

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 12, 2011**

ATTENDEES:

Commissioners:

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

Other Attendees:

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

The President called the meeting to order at 6:00 PM
All Commissioners were present, except for Mr. Brennan, who was absent.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Annual Contracts – Remaining contracts for review / discussion

- 1) Electrical – the low bidder needed to provide proof of 2 contractors within a 50 mile radius and has provided that information (Longo Electric)
- 2) The original low bidder did not meet the specifications, therefore, the next lowest bidder is being recommended for award (Klenzoid)

Park Avenue Tank – Valve & Vault Project Award

Low bidder is Raritan at \$51,152.73.

Browning Solar Project Status

Mr. Spafford summarized activities surrounding the solar project. The contractor is currently waiting on PSE&G for funding prior to the start of installation.

Telephone Notification System – Project Status

Mr. Saraceni and Mr. Spafford participated in a webinar held by the contractor (Swiftreach) along with representatives from Pennsauken Township and Merchantville Borough. It is noted that Pennsauken Sewer Authority has expressed interest in participating, but did not attend the webinar. Mr. Saraceni will reach out to the interested parties for commitment prior to moving forward with the contractor.

NJEIT 2013 Loan

Mr. Spafford received notification that the NJEIT will have “2nd Chance” money available for 2013 loans and seeks authorization from the Commission to proceed with the application process.

Elected Officials Training

Annual training to be scheduled by May 2013; Mr. Saraceni to contact any interested entities that may be interested in a joint class in the coming months.

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

Approval of the Minutes:

Motion to approve the Minutes of the December 8, 2011 Business Meeting was made by Mr. German, 2nd by Ms. Killion; **all approved.**

Payment of Bills

Motion to approve payment of all bills January 12, 2012, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis; **all approved.**

Motion to pay Hybrid Puratex dated January 12, 2012. Motion: Mr. German; 2nd Ms. Killion; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

BID OPENINGS:

No discussion.

Staff Reports:

Mr. Kofoet inquired as to the next meeting or activity surrounding the Communications Committee. Mr. Saraceni indicated that there were currently (2) scheduled meetings schedule to discuss the website and the MPWC Mission/Vision statements, respectively.

Old Business:

Award of Annual Contracts

A motion to award annual contracts to Klenzoid (Corrosion Inhibitor) and Longo (Electrical). Motion: Mr. German; 2nd by Mrs. Davis; **all approved.**

New Business:

Park Avenue Bid Award

A motion to award the Park Avenue Vault & Valve project to Raritan Supply, Inc. (\$51,152.73). Motion: Mr. German; 2nd by Mrs. Davis; **all approved.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. Kofoet commented that it looks like the MPWC is off to a great start in 2013.

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 6:15 PM regarding personnel and legal matters, by Mr. German, 2nd by Ms. Killion. Vote was unanimous.

See separate Executive Session Minutes.

Commissioners Re-entered Public Session at approximately 6:43 pm. Motion by Mr. German, 2nd by Mrs. Davis, unanimous vote.

Adjournment:

Motion by Mr. German and 2nd by Mrs. Davis; **unanimous** voice vote at 6:44 PM..

Submitted by,
Brandy Eisenmann & Michael 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
February 9, 2011**

ATTENDEES:

Commissioners:

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

Other Attendees:

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

The President called the meeting to order at 6:00 pm
All Commissioners were present, except for Ms. Killion, who was absent.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Pennsauken High School Scholarships

Mr. Saraceni informed the Commission that the MPWC was contacted to confirm participation in the annual Pennsauken High School scholarship program.

Green Team – MPWC Participation / Ordinance

Superintendent Whalen announced that we were invited to assist the Township with this project and summarized the meeting activity for the Commission. Mr. Kofoet was able to provide additional background information regarding this initiative. The MPWC will continue to participate and will provide additional feedback as the project progresses.

Authorization to Bid Woodbine Tank Painting

Mr. Spafford requested authorization to bid the project.

Resolution – NJEIT Loan Application for the Park Avenue Tank Project

Mr. Spafford requested approval/signatures for the NJEIT Loan Resolution to meet the deadline for the application submission of March 5, 2012.

GIS Asset Management Requirements

Mr. Spafford discussed asset inventory/management requirements for all utilities and discussed plans for the intended GIS project. Mr. Spafford obtained a quote from Hopeworks to pilot approximately 15-20% of the franchise area and is seeking authorization to proceed.

The Point on Rt. 38 – Main/Surveying for Ownership

The MPWC owns services on both sides but does not actually own the mains at the “The Point”. Staff is requesting authorization to proceed with collecting quotes for survey work in an effort to take ownership.

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/Township – Web Site Upgrades

Mr. Saraceni provided an update regarding the Township's efforts to upgrade their web site integrating all departments, inviting MPWC, PSA and Board of Education to participate. Additionally, Mr. Saraceni expressed the urgency of moving forward with the MPWC upgrades. The Township expressed their intentions to move forward with HopeWorks, while MPWC initiates their upgrades. Details to be coordinated.

Tower Rental / Township & Borough Payments

Mr. Saraceni informed the Commission that letters were sent to both host communities regarding 2012 tower rental disbursements and that the first quarter payments were on the bill list for Commission approval this month. In addition, Mr. McConnell seeks authorization to allow Mr. Saraceni to execute settlement documents with T-mobile regarding the shed space at the Marion Avenue plant.

Approval of the Minutes:

Motion to approve the Minutes of the January 12, 2012 Business Meeting and Executive Session was made by Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of all bills February 9, 2012, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to pay Hybrid Puratex, Municipal Maintenance, Pennsauken Township and IWM3 dated February 9, 2012. Motion: Mr. German; 2nd Mr. Brennan; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

BID OPENINGS:

No discussion.

Staff Reports:

No discussion.

Old Business:

Reverse 9-1-1

A motion to proceed with implementation of the telephone notification system. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Mr. Brennan noted that the Borough was very anxious to participate in the project and expressed his opinion that the MPWC should consider providing this service to our host communities, where the MPWC bears the expense.

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

New Business:

Woodbine Avenue Tank

A motion to advertise for bid on the Woodbine Avenue Tank Project. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

NJEIT Resolution – Loan Program Participation

A Resolution to authorize participation in the NJEIT Loan Program for the Park Avenue Tank Project for 2013. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

GIS Asset Management

A motion to authorize piloting the GIS work with Hopeworks. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

MPWC Website Upgrades

A motion to authorize staff to proceed with website upgrades with Hopeworks. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Tower Rental Approval

A motion to authorize the tower rental disbursements for 2012. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

New Services

A motion to approve new services at 913 Longwood Avenue, 9 King Avenue and 500 Derousse Avenue. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mrs. Davis discussed her participation in the Hopeworks website presentation. Mr. Brennan noted that he misunderstood the current Commission position with regard to the telephone notification system.

Executive Session:

Resolution to enter Executive Session at 6:55 pm regarding personnel and legal matters, by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Commissioners Re-entered Public Session at approximately 7:30 pm. Motion: Mr. German, 2nd by Mrs. Davis. Vote was unanimous.

Adjournment:

Motion by Mr. Kofoet and 2nd by Mr. Brennan; **unanimous** voice vote at 7:31 pm.

Submitted by,
Brandy Eisenmann & Michael 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
March 8, 2012**

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
Jeffrey C. Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann

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

All Commissioners were present.

Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

NJDEP Notification – Lab Reporting

Superintendent Whalen explained to the Commission the situation surrounding new DEP electronic lab submittals, and the difficulties with the DEP site, which resulted in an MPWC violation despite the fact that the MPWC was in compliance and submitted on time. This requires the MPWC to make a notation in the 2013 CCR. Superintendent Whalen expressed steps be taken to insure that there will not be any future breakdowns in communications. Further, he will be continuing to research the problem through other water companies and/or labs incurring the same complications.

Green Team – Progress

Mr. Saraceni summarized the meeting for the Commission and acknowledged that there may be several obstacles, including enforcement issues. The MPWC will continue to participate/research but still has questions/reservations. Green Team Chairperson to reach out to Cherry Hill and Gloucester Townships for copies of their model ordinances for review. Progress will continue to be reported with further developments.

Authorization to Bid Kenilworth Avenue Main Replacement/Relining

Mr. Spafford requested authorization to bid the project.

The Point at Rt. 38 – Main Survey Quotes

Mr. Spafford has received the quotes on the survey work but discovered that there are 2 separate mains at the property, so it does not appear that the MPWC will need to take ownership.

Consulting Engineers – Small Projects Approval

Staff requested that the Commission authorize the C.O.O. to approve minor engineering projects of \$5,000 or less, with not more than five (5) such projects at any one time.

Power Factor Correction – Booster Station

Mr. Spafford discussed that the current motors run at approximately 70% efficiency, but with the energy management system (capacitors) they can easily be made more efficient, with an expected project expense of \$4,400.00 for one or \$6,600.00 for 2. This project will pay for itself in a matter of months.

Mr. Bernhard Kofoet
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Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Ms. Kelly Killion
Ass't Secretary/Treasurer

MPWC / Township Website Upgrades

Mr. Saraceni & Mrs. Eisenmann informed the Commission of activities surrounding the project. This will be ongoing and reported on as it develops.

Approval of the Minutes:

Motion to approve the Minutes of the February 9, 2012 Business Meeting and Executive Session was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of all bills March 8, 2012, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to pay Hybrid Puratex, Pennsauken Township dated March 8, 2012. Motion: Mr. German; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

BID OPENINGS:

No discussion.

Staff Reports:

Mr. Saraceni informed the Commission that he would be participating in the Pennsauken High School Junior Career Day to take place on Friday, March 9, 2012. Mr. Saraceni reminded the Commission that the annual Elected & Appointed Officials training would take place prior to the April Commission meeting at 5:00 PM, and inquired as to the Commissions interest in participating with the employees in the upcoming CPR training. Additionally, Mr. Saraceni mentioned the upcoming AWWA Conference and asked that any Commissioner wishing to attend to contact him for registration. Superintendent Whalen discussed that this past month, the MPWC experienced its lowest pumpage in 13 years, pointing to the loss of a commercial users, the weather and ongoing conservation efforts. Mr. Saraceni referenced information passed on by Commissioner Brennan regarding a video posted on www.njspotlight.com regarding a panel discussion hosted by Rider University with various representatives from private water companies leading a panel discussion regarding the challenges facing water companies with infrastructure repair, upgrade and replacement costs. Mr. McConnell informed the Commission that he received information, late this date, on a NJ American rate increase Settlement Proposal???

Old Business:

1843 45th Street

A motion to waive the property lien provided that pending deal with the developer reaches the settlement table. 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

New Business:

Kenilworth Main Replacement/Relining Project

A motion to go out to bid on the Kenilworth Avenue project. Motion: Mr. German; 2nd by Ms. Killion; **a unanimous roll call vote.**

Authorization to Approve Engineering Projects

A motion to authorize the C.O.O. to approve engineering projects not to exceed \$5,000.00 each with a maximum of five projects authorized (\$25,000.00), at any one time. Motion: Mr. German; 2nd by Ms. Killion; **a unanimous roll call vote.**

New Services

None.

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mrs. Davis discussed her participation with the Strategic Planning Committee. Mrs. Davis enjoyed her session with the Committee and looks forward to participating in additional projects. Ms. Killion apologized for her inability to attend the Strategic Planning session and looks forward to participating in the future.

Executive Session:

Resolution to enter Executive Session at 6:42 PM regarding personnel and legal matters, by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

See separate Executive Session Minutes.

Commissioners Re-entered Public Session at approximately 7:08 pm.

New Hire/Meter Reader

A motion to hire Luis Collazo: Motion: German; 2nd by Ms. Killion; **a unanimous roll call vote.**

New Hire/Part-time Office Support Person

A motion to hire with conditions noted. Motion: German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous** voice vote at 7:10 p.m..

Submitted by,
Brandy Eisenmann & Michael 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
March 8, 2012**

ATTENDEES:

Commissioners:

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

Other Attendees:

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

The President called the meeting to order at 6:00 PM
All Commissioners were present, except Mr. German, who was absent.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Kenilworth Avenue Main Relining/Replacement – Bid Status

Bid opening scheduled for April 19, 2012.

Woodbine Avenue Tank Bids

Bids were opened on March 28, 2012. Engineer Rich Spafford informs the Commission that Bragaton Construction, Inc. met the low bid qualifications and that references have been checked. Mr. Spafford distributed letters received regarding Bragaton Construction from the International Union of Painters and Allied Trades and from former Mayor of Beechwood, Ronald W. Jones. These documents were sent to alert the Commission as to certain concerns in an attempt to discredit the low-bidder and to suggest that the Commission disqualify the bidder for reasons they expressed. The letters, the content and concerns were all researched and addressed to the Commission by Staff, to Commissioner's satisfaction. As such, staff expressed confidence in the qualifications of the bidder.

MPWC Website Upgrades - Progress

Brandy Eisenmann distributed copy of the proposed design layout to the Commission. There was a brief discussion regarding some of the design elements.

Arbor Day – Friday, April 27, 2012

Both Pennsauken Township and the Borough of Merchantville have been contacted regarding locations for the Annual Arbor day planting. The Commissioners will be contacted when locations and times have been finalized.

Water Week Poster Contest

Fifth grade teachers at public schools in the host communities have been contacted and both are excited to participate. Entries will be received on April 20, to be judged the following week. Winning entries will be recognized at the May commission meeting. Commissioners Regina Davis and Kelly Killion will be assisting with the review and judging of the submissions.

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

NJUA Renewal Agreement & Resolution

Presented to the Commission for approval and signature.

Vision and Value Statements

Presented to the Commissioners for review and comment.

Approval of the Minutes:

Motion to approve the Minutes of the March 12, 2012 Business Meeting and Executive Session was made by Mr. Brennan, 2nd by Ms. Killion; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of all bills April 12, 2012, other than those payments pulled and addressed below. Motion: Mr. Brennan, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to pay Hybrid Puratex, Pennsauken Township and Municipal Maintenance dated April 12, 2012. Motion: Mr. Brennan; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

BID OPENINGS:

Woodbine Avenue Tanks Bids –reviewed
Kenilworth Bid Opening – rescheduled for 4/19/2012

Staff Reports:

No discussion.

Old Business:

Vision & Value Statements - The Commission endorsed Staff utilizing the statements.

New Business:

Woodbine Tank Bid - Award

A motion to approve award of the Woodbine Tank Project to the lowest qualified bidder, Bragaton Construction, Inc.. Motion: Mr. Brennan; 2nd by Ms. Killion; a unanimous roll call vote.

NJUA 2012 Renewal

A Resolution to sign and execute the 2012 NJUA Renewal Agreement. Motion: Mr. Brennan; 2nd by Ms. Killion; **a unanimous roll call vote.**

New Services

None.

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

Project Status Table:

Mr. Kofoet mentioned that he did receive the notification call for spring flushing. Additionally there was a discussion regarding coming up with a better label for the notification “button” on the website, as not to use the term “Reverse 9-1-1”

Commissioners Reports / Discussions / Comments:

Mrs. Davis had an inquiry for Mr. Saraceni regarding the earlier EPL training and incentives for adopting best practices. Mr. Saraceni assured Mrs. Davis that the MPWC is already compliant, and will be sure to submit prior to the deadline.

Adjournment:

Motion by Mr. Brennan and 2nd by Ms. Killion; **unanimous** voice vote at 6:45 PM.

Submitted by,
Brandy Eisenmann & Michael 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
May 10, 2012**

ATTENDEES:

Commissioners:

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

Other Attendees:

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

The President called the meeting to order at 6:00 PM
All Commissioners were present.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Water Week Poster Contest - Awards

Recognition awards were presented to winners of the MPWC's 2nd Annual Drinking Water Week Poster Contest. Commissioner Killion and Mrs. Eisenmann presented Nicole Clark, Sara Brynn McAuley and Tania Harris with achievement awards. Nicole Clark, 1st Place Winner, explained her entry for the Commission.

Infrastructure Trust – LFB Resolution

Staff seeks adoption of a Resolution to authorize preparation and submission of application to Local Finance Board.

Kenilworth Avenue Bid - Recommendation

Mr. Spafford recommends award to low bidder George Helmer Construction.

Fair & Open RFQ Draft

Commissioner Brennan suggests that item #7 on the last page of the draft document be changed from including the word "will" to "may". All Commissioners agreed.

Personnel – Hour Employee Evaluations

Staff seeks approval for hourly employee evaluation and corresponding recommendations to be proposed at the June meeting for implementation July 1, 2012.

Approval of the Minutes:

Motion to approve the Minutes of the April 12, 2012 Business Meeting was made by Mr. German, 2nd by Ms. Killion; **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

Payment of Bills

Motion to approve payment of all bills May 10, 2012, other than those payments pulled and addressed below.
Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to pay Hybrid Puratex, Pennsauken Township, Arnold Safe & Lock and Pennsauken EMS dated May 10, 2012. Motion: Mr. Brennan; 2nd Mrs. Davis; **all approved, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

Lonnie Monaco
4118 Homestead Avenue
Pennsauken

Mr. Monaco addressed the Commission regarding the fact that he resides in Pennsauken and is not a customer of the MPWC. Mr. Monaco wondered what action can be taken, if any, to become a customer of the MPWC. Mr. Monaco acknowledged that he'd addressed the Commission on the subject approximately 5 years earlier and is still seeking a solution. Mr. Monaco has addressed his current supplier, New Jersey American Water, but has not been able to make progress. The Commission explained that service areas are dictated not by the Commission, but by the NJDEP and that they were unable to acquire Mr. Monaco as a customer upon his request. After some additional comments, the Commission apologized to Mr. Monaco and assured him that they'd prefer to include all areas of Pennsauken in its service area, but that it was just not possible.

The meeting was closed to the public at 6:28 PM.

BID OPENINGS:

No discussion.

Staff Reports:

Mr. Saraceni informed the Commissioners that the field work for the annual audit would begin the week of June 4, 2012. It was noted that Asst. Superintendent Craig Campbell has obtained his T4 License, and that Finance Director Joyce Peirce has completed her Purchasing I class in preparation for her upcoming QP exam. The Commission was also notified that Borough and Township flags have been ordered for the Board Room, as well as window treatments. Mr. Brennan inquired about discussions regarding the logo on the Woodbine Tank and asked if a decision was made on the subject. Mr. Spafford indicated that it would be discussed at the next day's pre-con meeting.

New Business:

Kenilworth Avenue Project - Bid

A motion to award the bid to George Helmer Construction for \$515,199.00 Motion: Mr. German; 2nd by Ms. Killion; **a unanimous roll call vote.**

*it was noted that costs will be reduced while extending the life of the product through value engineering, which will be handled as a reverse change order.

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

Authorization to Proceed with RFQ for Professional Consultants.

A motion to proceed with posting RFQ for Professional Consultants. Motion: Mr. German; 2nd by Ms. Killion; **a unanimous roll call vote.**

Resolution: Local Finance Board Application

A Resolution authorizing preparation and submission of Local Finance Board application. Motion: Mr. German; 2nd by Ms. Killion; **a unanimous roll call vote.**

New Services

None.

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mrs. Davis acknowledged staff's efforts on the Annual Arbor Day tree plantings, and extended a job well done to those involved in the Water Week Poster Contest. Mrs. Davis also congratulated Superintendent Whalen on a great job with the new CCR Report. Ms. Killion echoed Mrs. Davis' sentiments on the Arbor Day activities and announced that she has recently interviewed for a new position out of state and may not be with the Commission much longer. Commissioners and staff wished Ms. Killion luck. Mr. Brennan congratulated staff on the success of the Poster Contest.

Executive Session:

Resolution to enter Executive Session at 6:42 P.M. regarding personnel and legal matters, by Mr. Kofoet, 2nd by Mr. German. Vote was unanimous.

See separate Executive Session Minutes.

Commissioners Re-entered Public Session at approximately 6:53 pm. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

The C.O.O. advised the Commissioners that because the Provisional Employee would not be recommended for permanent employment, he recommended appointment to the position by the second choice candidate.

A motion was made to authorize C.O.O. to offer employment to the second choice candidate from the Meter Reader recruitment initiative. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

A motion was made to authorize the C.O.O. to offer employment for a summer help position vacancy by the remaining candidate on the list. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous** voice vote at 6:54 PM.

Submitted by,
Brandy Eisenmann & Michael 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
June 14, 2012**

ATTENDEES:

Commissioners:

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

Other Attendees:

Michael A. Saraceni, COO
Jeffrey C. Whalen, Superintendent
Richard Spafford, P.E.
Brandy Eisenmann

The Vice President called the meeting to order at 6:00 PM
President Kofoet was absent.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Fair and Open, Advertised.

Professional Services RFQ posted and advertised. Responses are due 6/27/2012 at 12:00 noon. Staff to report at the July Reorganization meeting.

John Tipton Blvd – Dead End Main Extension Prep

Superintendent Whalen explained that there is excess material from the Park Avenue project and that it is an ideal opportunity to tie-in John Tipton Blvd with Rt. 130 (approximately 220"). All work will be done in-house and this project will support the re-opening of Lidestri Foods when they come online later this year.

Personnel – Hour Employee Evaluations

To be discussed in Executive Session.

Approval of the Minutes:

Motion to approve the Minutes of the May 10, 2012 Business Meeting & Executive Session was made by Mr. Brennan, 2nd by Mr. German; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment for the Pennsauken High School scholarship awards. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to approve payment of all bills May 10, 2012. Motion: Mr. German, 2nd by Ms. Killion; **a unanimous roll call vote.**

Correspondence:

Mr. Saraceni has spoken to Mayor North regarding a preference for the Merchantville tank painting project. Mr. Saraceni informed the Commission that employee Rita Ramming has formally submitted her intent to retire at the end of August 2012.

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

Public Comment

The meeting was opened for public comment.

None present.

BID OPENINGS:

No discussion.

Staff Reports:

No discussion

Old Business:

No action.

New Business:

No action.

Project Status Table:

The Commission agreed to remove the Delaware Gardens project and the Water Re-Use project from the Project Status Table. Mr. Brennan inquired as to the status of the solar project. Mr. Spafford indicated that the PSE&G financing process is slow and that the project is currently awaiting approval of that application.

Commissioners Reports / Discussions / Comments:

Mr. German indicated that he attended the Memorial Day ceremony at Wellwood Park and that Mr. Kofoet's grandson was one of the speakers and did an excellent job. Ms. Killion informed the Commission that she has accepted a job offer out-of-state and will be resigning her position with the Commission. Ms. Killion thanked everyone for their support and said that she has enjoyed the experience and will miss being part of the Commission. Mr. Brennan addressed the Commission with regard to the Merchantville Planning Board application for the temporary towers on the property at the Woodbine Avenue water tank, and wanted to clarify the necessity of submitting plans, etc. to the Borough Planning Board, indicating that the Planning Board waived application fees and will bill any fees as balances become due vs. collecting escrow. The C.O.O. thanked the Planning Board Chair for accommodating the MPWC in convening a special meeting as to not delay the tank painting project. Mrs. Davis thanked Ms. Killion for her time and said that she would miss her as she moves on to her new job. Mrs. Davis commented that the Township and Borough Flags are a very nice addition to the Board Room.

Executive Session:

Resolution to enter Executive Session at 6:16 PM regarding personnel and legal matters for a short session, by Mr. German, 2nd by Ms. Killion. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 6:22 PM.

Employee Evaluations – Salary Recommendations

Motion to approve the recommendations for salary increases for certain specified employees as presented by staff was made by Mr. German, 2nd by Mr. Brennan; **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

Adjournment:

Motion by Mr. German and 2nd by Ms. Killion; **unanimous** voice vote at 6:24 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Minutes of the MPWC Monthly Business Meeting

July 12th, 2012

ATTENDEES:

Commissioners:

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

Other Attendees:

Mr. Michael Saraceni, Chief Operating Officer
Mr. Jeff Whalen, Superintendent
Karl McConnell, General Counsel
Richard Spafford, P.E.
Mrs. Angela Waldron, Administrative Services Supervisor

The meeting was called to order at 6:00 PM by President Kofoet.

A roll call of the Commissioners indicated all but Ms. Killion were present.

After a salute to the flag of the United States of America, it was announced that the meeting was being held in compliance with the NJ Open Public Meetings Act.

REORGANIZATION MEETING:

Nomination of Officers

Mr. German put forward a motion that all members of the Commission should retain their current positions for the 2012-2013 terms. This motion was seconded by Mr. Brennan. A roll call vote was unanimous. The Secretary cast the following ballots; President – Mr. Kofoet, Vice-President – Mrs. Davis, Treasurer - Mr. German, Secretary – Mr. Brennan and Assistant Treasurer/Assistant Secretary – Ms. Killion.

Professional Services Appointments

After review of qualified submissions, the Commission resolved to re-appoint all existing consultants; Motion: Mr. German, 2nd by Mr. Brennan; **A unanimous roll call vote.**

Depositories & Signatories

A Resolution to Designate Depositories – which shall include NJ Cash Management Fund (see resolution accompanying Minutes for complete list). Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote.**

Cash Management Plan

A Resolution adopting the Cash Management Plan. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Designation of Newspapers/Websites

A Resolution to designate the newspapers/websites (see resolution accompanying Minutes for complete list). Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Designation of Bank Signatures

A Resolution to approve Commissioners, as designated in the accompanying Resolution, as authorized signatures for the MPWC **Operating Account**. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

A Resolution to approve signatures for the MPWC **Payroll Account** as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Designation of FSA Account and Signatories

A Resolution to approve signatures for the MPWC **FSA Account** as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Petty Cash Fund (Cash Management Plan)

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

State Contract Purchases

A Resolution to authorize purchases under the State Contract as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Public Agency Compliance Officer

A Resolution to authorize appointment of a Public Agency Compliance Officer (C.O.O. Michael Saraceni) as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

C.O.O. Authorized for NJDEP/EPA Applications

A Resolution to authorize the C.O.O. to make applications to the NJDEP/EPA, as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Establish Open Public Meeting Dates/Times for the Year

A Resolution to establish the meeting dates and times for the year, same to be appropriately published. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

ITEMS TO BE DISCUSSED

Local Government NJ Energy Audit – Authorization to File Application.

Mr. Spafford indicated the benefits of our participation in the Local Government NJ Energy Audit, and that there was very little obligation involved. The Commission President agreed that it would be beneficial and the audit would be at no expense to our ratepayers. Further, the Commission may be eligible for grant monies to support any needed/recommended energy efficiency upgrades.

Camden County – Cooper River Park Renovation – Application & Service Fees

Mr. Saraceni received a letter from Mr. Frank Moran of Camden County, asking that all fees be waived for the Cooper River Park Renovation/application for irrigation services. The Commission agreed to waive the inspection fees and credit the \$25.00 application fee; however, they declined the request to waive the tapping fees, meter cock/lid costs and connection fees as detailed in the review letter. The C.O.O. was directed to inform the County Park Director accordingly.

2011 Financial Audit

Mr. German indicated that there were no recommendations from the audit, and that it should be approved at the next meeting. All Commissioners received copies and were asked to review them and notify either Mr. German or the C.O.O. with any questions or concerns.

Personnel Recruitment

Mrs. Waldron spoke briefly regarding the hiring process to date for the Billing Clerk position. Mr. Saraceni requested approval to hire for the Billing Clerk position. The Commission authorized the C.O.O. to move forward with the recruitment and hiring, informing the Commissioners when the successful candidate has been identified.

Approval of the Minutes

A Motion to approve the Regular and Executive Session Minutes of the June 14th, 2012 meeting, as amended, was made by Mr. German and 2nd by Mr. Brennan; **a unanimous roll call vote.**

Payment of Bills

A motion to approve payment of all bills dated July 12th, 2012, other than those payments pulled and addressed below. Motion: Mr. German; 2nd by Mr. Brennan; **a roll call vote was unanimous.**

A Motion to pay Hibrett Puratex dated July 12th, 2012. Motion: Mr. German; 2nd Mr. Brennan. **All approved, except Mr. Kofoet abstained.**

Correspondence

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

Bid Openings

No bids.

Staff Reports

No discussion.

Old Business

No discussion.

New Business:

A Resolution was approved to apply for the Local Government Energy Audit. Motion: Mr. German; 2nd Mrs. Davis; **a unanimous roll call vote.**

A Motion to waive any inspection fees and credit the water application fee back to Camden County Parks, however, the request to waive the connection fees, tapping fees and meter crock/lid was denied. Motion: Mr. German; 2nd by Mrs. Davis. **A unanimous roll call vote.**

A Motion to accept and distribute the 2011 Audit for Commissioner review and to be approved at the next meeting; Motion: Mr. German; 2nd by Mrs. Davis. A roll call vote was unanimous.

New Services

A Motion to approve two (2) new 2" services on Haddonfield Road; a 2" irrigation service at Cooper River Park, and a 1" service renewal at 8912 Collins Ave. were all approved. Motion: Mr. German; 2nd Mrs. Davis. **A roll call vote was unanimous.**

RFQ/United

Mr. Saraceni informed the Commission of the necessity to transition Commission IT Professional Services by either RFP/RFQ and requested permission to proceed. The Commission approved, with President Kofoet directing the C.O.O. to submit the draft RFP to the Commissioners for review prior to publishing.

Project Status Table

No discussion.

Commissioners Reports/Discussions/Comments

Mr. Kofoet thanked Mrs. Davis for conducting the meeting in his absence last month. Mr. Kofoet also discussed putting some type of information with the check for the recipients of the MPWC Scholarships. These scholarships serve to memorialize individuals who have made a significant impact to the MPWC; information on their legacy would serve to preserve their respective memories and provide the recipients with a reminder of the origin of the scholarships.

Mr. Brennan, upon cursory review of the audit expressed concern as to whether or not the Commission's allocation of the unreserved fund balance earmarked for capital repairs was clearly noted in the 2011 Audit Report. While it was noted within the Management Discussion and Analysis section and referenced within the financials, it was decided that the Commission would solidify their position through resolution at the August meeting.

Adjournment

Motion made by Mr. Kofoet and 2nd by Mr. German; **unanimous** voice vote at 6:43 p.m.

Submitted by,

Angela Waldron, Administrative Services
Michael A. Saraceni, C.O.O.

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 9, 2012

ATTENDEES:

Commissioners:

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

Other Attendees:

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

The Vice President called the meeting to order at 6:00 PM
Kelly Killion, Asst. Secretary/Treasurer was absent.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

2011 Audit – Resolution & Affidavit

No discussion.

New Hire – Madeline Yezzi

Mr. Saraceni indicated that Mrs. Yezzi was scheduled to begin her Indoctrination/Training on August 13, 2012.

Meter Replacement Program – Progress Report / Capital Spending

Mr. Whalen provided a progress report on the current program, indicating that to-date, approximately 25% of the franchise area has been addressed. The original budget for the project was \$250,000.00, with spending on meters to-date at \$228, 000.00 staff is requesting additional funds be allocated to this project.

Energy Audit – Authorization to Notify Vendors

Mr. Spafford indicated that he has received authorization to proceed with the project, along with a list of six (6) approved vendors. Mr. Spafford was asked to do some additional research on the possibility of installing solar on the Westfield Avenue roof.

Browning Road Media Replacement – Authorization to Bid

Mr. Spafford requested authorization to go out for bid.

IT Competitive Contract – Authorization to Advertise

The contract was prepared by Mr. Spafford and reviewed by staff and Mr. McConnell. Staff is requesting authorization to advertise for proposals. It was discussed that clarification would be sought from the DCA regarding the application of competitive contracting to IT services. Staff recommends advertising for RFPs as this action exceeds what would be required to award a bid under the threshold anyway.

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

Approval of the Minutes:

Motion to approve the Minutes of the July 12, 2012 Business Meeting as amended was made by Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of all bills August 9, 2012, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to approve payment for Hibrett Puritex, Municipal Maintenance and Pennsauken Township. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

BID OPENINGS:

No discussion.

Staff Reports:

The C.O.O. reported that a Connection Fee Hearing would be required for either the September or October meetings. After a brief discussion, the Commissioners agreed that the Connection Fee Hearing would take place at the October meeting. In addition, the Commission would need to take action on BAN funds and establish the amount to be paid down on the debt prior to the rollover. Mr. Brennan asked Mrs. Eisenmann if a new link to the website would be provided to the Commissioners for review prior to the official launch and Mrs. Eisenmann indicated that she would forward the link to all. Mr. Spafford indicated that we received authorization from the State to bid the Park Avenue Project for 2013 relative to our NJEIT Loan Application. This action will be deferred; however, the authorization confirms the approval of the loan application.

Old Business:

No action.

New Business:

Competitive Contract for IT Services

A motion to advertise a competitive contract for IT services. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Closure of Attorney Trust Account

A motion to close the Attorney Trust Account at First Colonial Bank. Motion: Mr. German; 2nd by Mr. Brennan; **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

Browning Media Project

A motion to go out to bid on the Browning Road Media Replacement Project. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

2011 Audit and Affidavit

A motion to approve the 2011 Audit. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

A motion approve and sign the 2011 Audit Affidavit. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

New Services

A motion to approve new services for PNC Bank at GSP; 313 Monroe Avenue and for an irrigation line for Pennsauken Township which is contingent on Board of Education approval. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet abstained.**

Redistribution of Capital Funds

A Resolution to allocate capital funds from the Woodbine Tank Painting project to the Meter Replacement Program in the amount of \$200,000.00. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Mr. German discussed his intention at paying down the BAN and that Parker McCay was looking for a figure. Mr. Brennan questioned the need for Bond Counsel for renewing a Bond Anticipation Note, indicating that it could likely be handled by the bank. Mr. Saraceni will conduct the research and report back to the Commission.

Project Status Table:

No discussion

Commissioners Reports / Discussions / Comments:

Mr. German reminded everyone that it was time to begin preparing the 2013 budget. Mr. Brennan distributed an article on infrastructure improvements and a discussion ensued. Mrs. Eisenmann will attempt to obtain the necessary permission to repost the article, as well to the MPWC website.

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous** voice vote at 6:40 PM.

Submitted by,
Brandy Eisenmann & Michael 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 September 13, 2012

ATTENDEES:

Commissioners:

G. Burton German, Treasurer
Mrs. Regina Davis, Vice President
Mr. Patrick Brennan, Secretary

Other Attendees:

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

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

President Bernhard Kofoet was absent.

Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Energy Audit – Bids Received

Engineer Rich Spafford distributed bid results to the Commission and asked for authorization to award.

Browning Road Media Replacement – Bids Received

Mr. Spafford distributed bid results to the Commission, indicating that there were five (5) total bidders with Derstine Construction being the lowest bidder. Mr. Spafford requested endorsement from the Commission to allow the State to award the bid to them.

IT Competitive Contract – Bids Received

Three (3) quotes were received. Low bidder/highest score was current contractor, United Computers. Mr. McConnell recommended that the Commission accept all bids and wait for a DCA response regarding the use of competitive contracting for IT Services before awarding, deferring action until the October meeting.

Kenilworth Avenue Main Replacement – Change Order Request

Mr. Spafford summarized the items in the change order totaling \$62,178.24 and requests approval. There was a discussion regarding the repair of the pavement. Mr. Spafford indicated that he would be requesting a site visit from Camden County's Director and will report back to the Commission when more information becomes available.

BAN Note Resolution

There was a discussion regarding the BAN rollover and the necessity of Bond Counsel. Staff will continue to research for next year's rollover. Closing is expected at the end of October.

Connection Fee Hearing

Mr. Saraceni indicated that the Connection Fee Hearing has been scheduled and advertised for the October 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

Approval of the Minutes:

Motion to approve the Minutes of the August 9, 2012 Business Meeting was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of all bills August 9, 2012. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Correspondence:

It was noted that Kelly Killion has submitted formal resignation from the Commission effective September 1, 2012.

Accept Resignation

A motion to regretfully accept Ms. Killion's resignation from the MPWC as Assistant Secretary/Treasurer. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Public Comment

The meeting was opened for public comment.

None present.

BID OPENINGS:

No discussion.

Staff Reports:

Mr. Brennan solicited clarification from staff regarding the Kenilworth Avenue Project relative to the questions raised regarding the re-paving of the streets. Such was provided. A brief discussion ensued, with staff to move forward with project completion and to keep the Commission apprised of progress.

Old Business:

BAN Rollover

A motion to authorize the BAN rollover. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

New Business:

New Services

A motion to approve a new 2" fire service at 35 West Maple Avenue. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Change Order – Kenilworth Main Project

A motion to approve the submitted change order for the Kenilworth Avenue Main Replacement project in the amount of \$62,178.24. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Award Bid – Energy Audit

A motion to award the contract to lowest bidder, pending approval by the State of New Jersey. Motion: Mr. German; 2nd by Mr. Brennan; **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

Award Bid – Browning Road Media

A motion to award the Browning Road Media Project Bid to Derstine Construction. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Project Status Table:

There was a brief discussion regarding the progress of the Woodbine Tank painting.

Commissioners Reports / Discussions / Comments:

Mr. Brennan initiated a discussion regarding United Water's recent water quality violations and directed staff to prepare a statement should customers call with concerns. Mr. Brennan also initiated a discussion regarding the sharing and exchange of information with agencies performing title search. Staff was instructed to conduct research regarding DCA permission and possible collection of fees with associated data exchanges. Mr. German indicated that staff has begun to prepare the 2013 budget and that he would like to meet in the following week to discuss preliminary budget issues. There was a discussion regarding a possible Special Meeting for budget review and approval sometime in October. Mrs. Davis expressed thanks and appreciation to staff for a job well done with Rita Ramming's retirement luncheon.

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous** voice vote at 6:39 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Minutes of the MPWC Monthly Business Meeting October 11, 2012

ATTENDEES:

Commissioners:

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

Other Attendees:

Michael A. Saraceni, COO
Craig Campbell, Asst. Superintendent
Richard Spafford, P.E.
Brandy Eisenmann
Karl N. McConnell, General Counsel
Mr. James J. Miles, Jr., CPA
Patricia Croce, Stenographer

The Vice President called the meeting to order at 6:00 PM
All Commissioners were present.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

Commissioner Appointment

Mr. Joseph C. Scavuzzo is sworn in by General Counsel, Karl N. McConnell

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.

ITEMS TO BE DISCUSSED

IT Competitive Contract Status

Mr. McConnell informed the Commission that he did receive DCA approval on awarding IT services under Competitive Contracting. Staff recommends award to United Computer as submitting vendor with the highest overall score and lowest price.

Kenilworth Avenue Main Replacement

Mr. Spafford reported that aside from the county road issue, the project should be complete in the next week. Commissioner Brennan is reaching out to the Camden County Freeholder/Director regarding the status of the road permit and residual project completion terms.

Construction Materials Bid

Mr. Saraceni reported that staff inadvertently exceeded the bid threshold for the purchase of construction material and sought endorsement for the advertisement for public bid for materials so staff can continue to purchase needed materials without violating purchasing regulations. Staff recommends award to the sole bidder through December 2013.

Cherry Hill Tank – Roof Paint Failure

Mr. Spafford reported that there is significant blistering and corrosion, and referred back to an issue with spot repairs for the same issues at the time of construction. Those issues were addressed at the time and Mr. Spafford is in contact with CB&I to address the current problem, indicating that correcting the issue will be a significantly sized project.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

2013 Operating and Capital Budget Preparation & Status

Copies of the budget worksheets to-date were passed out to all Commissioners for review. Mr. German reported to the Commissioners that he has met several times with staff and that the budget still needs some work and will require a meeting with the Auditor prior to bringing the budget before the Commission for approval. Mr. German anticipates a 3% rate increase and indicated that he intends to use approximately \$750,000 in reserve funds for a \$0 bottom line. A Special Meeting will be held on Monday, October 22, 2012 at 6:00 PM to adopt the 2013 budget. The Commission also discussed holding a rate hearing prior to the December open public meeting.

Approval of the Minutes:

Motion to approve the Minutes of the September 13, 2012 Business Meeting was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet, who abstained.**

Payment of Bills

Motion to approve payment of bills October 11, 2012 other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to approve payment of a bill for Hibrett Puratex, dated October 11, 2012. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet, who abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

Staff Reports:

Mr. Brennan asked staff how the notification system worked during the recent fall flushing. Mr. Campbell reported that the number of phone calls and water quality complaints has greatly decreased with the introduction of the phone blasts. Mr. Kofoet thanked Mr. Brennan for bringing the idea of the notification system to the MPWC and host communities. Mr. Spafford asked the Commission for an extension on the Woodbine Tank project. The project completion date was originally scheduled for 12/7/2012 and the contractor has asked to move that to 12/15/12. Mr. Spafford's recommendation was to accept the extension due to excessive weather delays over the summer months. All Commissioners agreed to the extension.

RESOLUTIONS:

New Business:

IT Professional Services

A Resolution to award IT Services to United Computers through Competitive Contract. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Construction Materials Bid

A Resolution to award the construction materials bid to Waterworks Supply through December 2013. 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

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Connection Fees for 2013

A Resolution to approve new Connection Fees as outlined in the Connection Fee Hearing transcript, effective January 1, 2013. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German noted that budget work continues and thanked staff for all of their hard work over the past month. Mrs. Davis thanked staff for the new logo on the Board Room wall and said she really likes how it looks. Mr. Scavuzzo thanked everyone for the warm welcome and is looking forward to working with the Commission and learning the water business and said that the new website looks really great. Mr. Brennan welcomed Mr. Scavuzzo and thanked staff for the water main break alerts and noted how helpful it is to be informed and really appreciates the notifications. Mr. Kofoet suggested to Mr. Scavuzzo that if he has the opportunity to stop by a water main break to see the construction team in action that he should do so. Mr. Scavuzzo said that he experienced a water main break in front of his own property and was impressed that the repair was made without interruption to his service. Mr. Kofoet also thanked Mrs. Davis for chairing last month's meeting.

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous** voice vote at 7:05 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

**Minutes of the MPWC Special Meeting
October 22, 2012**

ATTENDEES:

Commissioners:

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

Other Attendees:

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

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

All Commissioners were present.

Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

2013 Operating and Capital Budget

President Kofoet turned the meeting over to the Treasurer who summarized the events surrounding the budget preparation. Mr. Brennan requested clarification relative to the application of reserves to balance the budget. Mr. German clarified and stated that the strategy would be appropriate. Mr. German expressed gratitude to the staff for their work in preparing the budget and recommended that the Commission adopt the 2013 budget as presented.

Adoption of the 2013 Budget

Resolution to adopt the 2013 Operating and Capital Budget of the Merchantville-Pennsauken Water Commission was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous** voice vote at 6:11 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

M. Joseph Scavuzzo
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
November 8, 2012**

ATTENDEES:

Commissioners:

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

Other Attendees:

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

The President called the meeting to order at 6:00 PM
All Commissioners were present, except Mr. Scavuzzo was absent.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

NJEIT Loan – Resolutions (2)

The C.O.O. presented the Commission with the two NJEIT Resolutions for adoption and signature.

Professional Services – Surveying Quotes for Glenwood Avenue Project

The Engineer requested Commission approval to award survey work for the Glenwood Avenue to CES.

Annual Contracts - Bid

Staff requested authorization to bid annual professional services contracts.

Rate Hearing – December 13, 2012

Mr. Saraceni confirmed that the required advertisements and notifications have been made and that the stenographer has been reserved for the upcoming rate hearing.

Friends of Pennsauken Library – Book Storage

Friends of the Pennsauken library requested permission to store books in the MPWC Record Retention Room. There was a discussion regarding the space and the MPWC's current and future needs of the remaining space. The Commission denied the request based on limited space remaining, which is reserved for MPWC use.

Approval of the Minutes:

Motion to approve the Minutes of the October 11, 2012 Business & October 22, 2012 Special Meetings, as amended, was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills November 8, 2012 other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to approve payment of bills for Hibrett Puratex, Pennsauken Township, Municipal Maintenance, dated November 8, 2012. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet, who abstained.**

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

M. Joseph Scavuzzo
Ass't Secretary/Treasurer

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.

None present.

Staff Reports:

In light of Hurricane Sandy, there was a discussion regarding the MPWC's emergency resources, and specifically, the backup generators. Mr. Brennan requested that staff research natural gas generators for possible long range plans for replacing the existing generators.

New Business:

Glenwood Avenue Survey

A motion to award survey work for Glenwood Avenue to Consulting Engineers Services (CES). Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Annual Contracts - Bid

A motion to authorize to bid of the annual contracts. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

MPWC Bank Accounts - Signatories

A motion to authorize Commissioner Scavuzzo as signatory on the MPWC bank accounts. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Appointment of Assistant Secretary/Treasurer

A motion to appoint Joseph Scavuzzo to the position of Assistant Secretary/Treasurer for the Merchantville Pennsauken Water Commission. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

RESOLUTIONS:

NJEIT Authorizing Resolution

A Resolution to approving the authorization and issuance of project notes. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

NJEIT Reimbursement Resolution

A Resolution to authorizing the MPWC to reimburse itself for certain monies expended under the 2013 NJEIT loan program. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

Mr. Spafford provided and update on the final stages of the Woodbine tank painting project.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

M. Joseph Scavuzzo
Ass't Secretary/Treasurer

Commissioners Reports / Discussions / Comments:

Mr. Kofoet requested that the Commission designate a salary committee and suggested Mr. German and Mr. Scavuzzo; all Commissioners agreed. Mr. German formally congratulated Commissioner Brennan for his appointment to the Board at Our Lady of Lourdes. Mr. Brennan initiated a discussion on the notification system and its usefulness during the Hurricane. The Commission asked staff to develop a marketing campaign for recruiting additional subscribers to the notification system and that President Kofoet would meet with staff after Thanksgiving to review and discuss options. Mr. Spafford indicated that since Hurricane Sandy, an additional 112 customers have signed on to be notified. Mr. Kofoet thanked the MPWC for hosting OEM operations at the Park Avenue plant during the Hurricane.

Executive Session:

Resolution to enter Executive Session at 6:25 PM regarding matters of personnel and potential litigation, by Mr. German, 2nd by Mrs. Davis. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 6:48 PM.

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous** voice vote at 6:50 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Minutes of the MPWC Monthly Business Meeting December 13, 2012

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mr. G. Burton German, Treasurer
Mrs. Regina Davis, Vice President
Mr. Patrick Brennan, Secretary
Mr. Joseph Scavuzzo, Asst Secretary/Treasurer
Mr. James Miles, Auditor

Other Attendees:

Michael A. Saraceni, COO
Jeffrey C. Whalen, Superintendent
Richard Spafford, P.E.
Brandy Eisenmann
Karl N. McConnell, General Counsel
Patricia Croce - Stenographer

The Vice President called the meeting to order at 9:35 AM

All Commissioners were present.

Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Executive Session

Resolution to enter Executive Session at 9:36 AM regarding matters of personnel by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 9:58 AM.

Rate Hearing

President Kofoet turned the meeting over to Mr. McConnell for the rate hearing. Please refer to the attached Rate Hearing Transcript for complete Minutes. The hearing was closed at 10:17 AM.

Mr. Scavuzzo excused himself from the remainder of the meeting.

2013 Budget Adoptions

The 2013 budget was accepted by the State of NJ and staff is presenting a Resolution to be signed.

Annual Contracts

There was a discussion regarding the single bidder on the vehicle lease contract. Mr. McConnell indicated that the Commission may accept the bid with a single bidder, noting that traditionally, it has been difficult to secure multiple bids on vehicle lease contracts. There was a discussion regarding the current vendor for trenching material. Mr. Spafford is recommending not awarding bid 13-09 at this time. President Kofoet asked about the numbering sequence of the bids and Mr. Spafford indicated that the original bid numbers are being used even if certain other items are no longer being bid.

2013 Draft MPWC Holiday Schedule

No discussion.

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Dental Benefits Renewal

Mr. Saraceni informed the Commission that he and Mrs Waldron looked very closely at the proposed renewal for Delta Dental provided by the MPWC's Broker of Record, along with several other providers and recommends renewal with Delta Dental for one year at an increase of 2%.

Plan 125 Flexible Spending Acct – Plan Amendment

No discussion.

Approval of the Minutes:

Motion to approve the Minutes of the November 8, 2012 Business Meetings and Executive Session was made by Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. Scavuzzo was absent.**

Payment of Bills

Motion to approve payment of bills December 13, 2012 other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to approve payment of bills for Hibrett Puratex and Pennsauken Township dated December 13, 2012. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. Kofoet, who abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.
None present.

Staff Reports:

Mr. Spafford informed the Commissioners that AT&T would be going to the Merchantville Planning Board with regard to replacing antennas on the Woodbine Tank. Due to a technology upgrade, they are requesting a 4 month extension before replacing equipment on the tank. Staff agrees that it is preferable to the MPWC if the equipment is only re-placed on the tank one time and would prefer the extension be granted.

New Business:

Water Rate Adjustment

A Resolution to approve water rates as previously advertised and as indicated in the Rate Hearing Transcript, effective January 1, 2013. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. Scavuzzo was absent.**

2013 Budget Adoption

A Resolution to adopt the MPWC 2013 Operating and Capital Budget. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Authorization to Award Specified Annual Contracts

A Resolution to award Annual Contracts, except Contract #13-09. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

2013 Holiday Schedule

A motion to approve the MPWC 2013 Holiday Schedule. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Park Avenue Tank – Pre-authorization for Bid

A motion to authorize Engineer to notify the State of New Jersey of intent to bid Park Avenue Tank project in January. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Dental Benefits Renewal

A motion to authorize renewal of the Delta Dental Plan for 1 year at a rate of 2%. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Plan 125 Amendments & Flexible Spending Plan Description

A motion to authorize the Plan 125 Amendments including added language for the FSA. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

New Services

A motion to approve new services at Cherry Hill Plaza and at 4638 Springfield Avenue. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German wanted to thank Mr. Scavuzzo for his involvement with the Salary Committee and wished everyone a Merry Christmas and a Happy New Year. Mrs. Davis noted that the staff accomplishments as presented by Mr. Saraceni at the Holiday breakfast that morning was very impressive and commended staff for a job well done. Mrs. Davis wished everyone a very Merry Christmas and a Happy New Year. Mr. Brennan indicated that the list of staff accomplishments over the past year was a moment of pride and thanked everyone for their dedication and participation and wished everyone a Happy New Year and Merry Christmas. Mr. Kofoet indicated that he'd recently met with staff to discuss marketing of the community notification system and that some ideas were being developed, including All Around Pennsauken articles and a sign-up sheet at the counter for customers that pay bills in person. Mr. Brennan mentioned that we should include any article content to the Merchantville Observer. Mr. Kofoet echoed the other Commissioners sentiments with regard to the significant accomplishments over the past year and indicated that he is very impressed and would like to explore ways to share this information with the community, and suggested perhaps working with Frank Sinatra to draft an article of the MPWC 2012 accomplishments. Mr. Saraceni indicated that he was currently working on such a project with Mrs. Eisenmann. Mr. Brennan and Mr. Kofoet discussed potential growth opportunity for the MPWC moving into 2013 and indicated that now is the time to move forward with exploration. Mr. Kofoet noted that the MPWC stands as a model for all other municipal agencies and is very proud of the organization. Mr. Kofoet wished everyone a Merry Christmas and a Happy New Year.

Salary Adjustments

A Resolution to adopt salary adjustments as presented by the Salary Committee. Motion: Mr. German; 2nd by Mr. Brennan; **a unanimous roll call vote.**

Mr. Bernhard Kofoet
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous** voice vote at 10:25 AM

Submitted by,
Brandy Eisenmann & Michael Saraceni