter Project – Bid Status

Staff recommends accepting bid from low bidder, Level I.

PCC Project Status Update

Costs have been reassessed and it was agreed that all costs would stay within the constraints of the loan. Awaiting Guarantee Ordinances from Borough and Township.

BAN Investment Account Management

Majority of the BAN investment money has been moved to First Colonial due to the favorable interest rate.

MPWC Medical / Prescription / Vision Plan Renewals

Mr Saraceni is recommending that Horizon PPO be discontinued due to the premium increases. Employees will be given the choice between the POS plan and the Direct Access option. Additionally, the vision plan is changing from Block to VSP and the prescription plan will change to Benecard. Information sessions will be held for all employees on Thursday, April 15.

Beginning with payroll of May 21st a 1.5% deduction for health benefits will be withheld from all employees.

The Caucus was closed at 7:25 PM

Respectfully Submitted,

Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
April 8, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 7:30 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Minutes of the March 11, 2010 meeting was made by Mr. German; 2nd by Mr. Brennan;
unanimous roll call, except Mr. Kofoet, who abstained.

Approval of Bills:

Motion to approve payment of bills dated April 8, 2010, other than bills for Hibrett Puritex, and Municipal Maintenance. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to pay Hibrett Puritex and Municipal Maintenance bills dated April 8, 2010. Motion: Mr. German; 2nd Mr. Brennan; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

The meeting was opened to the public at 7:40 PM

None present

Meeting closed to the public at 7:40 PM

Staff Reports:

COO's Report: No discussion.

Superintendent's Report: Superintendent Whalen indicated that he obtained quotes and that JP Smith will be doing clear well work for \$7,000.00

Director of Customer Service Report: The Customer Service Director will provide a monthly report on revenue obtained through credit card transactions.

Engineer's Report: No discussion.

General Counsel's Report: No discussion.

Old Business:

GAC Bids

A motion to award the bids for the GAC project to the low bidder, Level 1, in the amount of \$1,521,000.00. It is noted that had the 1st and 2nd bidders not been selected, the MPWC would have opted to rebid the project.

Motion: Mr. German; 2nd: Mr. Brennan: **unanimous roll call vote.**

Grey Water Reuse Project- LFB Application – Parker McCay

A motion to proceed with the filings. Motion: Mr. German; 2nd: Ms. Killion: **unanimous roll call vote.**

New Business:

N/A

Resolutions:

First Colonial National Bank – Payroll Signatures

A Resolution to designate individuals as signatures on the MPWC payroll account. Motion: Mr. German; 2nd: Ms. Killion: **unanimous roll call vote.**

First Colonial National Bank – Creation of (2) Investment Accounts

A Resolution to create (2) accounts for BAN money. Motion: Mr. German; 2nd: Ms. Killion: **unanimous roll call vote.**

Change Order – MPWC Administrative Headquarters

A Resolution approve a Change Order in the amount of \$87,232.00 to address drainage issues. Motion: Mr. German; 2nd: Ms. Killion: **unanimous roll call vote.**

Project Status

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German thanked staff and particularly Mr. Saraceni, for a tremendous job over the past month with financial issues.

The Status of the Summer Help program was discussed and the Staff will meet very soon to discuss the needs and to review the applicants.

Mr. Kofoet expressed concerns regarding the possible overuse of water on athletic fields in the franchise area and requested staff bring a recommendation to a future meeting.

Superintendent Whalen informed the Commissioners that new hydrant hangers are in progress.

Executive Session:

Resolution to enter Executive Session at 7:48 pm regarding matters of personnel and the MPWC will not be returning to take any action in Public Session Motion: Mr. German, 2nd by Ms. Killion. Vote was unanimous.

See separate Executive Session Minutes.

Resolution to return to Public Session and re-enter into Business Meeting: Mr. German, 2nd by Mr. Brennan. Approved by a unanimous voice vote.

Re-entered **Business Meeting**. Public Session at approximately 8:15 PM.

Adjournment:

Motion: Mr. German and 2nd Mr. Brennan; **unanimous** voice

Submitted by,

Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Minutes of the MPWC Caucus of May 13, 2010

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The Caucus began at 6:00 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

Water Customer Appeal – Café Lamberti

M. Saraceni summarized the details surrounding the customer's appeal.

LFB PCC Application

The LFB did not have a quorum and therefore, couldn't take a vote. The vote will be scheduled or taken at June LFB meeting.
Also, Mr Spafford notified the Commissioners that the DEP has misplaced all of last year's submittals and that they will need to be redone and sent back up.

New Office Building

- a) R. Spafford provided an cost report of to-date expenses and will continue to do so monthly.
- b) Onsite work and & project team biweekly meetings resume. .
- c) Spafford to review Geothermal cost changes regarding need for changes in number and depth of wells.
- d) Lost Time for weather = 99 days; change order to follow.

Sale of the Maple Avenue Building

Staff to contact the Township to investigate the possibility of an interlocal agreement to use Township's appointed realtor.

Preparation for RFQs for Professional Services – July Reorg

Advertisements in June using same RFQ's & criteria as Commissioners approved for last two years.

Summer Help Program

Superintendent Whalen recommended hiring of 6 applicants.

Health Benefits Premiums – Employee Payroll Deductions /

Deduction of 1.5% Mandated to begin period ending 6/6/10. Mr. McConnell recommends adoption of the Section 125 Plan.

Scholarship – Pennsauken High School

Recommendations by Staff to the Commissioners; recipients anonymous until the Awards Ceremony in early June.

Hydrant Policy and Regulations

Mr. McConnell presented Staff report to the Commissioners. Recommended clarifying language to Regulations to be presented at future Commission meeting.

Respectfully Submitted,

Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
May 13, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 7:40 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Minutes of the April 8, 2010 meeting was made by Mr. German; 2nd by Mrs. Davis; a **unanimous vote**.

Approval of Bills:

Motion to approve payment of bills all bills dated May 13, 2010, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Ms. Killion; a **unanimous roll call vote**.

Motion to pay All Around Pennsauken, Hibrett Puritex and Municipal Maintenance bills dated May 13, 2010. Motion: Mr. German; 2nd Ms. Killion; **all approved, except Mr. Kofoet abstained**.

Mrs. Davis & Ms. Killion excused themselves from the meeting at this time.

Motion to reimburse an overpayment for a customer John Kneib bill dated May 13, 2010. Motion: Mr. German; 2nd Mr. Brennan; **Mr. German and Mr. Brennan votes yes and Mr. Kofoet abstained**.

Mrs. Davis and Ms. Killion returned to the meeting.

Motion to approve Benecard bill dated April 23, 2010. Motion: Mr. German, 2nd by Ms. Killion; a **unanimous roll call vote**.

Correspondence:

No discussion.

The meeting was opened to the public at 7:45 PM

None present

Meeting closed to the public at 7:45 PM

Staff Reports:

COO's Report: No discussion.

Superintendent's Report: No discussion.

Director of Customer Service Report: No discussion.

Engineer's Report: No discussion.

General Counsel's Report: No discussion.

Old Business:

No discussion

New Business:

New Services

A motion to approve new services at 8932 Collins Avenue and 2715 Powell Avenue. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call.**

Regulations

A motion to amend the language regarding MPWC Water Regulations pertaining to fire services and hydrant fees to reflect uniform and current practice. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call.**

Resolutions:

Employee Payroll Deduction Program

A Resolution to adopt a Section 125 Plan to assure pre-tax deductions of State Mandated 1.5% of employee base pay for health insurance costs. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call vote.**

Westfield Ave. HQ- Change Order – 99 Contract Days

A Resolution approve a Change Order a total of 99 days lost due to weather. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call vote.**

Project Status

Discussion regarding Visa credit services and online payment option. Staff will further investigate.

Commissioners Reports / Discussions / Comments:

MPWC has not seen benefit of the January rate increase due to low water sales. The Commissioners thanked staff for well done Arbor Day activities. Mr. Kofoet will dedicate wreaths for Memorial Day in both the Borough and Township.

Executive Session:

Resolution to enter Executive Session at _8pm regarding matters of personnel and litigation. Motion: Mr. German, 2nd by Ms. Killion. Vote was unanimous.

See separate Executive Session Minutes.

Resolution to return to Public Session and re-enter into Business Meeting: Mr. German, 2nd by Mr. Brennan. Approved by a unanimous voice vote.

Re-entered **Business Meeting.** Public Session at approximately _8;10 PM.

Adjournment:

Motion: Mr. German and 2nd Mr. Brennan; **unanimous voice**

Submitted by,
Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Minutes of the MPWC Caucus of June 10, 2010

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The Caucus began at 6:00 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

New Office Building - Progress

- a) Retention basin to be tied in; must start next week.
- b) Steel complete
- c) Building to be enclosed in the next 4-6 weeks.

GAC Filter Plant - Progress

Construction has started at Marion Ave. Plant. Park Avenue driveway will be blocked only during construction.

- a) trees/driveway demo
- b) inspection / permits complete
- c) building to go up over the next 2 mos.

RFQs for Professional Services for July Re-Org

Has been posted on website with return date of June 21, 2010.

Appraisal / Sale of Maple Avenue Building

Mr. Saraceni to contact appraiser. MPWC to appoint realtor Walt Zimolong at 6% commission, to include all expenses – capped at \$15,000, contingent on agreement. Commissioners directed that a new appraisal of building be done.

Commission Retreat – June 19, 2010

To be advertised as Special Meeting/Planning Session.

The Caucus was closed at 6:45 PM

Respectfully Submitted,
Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
June 10, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 6:46 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Minutes of the May 13, 2010 meeting, except Executive Session Minutes, which will be included next month, was made by Mr. German; 2nd by Mrs. Davis; **a unanimous vote.**

Approval of Bills:

Motion to approve payment of bills all bills dated June 10, 2010, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Motion to pay All Around Pennsauken, Hibrett Puritex and Municipal Maintenance dated June 10, 2010. Motion: Mr. German; 2nd Ms. Killion; **all approved, except Mr. Kofoet abstained.**

Motion to approve GSP Escrow in the amount of \$1,050.00. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Correspondence:

No discussion.

The meeting was opened to the public at 6:48 PM

None present

Meeting closed to the public at 6:48 PM

Staff Reports:

No discussion

Old Business:

Sale of 20 West Maple Avenue

Motion to appoint Walt Zimolong as Liscensed Realtor for the Commission to prepare to market the building for sale conditional on an agreement for 6 months at 6% commission to include all costs and with a cap of \$15,000.00. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call**.

Prior to the vote Mr. Brennan asked that the record reflect that Commissioner Brennan has had personal business transactions with CGW

Authorize Appraisal of 20 West Maple Avenue

A motion to authorize appraisal of 20 West Maple Avenue. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call**.

Project Status

No discussion

Commissioners Reports / Discussions / Comments:

Mr. German reported that the audit field work has been completed and that the MPWC is awaiting dates for the exit interview. Mr. Kofoet reported on the Memorial Day services, which he attended, and placed wreaths. Mr. Saraceni summarized events surrounding service termination to customer Mr. Kanis. Commissioners directed staff to investigate and install security cameras immediately.

Executive Session:

Resolution to enter Executive Session at 7:05 pm regarding matters of personnel and litigation. Motion: Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Resolution to return to Public Session and re-enter into Business Meeting: Mr. German, 2nd by Mr. Brennan. Approved by a unanimous voice vote.

Re-entered **Business Meeting**. Public Session at approximately 7:40 PM.

Adjournment:

Motion: Mr. German and 2nd Mr. Brennan; **unanimous** voice

Submitted by,
Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC SPECIAL Meeting
June 19, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Ms. Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Richard Spafford, Engineer

Mr. Michael Scardino, CPM

The President called the meeting to order at 9:00 AM
A roll call of the Commissioners indicated that all Commissioners were present.
Open Public Meetings Act Compliance Statement was read followed by the Salute to the Flag.

Introduction of Discussion Facilitator – Michael Scardino

The Chief Operating Officer introduced *Michael Scardino* to the Commissioners, providing a brief overview of his background. Mr. Scardino was invited to facilitate a planning discussion involving all five (5) Commissioners along with the Chief Operating Officer, Superintendent and Staff Engineer.

Planning Discussion – Self-Analysis of the MPWC BY Commission/Staff

After introductions, Mr. Scardino generated a discussion regarding the Commissioner's respective views on the current status of the franchise/organization. The discussion remained focused on a SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats) completed by the Commissioners. The collective opinions were captured and will be reflected as an attachment to these minutes.

As the meeting was originally intended to be approximately two (2) hours, it was suggested that the Commission stop this session and reschedule a second meeting to complete the process, rather than attempt to rush completion.

Adjournment:

Motion: Mr. Kofoet and 2nd Mr. Brennan: **unanimous** voice vote. The meeting was adjourned at 11:30 am.

Attachment:

Collective SWOT Results Tabulated

Submitted by,

Michael A. Saraceni

**MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
SPECIAL MEETING JUNE 19, 2010**

S.W.O.T. ANALYSIS – STRENGTHS, WEAKNESSES, OPPORTUNITIES THREATS

VOCALIZED COLLECTIVE THOUGHTS - (FROM FLIP-CHARTS)

STRENGTHS

- Good, Professional Staff
- Provide Quality Water, Good pressure, to All Customers at a Reasonable Rate
- Employee Development – Licensing
- Knowledgeable Workers Bring Things to Commission Attention
- Financial Viability
- Excellent Management
- Engineer- Accomplishment
- Leadership – Positive Climate for Success
- Common Goals
- Open to Ideas, Changes
- New Building – Badly Needed for Employees
- Good System

WEAKNESSES

- Sustainability
- Succession Management – C.O.O./Treasurer
- Staff Understanding of Financial Stewardship
- Employee Development
- Communications – Internal/External – Marketing of MPWC
- Capital Needs – Infrastructure
- Communications – Contingency/Crisis Management
 - Emergency Operations Plan – Public Information Officer for MPWC
- Past Due Accounts – Customer Relations

OPPORTUNITIES

- Ability to Expand – New Building
- Enthusiasm, Energy, Morale
- Common Goals – Mission-Oriented (Rate Payers)
- Board's Role/Responsibilities
- Development/Re-Development – Prepare/Infrastructure
- Modernization of Infrastructure
- Low Interest Rates for Borrowing
- Franchise Consolidation – Geographic / MPWC Growth/Expansion
- Employee Development
- Capturing/Billing
- Marketing – See “Weakness”
- Co-Op, Partnerships/Management

THREATS

- Sale – Money to Balance Budget
- Potential for “Political Influence”
- Security
- New Regulations/Standards
- Franchise Encroachment – Absorb/Consolidated
- Aging Infrastructure – Loss
- Change of Commission Board Composition
- Key Employees (Integrity)
- Revenue
- Weather
- Cross-Training (Key Employees)
- Economy
- Trenton!

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC SPECIAL Meeting
June 29, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Ms. Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Richard Spafford, Engineer
Mr. Michael Scardino, CPM

The President called the meeting to order at 6:00 PM

A roll call of the Commissioners indicated that all Commissioners were present.

Open Public Meetings Act Compliance Statement was read and the President dispensed with the salute to the flag and turned the session over to the discussion facilitator – Michael Scardino.

Brief Re-cap of June 19th Session – Michael Scardino

Michael Scardino provided some opening remarks and re-capped the progress made relative to the meeting held on June 19, 2010 to refresh everyone's memory. After a brief "Ice-Breaker" the scheduled agenda was addressed.

Planning Discussion – Four Critical Areas of Concern Identified

Mr. Scardino solicited comments, opinions and positions from the Commissioners and staff personnel present relative to the following four (4) critical areas; Personnel and Employment Practices, Franchise Status, Capital Needs and Financial Wellness. Comments were being charted on a flip chart (to be memorialized as an attachment to these minutes) for identification, display and discussion. Commissioners expressed general satisfaction with the current overall progress of the organization and identified areas where refinement and improvement could be made.

This generated considerable discussion and insight as viewed by Commissioners and staff alike and the inter-relationship of the issues was highlighted and noted. After comprehensive review of each of the four concerns, the facilitator encouraged the Commission to translate the discussions into action items, in priority fashion, as they deem necessary and prudent.

A brief discussion ensued and Commissioner Brennan recommended that the Commission-prioritized "action items" be integrated into the Commission's monthly project status table to facilitate an ongoing effort to accomplish and complete short and long-range goals identified. All agreed that the recommendation was an appropriate and responsible approach to address the results of the planning sessions.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Adjournment:

Motion: Mr. Kofoet and 2nd Mr. Brennan: **unanimous** voice vote. The meeting was adjourned at 8:30 PM.

Attachment:

Collective concepts and thoughts relative to critical areas discussed. (from flip charts)

Submitted by,

Michael A. Saraceni

**MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
SPECIAL MEETING JUNE 29, 2010**

FOUR IDENTIFIED AREAS OF FOCUS FOR REVIEW, COMMENT AND DISCUSSION

VOCALIZED COLLECTIVE THOUGHTS - (FROM FLIP-CHARTS)

PERSONNEL AND EMPLOYMENT PRACTICES

- Retention / Succession Planning
- Employee Development
 - Office Staff
 - Training Opportunities
 - Licensure
 - Pride/Ownership
 - Computer Skills
 - Telephone Skills
 - Customer Relations – Difficult People
 - Career Path
 - Shared Training Opportunities
 - Grant Funding
 - Sensitivity
 - Job Descriptions /KSA's (Knowledge, Skills and Abilities)
- Diversity/Language
- Cross-training:
 - Ride-along observation
 - Orientation – new employee - the “MPWC” Way

FRANCHISE STATUS

- Expansion – surrounding communities
- Revenue – caps – (Be careful about having too much \$\$)
- Revenue Sources – Antenna leases
- Main Evaluation – loop, small mains, use 3 million gallon tank
- Rates
- Increasing Costs
- Reasonable debt load
 - 20 – 20 years replacement
 - Tank painting
- BAN – Grants – NJDEP
 - 27% in Revenue for small water company replacing all meters
- Set aside funds for tank painting
- Meters are an operating cost
- Study new meters – MPWC systems data - Replacement plan
- Security Issues
- Efficiency
 - Tamper, backflow, leak detection
 - Personnel
 - Alternate Technologies

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
July 8, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 7:15 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

REORGANIZATION MEETING:

Appointment of Regina Davis – July 2, 2010 through June 30, 2015

Oath of office administered by Karl McConnell.

Nomination of Officers

A motion by Mr. German to nominate Mr. Kofoet to the position of President. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote, except Mr. Kofoet abstained.**

A motion by Mr. German to nominate Mrs. Davis to the position of Vice President. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote, except Mrs. Davis abstained.**

A motion by Mr. Brennan to nominate Mr. German to the position of Treasurer. Motion: Mr. Brennan; 2nd by Ms. Killion; **A unanimous roll call vote, except Mr. German abstained.**

A motion by Mr. German to nominate Mr. Brennan to the position of Secretary. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote, except Mr. Brennan abstained.**

A motion by Mr. German to nominate Ms. Killion to the position of Assistant Secretary/Treasurer. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote, except Ms. Killion abstained.**

Professional Services Appointments

A Resolution to appoint James J. Miles of Bowman & Company LLP as Auditor. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote.**

A Resolution to appoint Your Part Time Controller as Accounting Consultant. Motion: Mr. German; 2nd by Ms. Killion; **A unanimous roll call vote.**

A Resolution to appoint Connor Strong as Insurance Broker of Record. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

A Resolution to appoint Remington & Vernick, T&M Associates and Consulting Engineering Services and ABR Consultants, LLC as Commission Engineers Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

A Resolution to appoint Parker McCay as Commission Bond Counsel. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote.**

A Resolution to appoint Quinlan, Dunne & McConnell as Special Counsel. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote.**

Depositories & Signatories

A Resolution to Designate Depositories (See Resolution accompanying minuting minutes for complete list) and Bank Signatories. Motion: Mr. German; 2nd by Mr. Brennan; a **unanimous roll call vote.**

Designation of Newspapers / Websites

A Resolution to designate Newspapers (Courier-Post & Retrospect) & the official Website (www.mpwc.com) for MPWC advertisement. Motion: Mr. German; 2nd by Mrs. Davis; a **unanimous roll call vote.**

The Commissioners discussed that often the Commission will choose to provide information to the websites of the various municipal entities it serves. It was observed that the Borough of Merchantville now uses (2) websites, as follows: www.merchantville.com and www.merchantville.gov

Designation of Bank Signatures

A Resolution to approve all Commissioners as authorized signatures for the MPWC **Operating Account**, one of which must be the President or the Treasurer, the second signature can be any other Commissioner.. Motion: Mr. German; 2nd by Mrs. Davis; a **unanimous roll call vote.**

A Resolution to approve Michael Saraceni, C.O.O. and/or Jeffrey Whalen, Superintendent as authorized signatures for the MPWC **Payroll Account**. Motion: Mr. German; 2nd by Ms. Killion; a **unanimous roll call vote.**

Petty Cash Fund

A Resolution to establish the Petty Cash Fund of \$400.00. Motion: Mr. German; 2nd by Mrs. Davis; a **unanimous roll call vote.**

Publication of Notice – Open Public Meetings

Resolution to advertise the balance of 2010 Commission meetings as 6:00 PM Caucus with Regular Business Meeting to follow. Motion: Mr. German; 2nd, Mr. Brennan: **unanimous roll call.**

Approval of the Minutes:

Motion to approve the Caucus & Regular Meeting Minutes of the June 10, 2010 Meeting, was made by Mr. German; 2nd by Mr. Brennan; a **unanimous vote.**

Motion to approve the Minutes of the May 13, 2010 and June 10, 2010 Executive Sessions, but said Minutes would not be made public until litigation is complete, was made by Mr. German; 2nd by Mrs. Davis; a **unanimous vote.**

Motion to approve the Minutes of the June 19, 2010 Special Meeting was made by Mr. German; 2nd by Mrs. Davis; a **unanimous vote.**

Motion to approve the Minutes of the June 29, 2010 Special Meeting was made by Mr. German; 2nd by Mrs. Davis; **a unanimous vote.**

Approval of Bills:

Motion to approve payment of all bills dated July 8, 2010, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Motion to pay Hibrett Puritex and IWM3 dated July 8, 2010. Motion: Mr. German; 2nd Ms. Killion; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

The meeting was opened to the public at 7:35 PM

None present

Meeting closed to the public at 7:35 PM

Staff Reports:

Superintendent Whalen explained the management of water surrounding excessive usage over the past several days. Water sales for the Month of June are over that of last year.

Old Business:

Sale of 20 West Maple Avenue

Motion for Resolution to approve sale and to advertise for Bids on the sale of 20 West Maple Avenue. Motion: Mr. German; 2nd, Mrs. Davis: **unanimous roll call.**

Motion to amend the appointment of Walt Zimolong as Liscensed Realtor for the Commission pending the bid process of the Maple Avenue property. Motion: Mr. German; 2nd, Mr. German: **unanimous roll call.**

New Business:

New Services

Motion to approve new services for 7515 Forrest Avenue, 3467 St. Martins Avenue and 7360 Maple Avenue. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call.**

NJAW Rate Tariff

Motion to approve joining the NJAW Rate Tariff based on fees up to \$5,000.00: Mr. German; 2nd, Mr. Brennan: **unanimous roll call.**

RESOLUTIONS:

Bond Resolution – NJEIT – up to \$1.2 M for PCC

A Resolution to approve \$1.2M Bond for PCC project. Motion: Mr. German; 2nd by Ms. Killion; **a unanimous roll call vote.**

Project Status

No discussion

Commissioners Reports / Discussions / Comments:

Mr. German reported the audit exit interview is to take place next month. Discussion occurred regarding the process for selecting banking institutions Mr. German indicated that the divergence in interest rates have been so great as to be the deciding force

Executive Session:

Resolution to enter Executive Session at 7:55 pm regarding matters of personnel and litigation. Motion: Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Resolution to return to Public Session and re-enter into Business Meeting: Mr. German, 2nd by Mr. Brennan. Approved by a unanimous voice vote.

Re-entered **Business Meeting**. Public Session at approximately 8:40 PM.

Adjournment:

Motion: Mr. German and 2nd Mr. Brennan; **unanimous** voice

Submitted by,
Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Minutes of the MPWC Caucus of August 12, 2010

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The Caucus began at 6:15 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

New Office Building - Progress

The project continues to run on schedule. It is anticipated that the building will be fully enclosed in the next 2 weeks. There was a discussion regarding the budget for furnishings.

GAC Filter Plant

Project proceeding on schedule.

Sale of 20 West Maple Avenue

Commissioners directed that the initial bid process will be handled in-house and not require a realtor. Mr. McConnell to draft the advertisement for the bid opening on the public sale, minimum bid of \$100,000.00.

Health Care Broker of Record

Grinspec proposal has been reviewed by the MPWC and the Township.

Executive Session – Personnel & Litigation

Resolution to enter Executive Session at 6:50 pm regarding matters of personnel and litigation. Motion: Mr. German, 2nd by Ms. Killion. Vote was unanimous.

See separate Executive Session Minutes.

Resolution to return to Public Session and re-enter into Business Meeting: Mr. German, 2nd by Ms. Killion. Approved by a unanimous voice vote.

Re-entered **Business Meeting**. Public Session at approximately 7:25 PM.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
August 12, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 7:26 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Caucus, Regular & Executive Session Minutes of the July 8, 2010 Meeting, was made by Mr. German; 2nd by Mrs. Davis; **a unanimous vote.**

Approval of Bills:

Motion to approve payment of all bills dated August 12, 2010, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to pay Hibrett Puritex, Arnold Safe & Lock, Municipal Maintenance and Township of Pennsauken, dated August 12, 2010. Motion: Mr. German; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

The meeting was opened to the public at 7:31 PM

None present

Meeting closed to the public at 7:3 PM

Staff Reports:

Staff to prepare for a September Connection Fee Hearing.

Superintendent Whalen attending an EPA/DEP meeting regarding Swope Oil Site in Pennsauken. The meeting was held at the Pennsauken library. Residents in attendance were concerned. Mr. Whalen spoke and stated that the water was safe and there were no health risks.

Mr. McConnell recommended that the MPWC join the NJAWC rate increase consortium, capping expenses at \$5,000.00.

Old Business:

Sale of 20 West Maple Avenue

Commissioners directed Mr. McConnell to prepare advertisement and to consult with Commissioner Brennan. When complete, Mr. McConnell to forward advertisement to Mrs. Eisenmann for advertisement. Motion to draft sales agreement and to advertise for a bid notice with a minimum bid of \$100K for the building at 20 West Maple Avenue. Motion: Mr. German; 2nd, Ms. Killion. **unanimous roll call.**

Health Care Broker of Record

A Resolution to appoint Conner Strong as the MPWC Broker of Record. Motion: Mr. German; 2nd, Ms. Killion. **unanimous roll call.**

NJAWC Rate Increase Consortium

A motion to participate in the NJAWC rate increase consortium with expenses capped at \$5,000.00. Motion: Mr. German; 2nd, Ms. Killion. **unanimous roll call.**

New Business:

MPWC Audit

Mr. German reviewed the audit with the Commissioners, noting that there are no corrective actions or recommendations.

A Resolution to accept and approve the audit. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Bid Furnishings For New Office Building

Motion to authorize staff to prepare bid specs and advertise for public bid on the purchase of furnishings for the new office building. Motion: Mr. German; 2nd, Ms. Killion; **unanimous roll call.**

Special Counsel

Motion to authorize Mr. Brennan to seek Special Counsel regarding matters of personnel. Mr. German; 2nd, Ms. Killion, **unanimous roll call.**

Project Status

No discussion

Commissioners Reports / Discussions / Comments:

Mr. German thanked Staff and Bowman for a successful audit, and discussed the process of finalizing the audit while Mr. Miles dealt with a personal family issue. Mr. Saraceni notified the Commissioners of the passing of Mr. Mile's father-in-law and said he would forward information regarding arrangements as soon as he had them. Mrs. Davis and Miss Killion thanked staff for the tour of the building site.

Adjournment:

Motion: Mr. Kofot and 2nd Mr. German; **unanimous voice vote**

Submitted by,
Brandy Eisenmann

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Minutes of the MPWC Caucus of September 9, 2010

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The Caucus began at 6:00 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

New Office Building - Progress

The building is fully enclosed and the project continues to run on schedule. Awaiting quotes for interior furnishings.

GAC Filter Plant

Project proceeding on schedule.

Sale of 20 West Maple Avenue

There was only one bid received and it was for \$100 above the minimum bid. The General Counsel will be consulted for his legal opinion in Executive Session as to the procedure and options under the Public Lands and Buildings Act before the Commissioners address the issue of whether to award the bid at this time.

Solar Systems Proposal – Synergy Energy Solutions

Following the Commission's Strategic Planning workshop, J. Whalen and R. Spafford researched energy solutions. A Proposal regarding Synergy Energy Solutions was presented to the Commissioners.

BAN Maturity / Renewal Resolution

Anticipated closing of October 19, 2010, funds to transfer and ultimately end up at First Colonial at 1.29%.

Browning Road Treatment Plant

R. Spafford summarized his discussion with the DEP to the Commissioners. Currently awaiting additional sampling results and researching treatment options; to report on progress next month.

Connection Fee Hearing – October 14, 2010 – New Rates/Fees have been advertised. Advertisement includes current and proposed fees. Additional changes to fee schedule were proposed to the Commissioners for review.

Customer Inquiry - Correspondence

A motion to move directly to the Open Public Meeting to address the attending guests/customers. Motion: Mr. German; 2nd, Ms. Killion. **unanimous roll call.**

Mr. Bernhard Kofeet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
September 9, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofeet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 6:30 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

The meeting was opened to the public at 6:31 PM

President Kofeet turned the floor over to guests:

1. Mr. & Mrs. Santana
2243 Mulford Avenue
Pennsauken, NJ 08110

Mrs. Santana spoke to the Commissioners to dispute her high water bill. She presented the Commission with copies of past water bills, as well as a copy of an invoice from a plumber that had visited her property within days after the last MPWC inspection and the billing period in issue indicating he could find no leaks. The Commissioners questioned the staff regarding the testing of the Santana's meter and all test reflected that it worked properly and all information and evidence indicated that the water had gone through the meter during the three months in question. The Commissioners also asked several questions of the customers.

The Commissioners explained the Commission's consistent practice and obligation to collect on water that ran through a meter found to be in good working condition. The Commissioners offered to accept Installment payments and instructed Mrs. Santana to contact the office to make arrangements. Mrs. Santana thanked the Commissioners for their time and left the meeting.

2. Marc L. Raiken of
Feinberg & McBurney Realty/Development, LLC
1874 E. Marlton Pike, Suite 10
Cherry Hill, NJ 08003

Was present at the meeting to introduce himself to the Commission. His company was the sole bidder for the Maple Avenue office building. He was advised that the Commission planned to discuss the bid, but would do so in closed session before discussing it or taking action in public. Mr. Raiken explained that they expected that but wanted to make themselves available for any questions the Commission may have for them. The bidders thanked the Commission for their time and left the meeting.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Meeting was closed to the public at 6:45 PM

Approval of the Minutes:

Motion to approve the Special, Caucus & Regular Minutes of the August 12, 2010 Meeting, was made by Mr. German; 2nd by Mrs. Davis; **a unanimous vote.**

**Executive Session Minutes of the August 12, 2010 meeting to be distributed this evening and will be approved next month.*

Approval of Bills:

Motion to approve payment of all bills dated September 9, 2010, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Motion to pay Hibrett Puritex, Arnold Safe & Lock, Municipal Maintenance and Township of Pennsauken, dated September 9, 2010. Motion: Mr. German; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

Bid Openings:

Sale of 20 West Maple Avenue, Auction Results, September 8, 2010. Only one bid was received for \$100,100.00. Commissioners to seek advice of General Counsel in Executive Session.

Correspondence:

No discussion.

Staff Reports:

The C.O.O. reported that Pennsauken FD has requested to use the Park Avenue facility to conduct some training over the next 90 days; the MPWC has been requested to participate with a table at Fire Prevention Night at Pfeiffer Middle School on the evening of October 13, 2010.

The Superintendent reported that the DEP has issued a drought watch and that notification of such has been posted on the MPWC website.

The new athletic field on Westfield Avenue is being watered and metered via a hydrant meter. The Commissioners directed the Director of Customer Services to offer the Santana family an installment agreement on their open balance by starting with standard practices (1/2 deposit and balance over 3 months), extending as necessary, but not beyond 9 months of equal payments.

The Engineer will continue to handle any research pertaining to the CCMUA/Browning Road plant issues. The Engineer will research and draft specifications for Renewable Energy specifications with an eye toward engaging staff toward either advertising for a detailed proposal or moving toward competitive contracting for initiating such a project.

Executive Session:

Resolution to enter Executive Session at 7:00 PM regarding matters of personnel, litigation, and real estate transactions. Motion: Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Resolution to return to Public Session and re-enter into Business Meeting: Mr. German, 2nd by Mr. Brennan. Approved by a unanimous voice vote.

Re-entered **Business Meeting**. Public Session at approximately 7:34 PM.

New Business:

Project Revenue Notes (BAN), Resolution drafted by Parker McCay

A Resolution to.... {{Mike, help with language here... what EXACTLY did they approve here?}} Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Sale of 20 West Maple Avenue

The Commission advertised that it was retaining the right to reject the highest bid and the only bid was only \$100 higher than the minimum bid set for the property. A Motion was made to reject all bids submitted for the purchase of 20 West Maple Avenue. Motion: Mr. German; 2nd, Mrs Davis: **Unanimous roll call.**

Legal Services

A Resolution to enter into a legal services contract with the firm of Duane Morris, with a retainer of \$2000.00. Mr. German; 2nd, Ms. Killion, **Unanimous roll call.**

Project Status

A discussion ensued regarding an opening event for the new building.
Mr. Saraceni extensive research pertaining to the history of the MPWC.

Commissioners Reports / Discussions / Comments:

President Kofeet thanked staff for their continued hard work with the many ongoing projects in place; invited available Commissioners/Staff to attend the flag placing at the 9-11 memorial at 11:30 PM on September 10, to be removed at 11:30 PM on September 11, and he reminded everyone of the Athletic Complex dedication at 12 Noon on Saturday, September 11.

Mr. German distributed revised copies of the audit containing minor editorial changes and also discussed the upcoming budget process indicating that the Commission would be making some tough decisions with regard to next year's budget..

Adjournment:

Motion by Mr. Kofeet and 2nd Mr. German; **unanimous** voice vote at 8:03 PM

Submitted by,
Brandy Eisenmann

Mr. Bernhard Kofeet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Minutes of the MPWC Caucus of October 14, 2010

ATTENDEES:

Commissioners:

Mr. Bernhard Kofeet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The Caucus began at 6:00 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

2011 Budget Status

Mr. German distributed copies of the Budget spreadsheet and reviewed the budget with the Commissioners. The Superintendent reviewed the needed capital projects facing the system with the Commissioners.

GREY WATER REUSE PROJECT- NJEIT closing occurred on 10/7; Project packages are out for bid and to be opened on 12/7. Mr. Spafford advised that because all public entities involved in project would be involved in awarding that the December meeting would likely be only a conditional award by MPWC at best.

New HQ- Still on schedule with an anticipated completion date of December 26, 2010.

GAC Filter Plant – The project is on schedule with completion expected for mid-January.

Browning Road Pilot Test

Mr. Spafford's recommended is to move forward with pilot testing with zeolite media. Plan of action to be based on the results of the pilot testing but Mr. Spafford anticipates that any system design can be done in-house.

Sale of 20 West Maple Avenue HQ

Mr. Brennan advised that the bidder did a walk-through with his architect, but has not indicated any interest in the price to be negotiated. Commissioners directed Counsel and Staff to re-advertise with minimum bid of \$150,000.00

The Commissioners reviewed account information for several customers.

MPWC Marketing Plan

The Commissioners instructed staff to seek proposals for professional services for a marketing plan including a possible direct mail piece and directed that the article that appeared in the All Around Pennsauken showing MPWC rate comparison to surrounding providers be put on the www.merchantvillenj.gov website.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

MPWC Employee Dress Code

The Commissioners received a customer complaint regarding an employee's appearance while on duty and in uniform. The Commissioners directed the complaint to staff and asked staff to review the current policy on uniforms and dress code and to report at the November meeting.

GovDeals.com - Resolution

Commissioners reviewed a Draft Resolution to sell assets using the website www.GovDeals.com

Employee Benefits Program – Opt Out - A Draft Resolution for an Employee Opt Out program for benefits will be forwarded for General Counsel's review and then will be distributed to Commissioners.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
October 14, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President

Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General
Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 7:27 PM

All Commissioners were present and Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Executive Session Minutes of the August 12, 2010 Meeting, the Caucus, Regular and Executive Session Minutes of the September 9, 2010 Meeting was made by Mr. German; 2nd by Mr. Brennan; **a unanimous vote.**

Payment of Bills

Motion to approve payment of all bills dated October 14, 2010, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Motion to pay Hibrett Puritex and Arnold Safe & Lock, dated October 14, 2010. Motion: Mr. German; 2nd Ms. Killion; **all approved, except Mr. Kofoet abstained.**

Motion to close the TD Bank account and transfer the remaining balance to the Operating account at First Colonial. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Correspondence:

No discussion.

The meeting was opened to the public at 7:33 PM

None present

Meeting closed to the public at 7:33 PM

Staff Reports:

Mr. Saraceni reported that the BAN matures on October 28, 2010 and that he has been working with Mr. German to stay on top of the process. Mr. McConnell reported that he has received a definitive inventory of available space for new antenna and that he anticipates activity once the list is passed onto the Township.

Old Business:

Sale of 20 West Maple Avenue

A motion to re-advertise the sale of 20 West Maple Avenue with a minimum bid of \$150,000.00. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

200 Barlow Avenue – Violations Charge- Discussion

A motion to remove violations charge of \$1,000.00 from the account of 200 Barlow Avenue, Cherry Hill, NJ.
Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

8750 Orchard Avenue – Violations Charge- Discussion

A motion to deny removal of a \$1,000.00 violations charge from the account of 8750 Orchard Avenue, Pennsauken, NJ. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

New Business:

New Services

Motion to approve new services for 6021 High Street, 7945 Stow Road and a 15,500 sq ft retail center on Chapel Avenue, Cherry Hill. Motion: Mr. German; 2nd, Mr. Brennan: **unanimous roll call.**

2011 Budget

A Resolution to approve the 2011 MPWC Operating Budget. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call.**

MPWC Marketing Plan-Budget

Motion to authorize staff to pursue a marketing plan with a budget not to exceed \$10,000.00. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call.**

GovDeals Resolution

A Resolution to advertise the sale of a 2002 Explorer at www.GovDeals.com . Motion: Mr. German; 2nd, Mrs. Davis: **unanimous roll call.**

Browning Road Pilot Study-A motion authorizing staff to proceed with a pilot study at the Browning Road facility. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call.**

Salary Committee-A motion to appoint Mr. Kofoet and Mr. Brennan to the Salary Committee. Motion: Mr. German; 2nd, Ms. Killion: **unanimous roll call.**

Project Status-No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German thanked staff for their hard work preparing the 2011 Budget and thanked Ms. Killion for her participating in the process this year. Ms. Killion thanked the Commissioners and staff for including her in the Budget process. Mr. Kofoet thanked staff for participating in the recent Fire Prevention Night.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Executive Session:

Resolution to enter Executive Session at 7:55 PM regarding matters of personnel by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Resolution to return to Public Session of Business Meeting. Motion by: Mr. German, 2nd by Mr. Brennan. Approved by a unanimous voice vote.

Re-entered Public Session at approximately 8:00 PM.

Adjournment:

Motion by Mr. German and 2nd Mr. Brennan; **unanimous** voice vote at 8:03 PM

Submitted by,
Brandy Eisenmann & Mike Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Minutes of the MPWC Caucus of November 17, 2010

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann
James J. Miles, CPA
Patricia Croce

The Caucus began at 6:00 PM
All Commissioners were present.
Open Public Meetings Act Compliance Statement was read.

Connection Fee Hearing

The meeting was turned over to General Counsel, Karl McConnell. Mr. McConnell conducted the advertised connection fee hearing. Full transcript of hearing shall be retained in the records of the Commission.

Customer Complaint

Customer Stephanie Maxwell came before the Commission to address her bill. As she is hearing impaired, President Kofoet communicated with the customer via handwritten notes and indicated that the Commission would retain an interpreter so that the customer's issue can be clearly communicated to the Commission and that the bill would be held in abeyance without additional fees/charges until then. The customer agreed, thanked the Commission and exited the meeting. The Commission instructed Staff to obtain an interpreter for the next meeting.

Confirming Resolution – NJEIT Note Closing

Resolution presented for approval and signature.

New Office Building - Progress

The project is still on schedule with an anticipated move-in 1st week of January 2011. Rich Spafford presented for approval to the Commission, a change order for the geothermal wells totaling \$17,109.00, which was the result of lengthy negotiations. The Commission appointed Mr. Kofoet and Mrs. Davis to head a committee to plan the dedication of the new facility.

GAC Filter Plant - Progress

The project is on schedule with anticipated completion for early January.

Annual Contracts

Staff requested authorization to advertise annual contracts for bid, acknowledging proprietary contracts for Klenphos corrosion inhibitor and Neptune Radio meters.

Mr. Bernhard Kofeet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

ABR Consultants – Introduction & Presentation

ABR presented the Commission with a brief presentation, showcasing past projects and service offerings.

Bond Release – GSP – 1A

Staff recommended that the bond for GSP project, section 1A be released.

Sale of 20 West Maple Avenue

The Commission discussed the 2nd auction results, there were no bidders. The issue will be revisited at the January meeting.

Employee Dress Code

The Commissioners reviewed a draft policy amendment. Staff recommends adopting the policy amendment.

Benefit Opt-Out

Staff to continue to research the issue for discussion at a future meeting.

Marketing Initiative

To be reclassified as a 'Communications Initiative'. The Commission appointed Mrs. Davis and Ms. Killion to work with staff on this project.

Solar Project at Browning Road Facility

Staff is seeking authorization to go out to competitive contracting bid before the end of the year. The Commissioners request staff to prepare a synopsis for distribution prior to the next Commission meeting.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
November 17, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 7:26 PM

All Commissioners were present and Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Caucus, Regular and Executive Session Minutes of the October 14, 2010 Meeting was made by Mr. German; 2nd by Mr. Brennan; **a unanimous vote.**

Payment of Bills

Motion to approve payment of a bill for B.I.G. Council, dated October 14, 2010. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Motion to approve payment of all bills dated November 17, 2010, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to pay Hibrett Puritex, Municipal Maintenance and Pennsauken Township, dated November 17, 2010. Motion: Mr. German; 2nd Mr. Brennan; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment at 7:31 PM

None present. Meeting closed to the public at 7:33 PM

Staff Reports:

Commissioners reviewed each without further discussion.

Old Business:

MPWC Uniform Policy Amendment

A motion to amend the MPWC Uniform Policy as presented. Motion: Mr. German, 2nd by Ms. Killion; a unanimous roll call vote followed..

New Business:

New Services

Motion to approve new service for 9230 Collins Avenue. Motion: Mr. German; 2nd Ms. Killion: with a unanimous roll call.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

Connection Fees

A Resolution to approve the Connection Fees as Recommended by Staff and as described in the Connection Fee Hearing, with an effective date of December 1, 2010. Motion: Mr. German; 2nd Ms. Killion: A unanimous roll call followed.

GSP 1A Bond Release

Motion to release the bond on GSP Project Section 1A. Motion: Mr. German; 2nd Ms. Killion: Unanimous roll call resulted.

Confirming Resolution – Bond Issuance for 2010 NJEIT Loan

A Resolution for Bond Issuance on the 2010 NJEIT Loan. Motion: Mr. German; 2nd Ms. Killion: unanimous roll call occurred..

Annual Contracts

Motion to authorize bid for annual contracts. Motion: Mr. German; 2nd Mrs. Davis with a unanimous roll call.

New Building – Change Order

Motion to accept Change Order #17109 in the amount of \$17,109.00. Motion: Mr. German; 2nd Ms. Killion: with a unanimous roll call.

Project Status

Mr. Brennan asked that the financial summary outlining expenses to date for the new building project be distributed to all Commissioners.

Commissioners Reports / Discussions / Comments:

Mrs. Davis thanked everyone for the tremendous effort put forth for the new administrative headquarters project, and is excited that the project is nearing completion. Ms. Killion and Mr. Brennan wished everyone a Happy Thanksgiving. Mr. Kofoet reminded everyone of the dates and times for the upcoming holiday parades and also wished a Happy Thanksgiving.

Executive Session:

Resolution to enter Executive Session at 7:58 PM regarding matters of litigation and personnel by Mr. German, 2nd by Mr. Brennan. Vote was unanimous. See separate Executive Session Minutes.

Resolution to return to Public Session of Business Meeting. Motion by: Mr. German, 2nd by Mr. Brennan. Approved by a unanimous voice vote.

Re-entered Public Session at approximately __9:51__ PM.

Motion made by Mr. German and second by Mrs. Davis to pay Consortium Counsel acting on behalf of the Commission in resolving NJAC rate case to satisfaction of MPWC. Unanimous roll call vote.

Adjournment:

Motion by Mr. German and 2nd Mr. Brennan; **unanimous** voice vote at __9:55__ PM

Submitted by, Brandy Eisenmann & Mike Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
December 9, 2010**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mrs. Regina Davis, Vice President
Mr. G. Burton German, Treasurer
Mr. Patrick Brennan, Secretary
Kelly Killion, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

The President called the meeting to order at 9:30 AM
All Commissioners were present and Open Public Meetings Act Compliance Statement was read.

Approval of the Minutes:

Motion to approve the Caucus, Regular and Executive Session Minutes of the November 17, 2010 Meeting was made by Mr. German; 2nd by Mrs. Davis; **a unanimous vote.**

Payment of Bills

Motion to approve payment of all bills dated December 9, 2010, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Motion to pay Hibrett Puritex, and Municipal Maintenance, dated December 9, 2010: Motion: Mr. German; 2nd Ms. Killion; **all approved, except Mr. Kofoet abstained.**

Correspondence:

Rich Spafford to MPWC Commissioners – Solar Program Overview: Mr. Spafford reviewed the solar proposal with the Commission and a discussion ensued.

Items To Be Discussed:

2010 Budget Adoption:

For approval, Resolutions presented for signature.

New Office Building - Status– Dedication Date:

The project continues to be on-time and is almost complete. The outside message board needs to be re-ordered, as it was not the correct size. The Dedication Committee discussed a tentative date of February 26 for Open House/Dedication. The Commissioners agreed on a date of March 5, 2010.

Public Comment:

The meeting was opened for public comment at 9:43 AM

Customer Mr. & Mrs. Maxwell of 2003 Horner Avenue, Pennsauken, NJ. Retained by the Commission was the sign language interpreter, Stephanie Hagerty of 360Translations International, Inc.; Mr. & Mrs. Maxwell are unable to hear. They presented the facts regarding their billing dispute. The Commission agreed to accept that the bill will be \$200.00, to be paid in installments, will install a new radio read meter, supply instructions for reading the meter and will supply them with leak detection tablets to be used periodically. Director of Customer Services was dismissed from the meeting to utilize the interpreter and come to an understanding regarding payment arrangements with the Maxwells.

The meeting then returned to **Items for Discussion:**

GAC Filter Plant Progress

This project continues to be on schedule. There was a discussion regarding the State's follow-up and contract for the 5 year assessment period and Mr. Spafford and Superintendent Whalen discussed the role of future water testing.

PCC Project – Award of Bids

Rich Spafford distributed the bid results for review. The bid decision would be HELD pending approval by other involved agencies – Maple Shade, DEP and Pennsauken Twp.

Annual Contracts – Award of Bids

Rich Spafford distributed the bid results for review and there was a brief discussion regarding the bids.

MPWC Communications Initiative

The Committee will hold a meeting (TBD). The Commission would like the Committee to explore options for reaching our disabled or special needs customers in the next Waterlines issue.

General Counsel

Reported regarding the BPU process for entertaining the concept of a Distribution System Infrastructure Charge (DSIC) which would be automatic and would, as last proposed by NJAWC, apply to the MPWC's bulk purchases.

Staff Reports:

Mr. German congratulated Superintendent Whalen and his staff on a job well done with allocation over the past year. The Salary Committee will be meeting with Mr. Saraceni in January and will bring recommendations to the January Commission meeting.

New Business:

Annual Contracts

A motion to accept bids for Annual Contract #s: 1, 2, 3, 4, 5, 7, 9, 12 and 13. Motion: Mr. German; 2nd Mr. Brennan: **with a unanimous roll call.**

A motion to accept bids for all other Annual Contracts: Motion: Mr. German; 2nd Mr. Brennan: **all approved, except Mr. Kofeot abstained.**

Budget Approval

A Resolution to approve the 2010 budget. Motion: Mr. German; 2nd Ms. Killion: **with a unanimous roll call.**

MPWC Water Regulations Revision

A motion to approve the attached revision to the MPWC Public/Private Fire Protection Water Regulation

Motion: Mr. German; 2nd Mrs. Davis: **with a unanimous roll call.**

2011 Annual Holiday & Meeting Schedule

A motion to approve the 2011 MPWC Annual Holiday and 2011 Meeting schedule as amended: Motion: Mr.

German; 2nd Mr. Brennan: **with a unanimous roll call.**

Project Status

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German thanked staff for an outstanding job in 2010 and wished everyone a Merry Christmas. Mrs. Davis thanked Staff for their participation in the Township and Borough holiday parades and wished everyone a Happy Holiday. Ms. Killion apologized for being unable to attend the parades but thanked those that participated and wished a Happy Holiday season to all. Mr. Brennan acknowledged that the MPWC was in a better position at the close of 2010 than at the close of the previous year. He indicated that he was very proud to be part of this organization and appreciated all of the work that went into such a successful year. Mr. Kofotet thanked the Commissioners for their hard work and acknowledged that it was a pleasure to work with such a great Board and he wished everyone a happy holiday season.

Executive Session:

Resolution to enter Executive Session at approximately 10:58 am regarding matters of litigation and personnel by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Resolution to return to Public Session of Business Meeting. Motion by: Mr. German, 2nd by Mr. Brennan. Approved by a unanimous voice vote.

Re-entered Public Session at approximately 12:15PM.

Adjournment:

Motion by Mr. German and 2nd Mr. Brennan; **unanimous** voice vote at 12:17 PM

Submitted by,
Brandy Eisenmann & Michael Saraceni