

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
January 10, 2013**

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 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.

ITEMS TO BE DISCUSSED

Annual Contracts

Mr. Spafford presented the Commission with all contracts, except Klenphos, for signature.

Annual Contracts – Corrosion Control

Mr. Spafford informed the Commission that the original low bidder pulled back their bid and plans to start the process of compliance for next year's bids, including to coordinate a test sometime in the new year. Mr. Spafford recommends award of the bid to Corrosion Control.

Park Avenue Tank Painting – Authorization to Bid

Mr. Spafford requested authorization to go out for bid on the Park Avenue tank painting project.

Golf Course Villas – Performance Bond

Mr. Spafford brought the contractor's request for permission to roll the construction bond into a maintenance bond to the Commission.

Approval of the Minutes:

Motion to approve the Minutes of the December 13, 2012 Business Meetings 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 bills dated January 10, 2013, 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, Pennsauken Township and Arnold Safe & Lock, dated January 10, 2013. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. Kofoet, who abstained.**

Correspondence:

No discussion.

Mr. Bernhard Kofeot
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Public Comment

The meeting was opened for public comment.
None present.

Staff Reports:

Mr. German inquired as to the status on the Woodbine Tank painting project and Mr. Spafford indicated that the project is completed with the exception of the replacement of antennas and removal of the dumpster containing the blast material but that it would be removed shortly. Mr. Brennan noted that there was not an application for the antenna extension brought before the planning board but mentioned that the Board does know the application is forthcoming. Mr. Brennan asked Mr. Spafford to please have the contractor submit the application prior to the next planning board meeting. Mr. Brennan asked the Superintendent about the recent main breaks and their relation to the unusually mild winter weather we've been having. Mr. Whalen informed the Commission that main breaks are contingent on many factors, cold temperatures notwithstanding, but wanted to point out that aging infrastructure and geological movement are also contributing factors and noted that other water purveyors are experiencing similar situations, as evidenced in the media coverage.

Mr. McConnell advised the Commission that he had been informed that our attorneys had received a Right to Sue notice from the EEOC which was a result of Mr. Vega's counsel removing the case from the EEOC. It is not a determination about the case but was simply a function of the fact that his complaint had been at the EEOC enough days so he could request to by-pass them and take his claim to court. Additionally, McConnell stated that electronic and paper copies of last month's rate hearing transcripts have been received. Mr. McConnell notes that an error was found and has already been corrected on the electronic copies and that the hard copy revision would be received shortly. Mr. McConnell also informed the commission that he received email from Mr. Stridick advising the matter of the Paige Court easement would be put before Cherry Hill Township Council either in January or February meetings.

New Business:

Award Bid to Corrosion Control

A Resolution award a proprietary bid to Corrosion Control. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Authorization to Bid Park Avenue Tank Project

A motion to authorize going to bid on the Park Avenue Tank Painting project. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Golf Course Villas – Performance Bond

A motion to authorize release of the performance bond for Golf Course villas upon receipt of a 2-year maintenance bond. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

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

Commissioners Reports / Discussions / Comments:

Mr. Scavuzzo_inquired as to the status of the Cherry Hill tank paint issue. Mr. McConnell indicated that he and the Engineer are still investigating. He said that they are awaiting a response from the paint company and simultaneously reviewing the documents line-by line and will be prepared to make a recommendation at next month's Commission meeting. Mr. Brennan informed staff and the Commission that the PCC Water Re-Use Project received an engineering award and noted that the MPWC was not invited to participate in the recognition acknowledgements as a participant of the project. Mr. Kofoet noted that he'd met with Mr. Saraceni and Mrs. Eisenmann to discuss and plan for the marketing of the Reverse 9-1-1 system and noted that staff will be reaching out to the All Around Pennsauken editor to request a cover story for the March edition. Mr. Brennan asked that the article please make mention that the MPWC is paying for and hosting as a free service to the communities that we serve.

Executive Session:

Resolution to enter Executive Session at 6:17 PM regarding matters of personnel, by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 6:45 PM.

Resolution 2012-36 – Resolution Authorizing Adjustments of Compensation for Certain Employees was read into record. Motion to approve the resolution was made by Mr. Brennan and seconded by Mr. German and the resolution was approved by unanimous vote.

Adjournment:

Motion by Mr. Brennan and 2nd by Mr. Kofoet **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
February 14, 2013**

ATTENDEES:

Commissioners:

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

ITEMS TO BE DISCUSSED

Pennsauken High School 2013 Scholarships

Staff seeks authorization to participate.

Permanent Assignment of QPA – Bid Threshold Adjustment

Joyce Peirce has passed her QPA exam and may be appointed permanent QPA. Also, staff seeks approval to adjust the bid threshold to \$36,000.00.

Glenwood/Monroe Avenue Main Replacement

Mr. Spafford reported that the projects specs are completed and seeks Commission authorization to go out for bid, anticipating starting the project sometime in April 2013.

Park Avenue Tank Painting – Bids Received

Mr. Spafford reported that U.S. Tank was the low bidder and recommends award of that bid to U.S. Tank.

Annual Elected/Appointed Officials Training – Online or Classroom

Mr. Saraceni distributed instructions for the yearly training and indicated that a classroom instructor could still be scheduled if the Commission prefers. Mr. Saraceni will provide additional information as it becomes available.

Financial Disclosure Forms – Transition to Online Filing

Mr. Saraceni informed the Commission that this year's Financial Disclosure Forms can be filed electronically, and he will provide additional information as it becomes available.

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

Approval of the Minutes:

Motion to approve the Minutes of the January 10, 2013 Business Meetings and Executive Session was made by Mr. Brennan, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. German was absent.**

Payment of Bills

Motion to approve payment of bills dated February 14, 2013, other than those payments pulled and addressed below. Motion: Mr. Brennan, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to approve payment of bills for Pennsauken Township, Arnold Safe & Lock, and Municipal Maintenance dated February 14, 2013. Motion: Mr. Brennan, 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.

Bid Openings:

Mr. Brennan asked what would be the time frame for the project and Mr. Spafford indicated that the project is scheduled for 180 days beginning around the end of March 2013, but that antennas would need to come down before issuing a firm start date. With regard to the Woodbine Tank Painting, Mr. Brennan informed the Commission that he was in attendance at the last Merchantville Planning Board meeting and that permission was granted to extend the original date for replacing antennas on that tank.

Staff Reports:

Mr. Saraceni informed the Commission that he consulted the auditors regarding the recent announcement that the bond rating for Merchantville Borough went down regarding possible impact. He further indicated that our auditor projects a nominal impact if at all due to the MPWC having strong financials and the percentage of guarantor shared between the Township and the Borough. Mr. Whalen informed the Commission that he would be absent from next month's meeting as his daughter is getting married, but that Mr. Campbell would be attending in his absence. Mr. Whalen spoke about a recent main break on Route 70, explaining that there was water damage on the jug handle that would require street repair on DOT property. Staff will explore a possible insurance claim for the street repair. Mrs. Eisenmann and Mr. Saraceni spoke about the distributing materials and sign-up sheets for the Community Notification System. Mr. Spafford informed the Commission that financing is in place for the Park Avenue Tank Painting project. Mr. McConnell informed the Commission that there is a March 6, 2013 conference date with the judge in the 606 West Maple case. Mr. McConnell noted that the original motion was relisted for March 8 and that the Mortgager was asking for an extension to petition the Supreme Court, but that it is not likely to be entertained.

New Business:

2013 Pennsauken High Scholarships

A motion to authorize participation in the yearly Scholarship Awards for Pennsauken High School students. Motion: Mr. Brennan; 2nd by Mr. Scavuzzo; **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

Appointment of QPA and Bid Threshold Adjustment

A Resolution to appoint Joyce Peirce as permanent QPA for the Commission and to raise the threshold as permitted under the statute. Motion: Mr. Brennan; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Glenwood Avenue Bid

A motion to authorize going out for bid on the Glenwood/Monroe Avenue Main Replacement Project. Motion: Mr. Brennan; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Park Avenue Tank Painting – Bid Status

A Resolution to accept the bid from US Tank for the Park Avenue Project and award them the project contingent on review of contract by Mr. McConnell. Motion: Mr. Brennan; 2nd by Mrs. Davis; **a unanimous roll call vote.**

New Service

A motion to approve a new 1" residential service at 8439 Eden Lane. Motion: Mr. Brennan; 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mrs Davis offers congratulations to Joyce Peirce for her appointment to MPWC QPA and acknowledges all of the hard work she put forth in preparation of the exam. Mr. Scavuzzo mentioned that he spent some time with the Distribution Department on a recent hydrant repair on Haddonfield Road and acknowledged their hard work under less than ideal conditions. Mr. Scavuzzo also asked if there was any weeping from the valve at the intersection at Church Road and Haddonfield. Mr. Whalen said there was not but that they were currently experiencing some weeping at the site of a recent break on Rt. 70. Mr. Brennan and Mr. McConnell discussed a small parcel of land at the Woodbine Avenue site. Mr. Brennan asked Mr. McConnell to pass along information he has to Mr. Brennan when he has a moment.

Executive Session:

Resolution to enter Executive Session at 6:35 PM regarding legal and personnel matters, by Mr. Brennan , 2nd by Mr. Scavuzzo. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 7:30 PM on a motion from Mr. Brennan and 2nd was made by Mr. Kofoet.

Adjournment:

Motion by Mr. Brennan and 2nd by Mr. Kofoet, **unanimous** voice vote at 7:32 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
March 14, 2013**

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

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

Spring Fire Hydrant Flushing

Asst. Superintendent Campbell informed the Commission that the flushing was properly advertised and scheduled to begin Sunday, March 17, 2013. Mr. Campbell indicated that the Swift Reach notification went out in 2 separate sections, on either side of Maple Avenue, for the first and second weeks of flushing.

Glenwood Avenue Main Replacement – Bid Results & Recommendation

Mr. Spafford informed the Commission that RTW Construction was the low bidder on the project and that he has received good feedback on their references. Mr. Spafford recommends awarding the contract to RTW Construction. The Commission instructed Mr. Spafford to consult with the County Engineer as to whether Glenwood Avenue is a County Road.

MPWC Salary Procedures

President Kofoet summarized discussions from the previous meeting with regard to procedures for Salary Committee. It was proposed that for hourly employees, the Salary Committee would be appointed at the April Commission meeting, would meet with the appropriate staff to discuss recommendations and be prepared to make a recommendation to the Commission in May, and then a Resolution for those recommendations would be presented for signature at the June Commission meeting for an effective date of July 1st for any increases, as approved. For salaried Management-level employees, the same procedure would take place, beginning with appointment of the Salary Committee in October to meet with staff and make recommendations to the Commission at the November meeting and then sign the appropriate Resolution in December for January 1 effective date. It was also proposed that any bonuses or changes in Standby rate, etc. be addressed for a January 1 effective date. President Kofoet noted that the C.O.O. was working on developing Career Path criteria for salaried positions. Additionally, the Commission proposed that the appointed Salary Committee remain in place for both the hourly and the salaried review period. The current Salary Committee of Commissioners German and Scavuzzo have agreed to stay on for the remainder of this year, as proposed.

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

Water Conservation Initiative

Mr. Saraceni discussed the research that was done by staff and Pennsauken Township with regard to water of the local recreational fields. Mr. Saraceni indicated that all meters have been upgraded to radio-read technology and that the next step would be to incorporate smart technology into the sprinkler system controls that would monitor fields for precipitation, temperature, etc. It was noted that Pennsauken Township currently has \$2,500.00 in their budget for this project, with actual costs estimated at approximately \$4,700.00. This technology would be included at a total of 8 fields in the Township of Pennsauken and the Borough of Merchantville (2 in the Borough), the Borough adding about \$1,500 to the total project cost. Staff is seeking Commission approval to cover the balance of the cost of the project given its benefits to the Commission's conservation effort. Commissioners endorsed the initiative.

BAN Rollover 2013 – Discussion Regarding Administration

Mr. Kofoet indicated that the C.O.O. had been instructed to research the possibility of handling the BAN rollover in-house. Mr. Saraceni referenced the findings of MPWC Auditor's recommendation that Bond Counsel continue to handle this task, but indicated that staff would take any necessary training should the Commission decide that they prefer this be handled in-house. A discussion ensued regarding the pros and cons and it was determined that a Committee be appointed to work with the C.O.O to further assess the process. Mr. Kofoet and Mr. German were designated to work with the C.O.O.

Approval of the Minutes:

Motion to approve the Minutes of the February 14, 2013 Business Meetings and Executive Session was made by Mr. Brennan, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated March 14, 2013, 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 Municipal Maintenance and Hibrett Puratex, dated March 14, 2013.

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.

Bid Openings:

Glenwood Avenue Main Replacement to be addressed under Old Business.

Staff Reports:

Mr. Brennan asked Asst. Superintendent Campbell about the recent main break on Route 38. Mr. Campbell indicated that it was an 8" break that caused significant traffic issues and damaged the blacktop.

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

Old Business:

Glenwood Avenue Main Replacement

A Resolution to award the Glenwood Avenue Main Replacement Project to RTW Construction in the amount of \$462,237.00. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

No discussion

Executive Session:

Resolution to enter Executive Session at 6:45 PM regarding legal and personnel matters, by Mr. Kofoet , 2nd by Mr. Brennan. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 7:30 PM. Motion: German, 2nd by Davis – vote was unanimous.

Adjournment:

Motion by Mr. German and 2nd by 2nd by Mrs. Davis; **unanimous** voice vote at 7:32 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
April 11, 2013**

ATTENDEES:

Commissioners:

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

The Vice President called the meeting to order at 6:04 PM
All Commissioners were present, except Mr. Kofoet was absent.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Arbor Day Tree Planting

The annual Arbor Day Tree planting will take place on Friday, April 29, 2013. Trees will be planted in both Pennsauken Township and Merchantville Borough. Mrs. Eisenmann will forward information on locations and time to the Commissioners as it becomes available.

Earth Day – Pennsauken Township Green Fair

Pennsauken Township is holding a Green Fair on Saturday, April 20, 2013 in honor of Earth Day. The MPWC will host a table at the fair.

Water Week Poster Contest

The MPWC will be collecting entries from Merchantville School on Friday, April 19, 2013. Entries will be displayed in the Board Room for MPWC Commissioners and Staff for the blind judging. Winning entries will be honored at the May Commission meeting. It is noted that participation was also requested from Pennsauken Intermediate School, but as of this date, the MPWC has not received confirmation of participation.

RESOLUTION – NJEIT Interim Financing – Authorization to Issue Bonds

Staff seeks Commission approval on a Resolution authorizing financing of project notes.

Approval of the Minutes:

Motion to approve the Minutes of Business Meeting of March 14, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet was absent.**

Motion to approve the Minutes of Executive Session of March 14, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet was absent.**

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

Payment of Bills

Motion to approve payment of bills dated April 11, 2013. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet was absent.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.
None present.

Staff Reports:

Mr. Brennan asked Superintendent Whalen about the low pumpage. There was a brief discussion regarding low numbers and future planning of the MPWC related to those numbers and the MPWC's current allocation vs. future needs.

Old Business:

Glenwood/Monroe Main Replacement Project

The Commission signed contracts for the project which was previously awarded by Resolution at the March 2013 meeting.

New Business:

New Service

Motion to approve a new 2" commercial service at 54 Haddonfield Road. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet was absent.**

Resolution for Financing of Project Notes

A Resolution to authorize the issuance and sale of project notes to the NJEIT. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, including Mr. Kofoet who voted via telephone.**

Project Status Table:

It was noted that the solar panels are going in at the Browning Road station. Mr. Saraceni also noted that with the participation in the energy consortium, the MPWC has experienced \$162,000.00 in energy savings over the 2011 & 2012 budget years under the direction of the staff Engineer, Mr. Spafford.

Commissioners Reports / Discussions / Comments:

Mr. Scavuzzo discussed his attendance at the NJUA Safety Meeting that took place at the Westfield Avenue Administration Building. Mr. Scavuzzo noted that Mr. Saraceni did a fantastic job with his presentation and that he is very pleased to be part of an organization that works diligently at making safety a top priority.

Adjournment:

Motion by Mr. German and 2nd by Mr. Scavuzzo; **unanimous** voice vote at 6:22 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
May 9, 2013**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet
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, C.O.O.
Jeffrey C. Whalen, Superintendent
Richard Spafford, P.E.
Angela Waldron
Karl McConnell, Esq.

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

The MPWC collected entries from Merchantville School on Friday, April 19, 2013, and were displayed in the Board Room for MPWC Commissioners and Staff for the blind judging. Due to a school function, the winning participants were unable to attend the Commission meeting, so the awards ceremony will be delayed until the June meeting.

Professional Services RFQs

Mr. German, Mr. Kofoet and Michael Saraceni met to discuss the professional service contracts for the coming year. Mr. Kofoet and Mr. German recommended no changes to the RFQ or the selection criteria.

Pennsauken Township Shade Tree Commission Request

Mr. Whalen stated that the Pennsauken Township Shade Tree Commission has asked to utilize an unused portion of the MPWC's Rudderow Avenue location to plant 150 small trees donated to the Tree Commission by the Arbor Day Foundation. Mr. Whalen sought approval to have the trees planted and cared for by the Shade Tree Commission, and eventually relocated throughout the Township of Pennsauken.

Robert Alexander – Pennsauken Township Recognition

Mr. Saraceni noted that Pennsauken Township plans to honor Mr. Alexander, who had been awarded the "Trooper of the Year" honor by the 82nd Airborne Division Association Hajdak-Mokan - Philadelphia Chapter. This will occur at the upcoming Pennsauken Township monthly Committee meeting, scheduled for Wednesday, May 22, 2013 at 5:30 pm.

West Maple Avenue Task Force – MPWC Support

Mr. Saraceni reported that the MPWC had provided saws and manpower in the beautification of the West Maple section of Pennsauken and Merchantville, per the request of the West Maple Avenue Task Force. Mr. Saraceni handed out pictures detailing the significant difference in appearance the combined efforts made.

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

Financial Disclosure Forms – Revised Filing Instructions

Mr. Brennan noted that the top bar is a drop-down menu, and all filing was contingent upon selecting the correct entity. Mr. Saraceni will e-mail the 2012 copies for reference. The MEL JIF EPL training also needs to take place for some Commissioners prior to the end of the month.

Salary Committee Progress

Mr. German stated that the Salary Committee had held two meetings to date. The proposal was hand-delivered to each Commissioner, as endorsed by the Salary Committee, so that the Commissioners would have until the June meeting to review the proposal and seek clarification where necessary. Mr. Kofoet looks forward to establishing a Career Path Development plan for salaried employees, & has asked Commissioner Scavuzzo to work with Mr. Saraceni in the development of the program. Evaluations for salaried employees, including Mr. Saraceni will take place in the fall as previously prescribed by the Commission.

Approval of the Minutes:

Motion to approve the Minutes of the Special Meeting of April 1, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to approve the Minutes of Business meeting of April 11, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet abstained.**

Payment of Bills

Motion to approve payment of bills, dated May 9, 2013, except for those from Municipal Maintenance & the Township of Pennsauken. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to approve payment of bills, dated May 9, 2013, for Municipal Maintenance & the Township of Pennsauken. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.
None present.

Staff Reports:

No discussion.

Old Business:

There was no old business to discuss.

New Business:

Summer Help

Motion to authorize Mr. Saraceni to hire summer help. 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

RFQs for Annual Contracts

Motion to authorize to advertise for RFQs for annual contracts. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

New Service

Motion to approve a new 2" commercial service at 1395 Suckle Highway, a new 1" residential service at 7939 Stow Road, and a new 4" fire service at 606 West Maple Avenue. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Bid – Delaware Gardens Demolition

Motion to authorize to advertise for bids for the demolition of the Delaware Gardens facility. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Project Status Table:

Commissioners Reports / Discussions / Comments:

Mr. Kofoet thanked Mrs. Davis for running last month's meeting in his absence. Mr. Kofoet undertook researching the former Commissioners who have memorial scholarships in their name, and is grateful to the help of Mrs. Waldron, Mrs. Davis & Mr. Saraceni for their help. Mr. Kofoet still needs to finalize the information, but plans to give them not only to the scholarship recipients annually, but also would like to have the information framed with a picture of the individual to be displayed on the walls inside the building/lobby.

Mr. German thanked Mr. Scavuzzo for his help on the salary committee.

Mr. Brennan commented on a recent item in the paper regarding the Puchack well field remediation site.

Mr. Scavuzzo thanked Mr. German & Mr. Saraceni for their assistance as he 'learns the ropes' on the salary committee. He also thanked Mr. Spafford for letting him review the Browning Road Solar Field documentation. He noted that he had been out to see it and that it looked very impressive and should provide a significant return on investment.

Mrs. Davis indicated that the Arbor Day event was very nice.

Execution Session

Motion to go into execution session for matters of litigation and personnel. Executive Session began at 6:32 PM.

Motion to close Executive Session and re-enter the open public meeting at 7:10; Motion; Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to assign Dilworth Paxson, LLP (Brett Wiltsey) as "Special Counsel" to represent the Commission relative to the Cherry Hill Elevated Water Tank issue, Motion; Mr. German, 2nd by Mrs. Davis; **a unanimous vote.**

Adjournment: Motion; Mr. German and 2nd by Mr. Brennan, adjourned at 7:12; **a unanimous vote.**

Submitted by,
Angela Waldron & 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
June 13, 2013**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet
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.

ITEMS TO BE DISCUSSED

Water Week Poster Contest Awards

Recognition awards were presented to winners of the MPWC's 3rd Annual Drinking Water Week Poster Contest. Mrs. Eisenmann presented awards to Malia Kelii, Nicholas Meachum, Matthew Callaway and 1st place winner Meghan Conway. Mrs. Eisenmann thanked the participants and their parents for taking part in our contest and for coming to the awards ceremony. After the awards, Mrs. Eisenmann turned the meeting back to President Kofoet who thanked the participants and their parents and guests and gave a brief presentation on the MPWC's history, along with an update of current and ongoing projects.

Audit Process – Field Work

Mr. Saraceni noted that the auditors have been performing field work at the Westfield office and will probably finish sometime next week.

Project Status: Browning Solar, Park Tank and Glenwood Main Repair

Mr. Spafford provided an update on the current projects, indicating that the Browning solar field would be undergoing shade analysis but due to the recent rain, that was running slightly behind. The Park Avenue Tank's interior is being blasted and blasting of the exterior is expected to begin in the next 4-5 weeks. Glenwood Main repair is underway, approximately 300 feet has been completed, but again, the excessive rain is impacting the schedule. Mr. Whalen noted that there were plans for landscaping around the Browning solar field to address some customer concerns.

Energy Audit – Variable Frequency Drive – Woodbine Avenue

Mr. Spafford recommends that the Woodbine Avenue plant be used for the trial, because it uses the most energy. Mr. Spafford expects project payback in 2 years, with a total project cost of approximately \$30K.

Salary Committee

There were no further comments or discussions beyond last month's proposal from the Salary Committee.

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

Approval of the Minutes:

Motion to approve the Minutes of Business Meeting & Executive Session of May 9, 2013 was made by Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of Pennsauken High School scholarships in the amount of \$2000.00. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to approve payment of bills dated June 13, 2013, 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 Arnold Safe & Lock, Municipal Maintenance and Hibrett Puratex, dated June 13, 2013. 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 mentioned that water usage for May and June were down significantly when reviewing the historical data. Mr. Scavuzzo added to Mr. Spafford's report on the VFDs, that this project will also extend the service life of the motor significantly. There was a brief discussion regarding the pavement in the area of main being replaced on Glenwood Avenue. It was noted that the Merchantville portions were concrete and blacktop and the Cherry Hill portions were asphalt.

Old Business:

New Business:

Resolution for Salary Adjustments

A Resolution to authorize salary adjustments for certain individuals, effective July 1, 2013. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

New Service

Motion to approve a new 1" residential service at 420 Third Avenue, Cherry Hill. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

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

Commissioners Reports / Discussions / Comments:

Mr. German thanked Scavuzzo for working with him through the new procedures put in place for the Salary Committee. Mr. German thanked Mr. Kofoet for his participation in Memorial Day activities in both Pennsauken and Merchantville. Mr. German also noted that the audit was currently underway. Mrs. Davis thanked Mr. Kofoet and Mr. Saraceni and staff for the work they did on the high school scholarship project. The end result was very well done and appreciated. Mr. Scavuzzo thanked Mrs. Eisenmann and staff for their oversight and organization of the poster contest, and Mr. Kofoet echoed that sentiment. Mr. Kofoet discussed the recent Memorial Day ceremonies where he placed wreaths from the MPWC. Mr. Kofoet gave the Commissioners and staff an overview of the research that was done for the scholarship awards and summarized the information that was handed out to the recipients along with their award this year, which Mr. Kofoet attended along with family members for whom one of the scholarships is named, former Commissioner Rocco Maroccia.

Executive Session:

Resolution to enter Executive Session at 6:33 PM regarding legal and personnel matters, by Mr. German , 2nd by Mr. Brennan. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 7:40 PM, Motion by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous** voice vote at 7:41 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
July 11, 2013**

ATTENDEES:

Commissioners:

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

RE-ORGANIZATION MEETING

Nomination of Officers

A motion by Mr. German, 2nd by Mr. Scavuzzo to nominate Mr. Kofoet to the position of President. **A unanimous roll call vote.** Motion to close the nominations by Mr. Brennan.

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

A motion by Mr. German, 2nd by Mr. Scavuzzo to nominate Mrs. Davis to the position of Secretary. **A unanimous roll call vote.** Motion to close the nominations by Mr. German.

A motion by Mr. Kofoet, 2nd by Mr. Scavuzzo to nominate Mr. German to the position of Treasurer. **A unanimous roll call vote.** Motion to close the nominations by Mr. Brennan.

A motion by Mr. German, 2nd by Mr. Brennan to nominate Mr. Scavuzzo to the position of Assistant Secretary/Treasurer. **A unanimous roll call vote.** Motion to close the nominations by Mr. Brennan.

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 Mr. Brennan; **A unanimous roll call vote.**

A Resolution to appoint Conner Strong & Buckelew as Insurance Broker of Record. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote.**

Mr. Bernhard Kofeet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

A Resolution to appoint Conner Strong & Buckelew as Broker of Record for Employee Benefit Program. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote.**

A Resolution to appoint Remington & Vernick, Consulting Engineer Services, T&M Associates and ABR Consultants, LLC as Commission Engineers. Motion: Mr. German; 2nd by Mr. Brennan; **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.**

Depositories

A Resolution to designate Depositories as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Cash Management Plan

A Resolution to approve the MPWC Cash Management Plan as described in the accompanying Resolution. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote.**

Designation of Newspapers/Websites

A Resolution to designate the official newspapers and websites for public notice of the MPWC as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Signatories for Payroll & Operating Accounts

A Resolution to designate signatories for the Operating and Payroll accounts as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Signatories for FSA Account

A Resolution to designate signatories for the Flexible Spending Account as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Establishment of Petty Cash Fund

A Resolution to establish the Petty Cash Fund to be managed by the Finance Director and/or the C.O.O. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Authorize Purchases Under the State Contract

A Resolution to authorize purchases under the state contract. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Appointment of Public Agency Compliance Officer

A Resolution to appoint the C.O.O. as the Public Agency Compliance Officer. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Authorize C.O.O. to make NJDEP/EPA Applications

A Resolution to authorize the C.O.O. to make applications to the NJDEP and EPA. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Mr. Bernhard Kofeet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Establish Meeting Dates / Times for the Commission Year

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

ITEMS TO BE DISCUSSED

2012 Financial Audit

No discussion.

Professional Services/Consultants-RFQ Results

No discussion.

Project Status

Mr. Spafford provided an update on the current projects: Park Avenue Tank - 1st inside coat of paint is nearly finished. Containment for the exterior will be going up shortly. If the rain stops, the project could complete as early as September. Glenwood Main - Approximately 800 ft. of main left to install before tie-in, should be charged/pressurized next week. Mr. Spafford and Mr. Whalen also discussed beginning to tie-in some dead-end areas of Cherry Hill. Mr. Whalen passed out a map of the proposed project area for Commission review. Mr. Spafford and Mr. Whalen proposed handling the project in-house, possibly beginning in September and request permission to proceed with preparations. Additionally, Mr. Spafford updated the Commission on the solar field at the Browning Road Plant, indicating that the field has been producing for 6+ weeks. Mr. Whalen noted that some neighbor issues have been addressed with landscaping.

Antennae Leases

Mr. McConnell requested authorization to go to bid on two (2) sites at the Marion Avenue Plant over the next couple of months. Mr. McConnell also informed the Commission that they would need to review contracts on the Bethel Avenue site and the Commissioners agreed that the discussion on contract negotiations would take place in Executive Session.

Rio Supply – Change Order

Mr. Spafford presented a change order for approval which addresses the purchase of additional meters.

Approval of the Minutes:

Motion to approve the Minutes of Business Meeting & Executive Session of June 13, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated July 11, 2013, 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 Arnold Safe & Lock, Municipal Maintenance, Pennsauken Township and Hibrett Puratex, dated July 11, 2013. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. Kofeet, who abstained**

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Correspondence:

The Finance Director has received 2 letters of gratitude from Scholarship recipients. Mr. Kofoet noted that the plaques and bios honoring the Commissioners for whom the scholarships are named will be prepared for next month's meeting.

Public Comment

The meeting was opened for public comment.
None present.

Staff Reports:

Mr. Saraceni informed the Commission that he was contacted by former part-time employee Margaret Wakelee about a possible temporary employment opportunity over the summer. Mr. Saraceni has reviewed the budget and the value in bringing Margaret into the Records Retention project to work alongside of Kelly Longaker. Margaret's past experience and knowledge of the MPWC would be a significant benefit to the project. The Commission agreed to employ Margaret for several weeks over the summer to assist with the completion of the project.

Old Business:

Antennae Leases

A Resolution to authorize going out to bid for antennae leases at 2 sites at the Marion Avenue Plant. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

New Business:

Rio Supply Change Order

A Resolution to authorize the change order submitted by Rio Supply for the purchase of meters. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

No discussion

Executive Session:

Resolution to enter Executive Session at 6:29 PM regarding contract negotiations, by Mr. German , 2nd by Mr. Brennan. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 7:35 PM.

Adjournment:

Motion by Mr. Brennan and 2nd by Mr. German **unanimous** voice vote at 7:36 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mrs. Regina Davis
Secretary

Mr. G. Burton German, Jr.
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
August 8, 2013**

ATTENDEES:

Commissioners:

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

ITEMS TO BE DISCUSSED

Superintendent - Retirement

The Commission congratulated Mr. Whalen on his upcoming retirement and thanked him for his service. The C.O.O. discussed that staff would be taking the next few weeks to develop a transition plan and would report back at the October meeting.

2012 Audit – Draft Report

Mr. Brennan inquired about revising the draft report to show the newly appointed titles of the Commission officers. Mr. German indicated that the audit was for Commission year 2012 and that the officers should be noted as they were for that year. It was also noted that Certification of Funds has become a standard and consistent practice since identified last July on the 2011 audit report.

Project Status

Mr. Spafford provided an update on the current projects: Park Avenue Tank's interior was sand blasted and received a primer coat. The outside was scheduled to be blasted the following week, weather permitting. Glenwood Main – all of the main has been installed, services will begin being changed over. The Commission inquired about a change order to extend the total number of main being replaced. Mr. Spafford indicated that he was still waiting on the total number of linear feet prior to bringing the first change order for the project to the Commission and noted that the project would still be well under budget.

Connection Fee Hearing

Mr. McConnell recommended that the Commission consider deferring the annual Connection Fee Hearing until November/December, when the Commission will decide on any required rate increase, which would require a Rate Hearing. Holding both at the same time would be more cost effective for the Commission and the rate payers. The Commission agreed to defer the Connection Fee Hearing and to schedule for November.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mrs. Regina Davis
Secretary

Mr. G. Burton German, Jr.
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Approval of the Minutes:

Motion to approve the Minutes of Business Meeting & Executive Session of July 11, 2013 was made by Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated August 8, 2013, 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 Municipal Maintenance, Pennsauken Township and Hibrett Puratex, dated August 8, 2013. 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:

The Commission inquired about a notation in Mr. Spafford's report regarding online viewing of the solar production at the Browning Road Plant. Mr. Spafford clarified that he could monitor that production and would be happy to share with the Commission, but noted that it was not for public access. Regarding the Park Avenue Tank Painting project, Mr. Spafford indicated that the blast material disposal issue from the Woodbine Avenue Tank Painting would not be an issue with this project, as a different blast material was used.

New Business:

Adoption of the 2012 Audit

A Resolution to adopt the 2012 Audit. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

New Service

A motion to approve a new 4" fire service for 1-3 South Centre Street. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Delaware Gardens – Authorization to go to Bid

A motion to authorize staff to go to bid for the demolition of Delaware Gardens. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German reminded the Commission and Staff the budget preparations were to begin next month. Mrs. Davis thanked Mr. Kofoet for initiating and researching for the scholarship project and thanked staff for the plaques that have been prepared for display. Mr. Kofoet mentioned that 606 West Maple held its grand re-opening and there was a discussion regarding the benefits to both communities through this project and through all projects through the West Maple Task force.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mrs. Regina Davis
Secretary

Mr. G. Burton German, Jr.
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Mr. Brennan provided background, history and current update on the project and noted that 604 W Maple would be slated for re-development in the near future. Mr. Kofoet also thanked Mr. Saraceni for working to get the scholarship plaques completed. Mr. Kofoet wished Mrs. Davis a happy birthday.

Mr. McConnell mentioned that research regarding the Delaware Gardens property and ownership was ongoing and that there were three parcels, one lot had a reversionary clause. He and Mr. Spafford explained what the research to date has revealed and that Staff will continue to research to verify and clarify all parcels with respect to the property lines. Regardless, these issues do not interfere with the Commission's actions to bid for the demolition of the Delaware Gardens plant.

Executive Session:

Resolution to enter Executive Session at 6:40 PM regarding contract negotiations, by Mr. German, 2nd by Mrs. Davis. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 7:27 PM, by Mr. German, 2nd by Mrs. Davis. Vote was unanimous.

Adjournment:

Motion by Mr. German and 2nd by Mrs. Davis; **unanimous** voice vote at 7:28 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mr. G. Burton German, Jr.
Treasurer

Mrs. Regina Davis
Secretary

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
September 13, 2013**

ATTENDEES:

Commissioners:

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

Other Attendees:

Michael A. Saraceni, C.O.O.
Jeffrey C. Whalen, Superintendent
Richard Spafford, P.E.
Angela Waldron
Karl McConnell, Esq.

The President called the meeting to order at 6:02 PM
All Commissioners except Commissioner Scavuzzo were present.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Project Status – Engineer

Mr. Spafford began by stating that the mains on Glenwood and Monroe will be capped by next Wednesday, weather permitting.

The demolition of Delaware Gardens project had a mandatory pre-bid (on-site) meeting, with 12 contractors in attendance, in anticipation of the September 24, 2013 bid opening.

Mr. Spafford believed that the Park Avenue tank exterior is almost half-way blasted and in the interior the first coat has been primed. Weather dependent, he expected the exterior to be blasted completely in two-to-three weeks' time, with an anticipated completion date in early November. Mr. Brennan had some questions regarding the lettering that will occur on the tank; Mrs. Davis noted that the 125 year anniversary would be in 2017, and Mr. Brennan noted that the tank should spell out that the water inside is from the Merchantville-Pennsauken Water Commission.

Authorization for Application for Transfer of Licensed Operator

Mr. Saraceni noted that with the Superintendent's anticipated retirement date coming soon, we were seeking authorization from the Commission to transfer the senior licensed operator from Mr. Whalen to Mr. Campbell, effective November 1, 2013.

RTW Construction – Change Order

Mr. Spafford began by providing the total change order for Glenwood Avenue main replacement would be \$39,240.00.

Commissioner Brennan asked if someone could reach out to the resident, Mr. Callahan, who had come to this past Monday's Borough Council Meeting in Merchantville. Mr. Brennan stated that the resident was not disgruntled, but frustrated with the length of the project.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mr. G. Burton German, Jr.
Treasurer

Mrs. Regina Davis
Secretary

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Commissioner Kofoet asked what the communication was prior to the origination of the work. Mr. Spafford said that there was a vendor-generated letter delivered door-to-door prior to the commencement of the work, as well as a letter and personal notification prior to any outages for service transferal.

Application Resolution – Local Finance Board – BAN

Mr. Saraceni stated that our bond counsel indicated that the Local Finance Board requires that an application be filed every three years to the LFB for financing. As such, the rollover for the BAN needs to be submitted every three years. Mr. Saraceni identified that Parker McCay needs the authorization (Resolution) from the Commission to move forward.

Mr. German noted that he is recommending that the MPWC pays \$600,000.00 this year, since this is the last year to roll it over; and that next year we should go for a bond issuance of \$1.5 million. Commissioners agreed.

Mr. Kofoet stated that this was a tough situation and “hats off” to all Commissioners and staff overseeing the building project and financing methodology.

Antennae Lease Bid – General Counsel Report

Mr. McConnell stated that we have received materials from AT&T requesting a larger footprint than what they currently have. He felt that if they expanded than it would cause a problem. The last time the filter media had to be changed it took two hours due to vehicle passage issues; if AT&T's footprint were to be expanded than it would cause an even greater concern. The option to have AT&T place the antennae on the adjoining property that is also owned by the MPWC. The land could potentially hold a treatment facility down the road, but right now is only wooded. There is also the option of moving AT&T to a spot along the fence line.

Approval of the Minutes:

Motion to approve the Minutes of Business meeting of August 8, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet abstained.**

Payment of Bills

Motion to approve payment of bills, dated September 12, 2013, except for those from Municipal Maintenance, IWM³, Hibrett Puratex and the Township of Pennsauken. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to approve payment of bills, dated September 12, 2013, for Municipal Maintenance, IWM³, Hibrett Puratex and the Township of Pennsauken. 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.

Mr. Bernhard Kofeet
President

Mr. Patrick Brennan
Vice-President

Mr. G. Burton German, Jr.
Treasurer

Mrs. Regina Davis
Secretary

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Staff Reports:

Commissioner German asked Mr. Saraceni if the budget process had begun, Mr. Saraceni assured him that it had.

Commissioner Brennan noted that the monthly pumpage report was missing from Mr. Whalen's report; Mr. Whalen stated that he would get a copy out to all Commissioners tomorrow.

Commissioner Brennan asked if the Director of Customer Service could update the website to reflect the current-year meeting dates. Mr. Saraceni stated that he would make sure it was taken care of.

Old Business:

There was no old business to discuss.

New Business:

Transfer of License

Motion to transfer a licensed operator application. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Change Order

Motion to approve a change order for RTW Construction. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Ban Rollover

Motion to authorize an application to the Local Finance Board for the BAN Rollover by resolution. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

New Services

Motion to authorize a new 10" Service at 8030 National Highway and 1" residential service at 3429 Gladwyn Avenue. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

No discussion took place

Commissioners Reports / Discussions / Comments:

Commissioner German stated he would have preliminary budget information to present at next month's meeting.

Commissioner Brennan submitted two articles; one on aging water infrastructure, one on safe drinking water. He asked if these could be linked to from their original source on the website. He further indicated that it should be a practice for the MPWC to find and share this type of information with Commissioners and our customers/public.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mr. G. Burton German, Jr.
Treasurer

Mrs. Regina Davis
Secretary

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Execution Session

Motion to go into execution session for matters of litigation, contracts and personnel. Executive Session began at 6:35 PM. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.** (Resolution)

Motion to return to open public meeting at 7:15 PM; Motion: Mr. German, 2nd Mrs. Davis; **a unanimous roll call vote.**

Adjournment:

Motion by Mr. German, 2nd by Mrs. Davis at 7:16 PM; **a unanimous roll call vote.**

Submitted by,
Angela Waldron & 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
January 10, 2013**

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 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.

ITEMS TO BE DISCUSSED

Annual Contracts

Mr. Spafford presented the Commission with all contracts, except Klenphos, for signature.

Annual Contracts – Corrosion Control

Mr. Spafford informed the Commission that the original low bidder pulled back their bid and plans to start the process of compliance for next year's bids, including to coordinate a test sometime in the new year. Mr. Spafford recommends award of the bid to Corrosion Control.

Park Avenue Tank Painting – Authorization to Bid

Mr. Spafford requested authorization to go out for bid on the Park Avenue tank painting project.

Golf Course Villas – Performance Bond

Mr. Spafford brought the contractor's request for permission to roll the construction bond into a maintenance bond to the Commission.

Approval of the Minutes:

Motion to approve the Minutes of the December 13, 2012 Business Meetings 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 bills dated January 10, 2013, 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, Pennsauken Township and Arnold Safe & Lock, dated January 10, 2013. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. Kofoet, who abstained.**

Correspondence:

No discussion.

Mr. Bernhard Kofeot
President

Mrs. Regina Davis
Vice President

Mr. Patrick Brennan
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Public Comment

The meeting was opened for public comment.
None present.

Staff Reports:

Mr. German inquired as to the status on the Woodbine Tank painting project and Mr. Spafford indicated that the project is completed with the exception of the replacement of antennas and removal of the dumpster containing the blast material but that it would be removed shortly. Mr. Brennan noted that there was not an application for the antenna extension brought before the planning board but mentioned that the Board does know the application is forthcoming. Mr. Brennan asked Mr. Spafford to please have the contractor submit the application prior to the next planning board meeting. Mr. Brennan asked the Superintendent about the recent main breaks and their relation to the unusually mild winter weather we've been having. Mr. Whalen informed the Commission that main breaks are contingent on many factors, cold temperatures notwithstanding, but wanted to point out that aging infrastructure and geological movement are also contributing factors and noted that other water purveyors are experiencing similar situations, as evidenced in the media coverage.

Mr. McConnell advised the Commission that he had been informed that our attorneys had received a Right to Sue notice from the EEOC which was a result of Mr. Vega's counsel removing the case from the EEOC. It is not a determination about the case but was simply a function of the fact that his complaint had been at the EEOC enough days so he could request to by-pass them and take his claim to court. Additionally, McConnell stated that electronic and paper copies of last month's rate hearing transcripts have been received. Mr. McConnell notes that an error was found and has already been corrected on the electronic copies and that the hard copy revision would be received shortly. Mr. McConnell also informed the commission that he received email from Mr. Stridick advising the matter of the Paige Court easement would be put before Cherry Hill Township Council either in January or February meetings.

New Business:

Award Bid to Corrosion Control

A Resolution award a proprietary bid to Corrosion Control. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Authorization to Bid Park Avenue Tank Project

A motion to authorize going to bid on the Park Avenue Tank Painting project. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Golf Course Villas – Performance Bond

A motion to authorize release of the performance bond for Golf Course villas upon receipt of a 2-year maintenance bond. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

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

Commissioners Reports / Discussions / Comments:

Mr. Scavuzzo_inquired as to the status of the Cherry Hill tank paint issue. Mr. McConnell indicated that he and the Engineer are still investigating. He said that they are awaiting a response from the paint company and simultaneously reviewing the documents line-by line and will be prepared to make a recommendation at next month's Commission meeting. Mr. Brennan informed staff and the Commission that the PCC Water Re-Use Project received an engineering award and noted that the MPWC was not invited to participate in the recognition acknowledgements as a participant of the project. Mr. Kofoet noted that he'd met with Mr. Saraceni and Mrs. Eisenmann to discuss and plan for the marketing of the Reverse 9-1-1 system and noted that staff will be reaching out to the All Around Pennsauken editor to request a cover story for the March edition. Mr. Brennan asked that the article please make mention that the MPWC is paying for and hosting as a free service to the communities that we serve.

Executive Session:

Resolution to enter Executive Session at 6:17 PM regarding matters of personnel, by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 6:45 PM.

Resolution 2012-36 – Resolution Authorizing Adjustments of Compensation for Certain Employees was read into record. Motion to approve the resolution was made by Mr. Brennan and seconded by Mr. German and the resolution was approved by unanimous vote.

Adjournment:

Motion by Mr. Brennan and 2nd by Mr. Kofoet **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
February 14, 2013**

ATTENDEES:

Commissioners:

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

ITEMS TO BE DISCUSSED

Pennsauken High School 2013 Scholarships

Staff seeks authorization to participate.

Permanent Assignment of QPA – Bid Threshold Adjustment

Joyce Peirce has passed her QPA exam and may be appointed permanent QPA. Also, staff seeks approval to adjust the bid threshold to \$36,000.00.

Glenwood/Monroe Avenue Main Replacement

Mr. Spafford reported that the projects specs are completed and seeks Commission authorization to go out for bid, anticipating starting the project sometime in April 2013.

Park Avenue Tank Painting – Bids Received

Mr. Spafford reported that U.S. Tank was the low bidder and recommends award of that bid to U.S. Tank.

Annual Elected/Appointed Officials Training – Online or Classroom

Mr. Saraceni distributed instructions for the yearly training and indicated that a classroom instructor could still be scheduled if the Commission prefers. Mr. Saraceni will provide additional information as it becomes available.

Financial Disclosure Forms – Transition to Online Filing

Mr. Saraceni informed the Commission that this year's Financial Disclosure Forms can be filed electronically, and he will provide additional information as it becomes available.

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

Approval of the Minutes:

Motion to approve the Minutes of the January 10, 2013 Business Meetings and Executive Session was made by Mr. Brennan, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. German was absent.**

Payment of Bills

Motion to approve payment of bills dated February 14, 2013, other than those payments pulled and addressed below. Motion: Mr. Brennan, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to approve payment of bills for Pennsauken Township, Arnold Safe & Lock, and Municipal Maintenance dated February 14, 2013. Motion: Mr. Brennan, 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.

Bid Openings:

Mr. Brennan asked what would be the time frame for the project and Mr. Spafford indicated that the project is scheduled for 180 days beginning around the end of March 2013, but that antennas would need to come down before issuing a firm start date. With regard to the Woodbine Tank Painting, Mr. Brennan informed the Commission that he was in attendance at the last Merchantville Planning Board meeting and that permission was granted to extend the original date for replacing antennas on that tank.

Staff Reports:

Mr. Saraceni informed the Commission that he consulted the auditors regarding the recent announcement that the bond rating for Merchantville Borough went down regarding possible impact. He further indicated that our auditor projects a nominal impact if at all due to the MPWC having strong financials and the percentage of guarantor shared between the Township and the Borough. Mr. Whalen informed the Commission that he would be absent from next month's meeting as his daughter is getting married, but that Mr. Campbell would be attending in his absence. Mr. Whalen spoke about a recent main break on Route 70, explaining that there was water damage on the jug handle that would require street repair on DOT property. Staff will explore a possible insurance claim for the street repair. Mrs. Eisenmann and Mr. Saraceni spoke about the distributing materials and sign-up sheets for the Community Notification System. Mr. Spafford informed the Commission that financing is in place for the Park Avenue Tank Painting project. Mr. McConnell informed the Commission that there is a March 6, 2013 conference date with the judge in the 606 West Maple case. Mr. McConnell noted that the original motion was relisted for March 8 and that the Mortgager was asking for an extension to petition the Supreme Court, but that it is not likely to be entertained.

New Business:

2013 Pennsauken High Scholarships

A motion to authorize participation in the yearly Scholarship Awards for Pennsauken High School students. Motion: Mr. Brennan; 2nd by Mr. Scavuzzo; **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

Appointment of QPA and Bid Threshold Adjustment

A Resolution to appoint Joyce Peirce as permanent QPA for the Commission and to raise the threshold as permitted under the statute. Motion: Mr. Brennan; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Glenwood Avenue Bid

A motion to authorize going out for bid on the Glenwood/Monroe Avenue Main Replacement Project. Motion: Mr. Brennan; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Park Avenue Tank Painting – Bid Status

A Resolution to accept the bid from US Tank for the Park Avenue Project and award them the project contingent on review of contract by Mr. McConnell. Motion: Mr. Brennan; 2nd by Mrs. Davis; **a unanimous roll call vote.**

New Service

A motion to approve a new 1" residential service at 8439 Eden Lane. Motion: Mr. Brennan; 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mrs Davis offers congratulations to Joyce Peirce for her appointment to MPWC QPA and acknowledges all of the hard work she put forth in preparation of the exam. Mr. Scavuzzo mentioned that he spent some time with the Distribution Department on a recent hydrant repair on Haddonfield Road and acknowledged their hard work under less than ideal conditions. Mr. Scavuzzo also asked if there was any weeping from the valve at the intersection at Church Road and Haddonfield. Mr. Whalen said there was not but that they were currently experiencing some weeping at the site of a recent break on Rt. 70. Mr. Brennan and Mr. McConnell discussed a small parcel of land at the Woodbine Avenue site. Mr. Brennan asked Mr. McConnell to pass along information he has to Mr. Brennan when he has a moment.

Executive Session:

Resolution to enter Executive Session at 6:35 PM regarding legal and personnel matters, by Mr. Brennan , 2nd by Mr. Scavuzzo. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 7:30 PM on a motion from Mr. Brennan and 2nd was made by Mr. Kofoet.

Adjournment:

Motion by Mr. Brennan and 2nd by Mr. Kofoet, **unanimous** voice vote at 7:32 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
March 14, 2013**

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

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

Spring Fire Hydrant Flushing

Asst. Superintendent Campbell informed the Commission that the flushing was properly advertised and scheduled to begin Sunday, March 17, 2013. Mr. Campbell indicated that the Swift Reach notification went out in 2 separate sections, on either side of Maple Avenue, for the first and second weeks of flushing.

Glenwood Avenue Main Replacement – Bid Results & Recommendation

Mr. Spafford informed the Commission that RTW Construction was the low bidder on the project and that he has received good feedback on their references. Mr. Spafford recommends awarding the contract to RTW Construction. The Commission instructed Mr. Spafford to consult with the County Engineer as to whether Glenwood Avenue is a County Road.

MPWC Salary Procedures

President Kofoet summarized discussions from the previous meeting with regard to procedures for Salary Committee. It was proposed that for hourly employees, the Salary Committee would be appointed at the April Commission meeting, would meet with the appropriate staff to discuss recommendations and be prepared to make a recommendation to the Commission in May, and then a Resolution for those recommendations would be presented for signature at the June Commission meeting for an effective date of July 1st for any increases, as approved. For salaried Management-level employees, the same procedure would take place, beginning with appointment of the Salary Committee in October to meet with staff and make recommendations to the Commission at the November meeting and then sign the appropriate Resolution in December for January 1 effective date. It was also proposed that any bonuses or changes in Standby rate, etc. be addressed for a January 1 effective date. President Kofoet noted that the C.O.O. was working on developing Career Path criteria for salaried positions. Additionally, the Commission proposed that the appointed Salary Committee remain in place for both the hourly and the salaried review period. The current Salary Committee of Commissioners German and Scavuzzo have agreed to stay on for the remainder of this year, as proposed.

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

Water Conservation Initiative

Mr. Saraceni discussed the research that was done by staff and Pennsauken Township with regard to water of the local recreational fields. Mr. Saraceni indicated that all meters have been upgraded to radio-read technology and that the next step would be to incorporate smart technology into the sprinkler system controls that would monitor fields for precipitation, temperature, etc. It was noted that Pennsauken Township currently has \$2,500.00 in their budget for this project, with actual costs estimated at approximately \$4,700.00. This technology would be included at a total of 8 fields in the Township of Pennsauken and the Borough of Merchantville (2 in the Borough), the Borough adding about \$1,500 to the total project cost. Staff is seeking Commission approval to cover the balance of the cost of the project given its benefits to the Commission's conservation effort. Commissioners endorsed the initiative.

BAN Rollover 2013 – Discussion Regarding Administration

Mr. Kofoet indicated that the C.O.O. had been instructed to research the possibility of handling the BAN rollover in-house. Mr. Saraceni referenced the findings of MPWC Auditor's recommendation that Bond Counsel continue to handle this task, but indicated that staff would take any necessary training should the Commission decide that they prefer this be handled in-house. A discussion ensued regarding the pros and cons and it was determined that a Committee be appointed to work with the C.O.O to further assess the process. Mr. Kofoet and Mr. German were designated to work with the C.O.O.

Approval of the Minutes:

Motion to approve the Minutes of the February 14, 2013 Business Meetings and Executive Session was made by Mr. Brennan, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated March 14, 2013, 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 Municipal Maintenance and Hibrett Puratex, dated March 14, 2013.

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.

Bid Openings:

Glenwood Avenue Main Replacement to be addressed under Old Business.

Staff Reports:

Mr. Brennan asked Asst. Superintendent Campbell about the recent main break on Route 38. Mr. Campbell indicated that it was an 8" break that caused significant traffic issues and damaged the blacktop.

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

Old Business:

Glenwood Avenue Main Replacement

A Resolution to award the Glenwood Avenue Main Replacement Project to RTW Construction in the amount of \$462,237.00. Motion: Mr. German; 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

No discussion

Executive Session:

Resolution to enter Executive Session at 6:45 PM regarding legal and personnel matters, by Mr. Kofoet , 2nd by Mr. Brennan. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 7:30 PM. Motion: German, 2nd by Davis – vote was unanimous.

Adjournment:

Motion by Mr. German and 2nd by 2nd by Mrs. Davis; **unanimous** voice vote at 7:32 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
April 11, 2013**

ATTENDEES:

Commissioners:

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

The Vice President called the meeting to order at 6:04 PM
All Commissioners were present, except Mr. Kofoet was absent.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Arbor Day Tree Planting

The annual Arbor Day Tree planting will take place on Friday, April 29, 2013. Trees will be planted in both Pennsauken Township and Merchantville Borough. Mrs. Eisenmann will forward information on locations and time to the Commissioners as it becomes available.

Earth Day – Pennsauken Township Green Fair

Pennsauken Township is holding a Green Fair on Saturday, April 20, 2013 in honor of Earth Day. The MPWC will host a table at the fair.

Water Week Poster Contest

The MPWC will be collecting entries from Merchantville School on Friday, April 19, 2013. Entries will be displayed in the Board Room for MPWC Commissioners and Staff for the blind judging. Winning entries will be honored at the May Commission meeting. It is noted that participation was also requested from Pennsauken Intermediate School, but as of this date, the MPWC has not received confirmation of participation.

RESOLUTION – NJEIT Interim Financing – Authorization to Issue Bonds

Staff seeks Commission approval on a Resolution authorizing financing of project notes.

Approval of the Minutes:

Motion to approve the Minutes of Business Meeting of March 14, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet was absent.**

Motion to approve the Minutes of Executive Session of March 14, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet was absent.**

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

Payment of Bills

Motion to approve payment of bills dated April 11, 2013. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet was absent.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.
None present.

Staff Reports:

Mr. Brennan asked Superintendent Whalen about the low pumpage. There was a brief discussion regarding low numbers and future planning of the MPWC related to those numbers and the MPWC's current allocation vs. future needs.

Old Business:

Glenwood/Monroe Main Replacement Project

The Commission signed contracts for the project which was previously awarded by Resolution at the March 2013 meeting.

New Business:

New Service

Motion to approve a new 2" commercial service at 54 Haddonfield Road. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet was absent.**

Resolution for Financing of Project Notes

A Resolution to authorize the issuance and sale of project notes to the NJEIT. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, including Mr. Kofoet who voted via telephone.**

Project Status Table:

It was noted that the solar panels are going in at the Browning Road station. Mr. Saraceni also noted that with the participation in the energy consortium, the MPWC has experienced \$162,000.00 in energy savings over the 2011 & 2012 budget years under the direction of the staff Engineer, Mr. Spafford.

Commissioners Reports / Discussions / Comments:

Mr. Scavuzzo discussed his attendance at the NJUA Safety Meeting that took place at the Westfield Avenue Administration Building. Mr. Scavuzzo noted that Mr. Saraceni did a fantastic job with his presentation and that he is very pleased to be part of an organization that works diligently at making safety a top priority.

Adjournment:

Motion by Mr. German and 2nd by Mr. Scavuzzo; **unanimous** voice vote at 6:22 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
May 9, 2013**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet
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, C.O.O.
Jeffrey C. Whalen, Superintendent
Richard Spafford, P.E.
Angela Waldron
Karl McConnell, Esq.

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

The MPWC collected entries from Merchantville School on Friday, April 19, 2013, and were displayed in the Board Room for MPWC Commissioners and Staff for the blind judging. Due to a school function, the winning participants were unable to attend the Commission meeting, so the awards ceremony will be delayed until the June meeting.

Professional Services RFQs

Mr. German, Mr. Kofoet and Michael Saraceni met to discuss the professional service contracts for the coming year. Mr. Kofoet and Mr. German recommended no changes to the RFQ or the selection criteria.

Pennsauken Township Shade Tree Commission Request

Mr. Whalen stated that the Pennsauken Township Shade Tree Commission has asked to utilize an unused portion of the MPWC's Rudderow Avenue location to plant 150 small trees donated to the Tree Commission by the Arbor Day Foundation. Mr. Whalen sought approval to have the trees planted and cared for by the Shade Tree Commission, and eventually relocated throughout the Township of Pennsauken.

Robert Alexander – Pennsauken Township Recognition

Mr. Saraceni noted that Pennsauken Township plans to honor Mr. Alexander, who had been awarded the "Trooper of the Year" honor by the 82nd Airborne Division Association Hajdak-Mokan - Philadelphia Chapter. This will occur at the upcoming Pennsauken Township monthly Committee meeting, scheduled for Wednesday, May 22, 2013 at 5:30 pm.

West Maple Avenue Task Force – MPWC Support

Mr. Saraceni reported that the MPWC had provided saws and manpower in the beautification of the West Maple section of Pennsauken and Merchantville, per the request of the West Maple Avenue Task Force. Mr. Saraceni handed out pictures detailing the significant difference in appearance the combined efforts made.

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

Financial Disclosure Forms – Revised Filing Instructions

Mr. Brennan noted that the top bar is a drop-down menu, and all filing was contingent upon selecting the correct entity. Mr. Saraceni will e-mail the 2012 copies for reference. The MEL JIF EPL training also needs to take place for some Commissioners prior to the end of the month.

Salary Committee Progress

Mr. German stated that the Salary Committee had held two meetings to date. The proposal was hand-delivered to each Commissioner, as endorsed by the Salary Committee, so that the Commissioners would have until the June meeting to review the proposal and seek clarification where necessary. Mr. Kofoet looks forward to establishing a Career Path Development plan for salaried employees, & has asked Commissioner Scavuzzo to work with Mr. Saraceni in the development of the program. Evaluations for salaried employees, including Mr. Saraceni will take place in the fall as previously prescribed by the Commission.

Approval of the Minutes:

Motion to approve the Minutes of the Special Meeting of April 1, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to approve the Minutes of Business meeting of April 11, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet abstained.**

Payment of Bills

Motion to approve payment of bills, dated May 9, 2013, except for those from Municipal Maintenance & the Township of Pennsauken. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to approve payment of bills, dated May 9, 2013, for Municipal Maintenance & the Township of Pennsauken. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet abstained.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.
None present.

Staff Reports:

No discussion.

Old Business:

There was no old business to discuss.

New Business:

Summer Help

Motion to authorize Mr. Saraceni to hire summer help. 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

RFQs for Annual Contracts

Motion to authorize to advertise for RFQs for annual contracts. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

New Service

Motion to approve a new 2" commercial service at 1395 Suckle Highway, a new 1" residential service at 7939 Stow Road, and a new 4" fire service at 606 West Maple Avenue. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Bid – Delaware Gardens Demolition

Motion to authorize to advertise for bids for the demolition of the Delaware Gardens facility. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Project Status Table:

Commissioners Reports / Discussions / Comments:

Mr. Kofoet thanked Mrs. Davis for running last month's meeting in his absence. Mr. Kofoet undertook researching the former Commissioners who have memorial scholarships in their name, and is grateful to the help of Mrs. Waldron, Mrs. Davis & Mr. Saraceni for their help. Mr. Kofoet still needs to finalize the information, but plans to give them not only to the scholarship recipients annually, but also would like to have the information framed with a picture of the individual to be displayed on the walls inside the building/lobby.

Mr. German thanked Mr. Scavuzzo for his help on the salary committee.

Mr. Brennan commented on a recent item in the paper regarding the Puchack well field remediation site.

Mr. Scavuzzo thanked Mr. German & Mr. Saraceni for their assistance as he 'learns the ropes' on the salary committee. He also thanked Mr. Spafford for letting him review the Browning Road Solar Field documentation. He noted that he had been out to see it and that it looked very impressive and should provide a significant return on investment.

Mrs. Davis indicated that the Arbor Day event was very nice.

Execution Session

Motion to go into execution session for matters of litigation and personnel. Executive Session began at 6:32 PM.

Motion to close Executive Session and re-enter the open public meeting at 7:10; Motion; Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to assign Dilworth Paxson, LLP (Brett Wiltsey) as "Special Counsel" to represent the Commission relative to the Cherry Hill Elevated Water Tank issue, Motion; Mr. German, 2nd by Mrs. Davis; **a unanimous vote.**

Adjournment: Motion; Mr. German and 2nd by Mr. Brennan, adjourned at 7:12; **a unanimous vote.**

Submitted by,
Angela Waldron & 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
June 13, 2013**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet
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.

ITEMS TO BE DISCUSSED

Water Week Poster Contest Awards

Recognition awards were presented to winners of the MPWC's 3rd Annual Drinking Water Week Poster Contest. Mrs. Eisenmann presented awards to Malia Kelii, Nicholas Meachum, Matthew Callaway and 1st place winner Meghan Conway. Mrs. Eisenmann thanked the participants and their parents for taking part in our contest and for coming to the awards ceremony. After the awards, Mrs. Eisenmann turned the meeting back to President Kofoet who thanked the participants and their parents and guests and gave a brief presentation on the MPWC's history, along with an update of current and ongoing projects.

Audit Process – Field Work

Mr. Saraceni noted that the auditors have been performing field work at the Westfield office and will probably finish sometime next week.

Project Status: Browning Solar, Park Tank and Glenwood Main Repair

Mr. Spafford provided an update on the current projects, indicating that the Browning solar field would be undergoing shade analysis but due to the recent rain, that was running slightly behind. The Park Avenue Tank's interior is being blasted and blasting of the exterior is expected to begin in the next 4-5 weeks. Glenwood Main repair is underway, approximately 300 feet has been completed, but again, the excessive rain is impacting the schedule. Mr. Whalen noted that there were plans for landscaping around the Browning solar field to address some customer concerns.

Energy Audit – Variable Frequency Drive – Woodbine Avenue

Mr. Spafford recommends that the Woodbine Avenue plant be used for the trial, because it uses the most energy. Mr. Spafford expects project payback in 2 years, with a total project cost of approximately \$30K.

Salary Committee

There were no further comments or discussions beyond last month's proposal from the Salary Committee.

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

Approval of the Minutes:

Motion to approve the Minutes of Business Meeting & Executive Session of May 9, 2013 was made by Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of Pennsauken High School scholarships in the amount of \$2000.00. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to approve payment of bills dated June 13, 2013, 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 Arnold Safe & Lock, Municipal Maintenance and Hibrett Puratex, dated June 13, 2013. 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 mentioned that water usage for May and June were down significantly when reviewing the historical data. Mr. Scavuzzo added to Mr. Spafford's report on the VFDs, that this project will also extend the service life of the motor significantly. There was a brief discussion regarding the pavement in the area of main being replaced on Glenwood Avenue. It was noted that the Merchantville portions were concrete and blacktop and the Cherry Hill portions were asphalt.

Old Business:

New Business:

Resolution for Salary Adjustments

A Resolution to authorize salary adjustments for certain individuals, effective July 1, 2013. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

New Service

Motion to approve a new 1" residential service at 420 Third Avenue, Cherry Hill. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

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

Commissioners Reports / Discussions / Comments:

Mr. German thanked Scavuzzo for working with him through the new procedures put in place for the Salary Committee. Mr. German thanked Mr. Kofoet for his participation in Memorial Day activities in both Pennsauken and Merchantville. Mr. German also noted that the audit was currently underway. Mrs. Davis thanked Mr. Kofoet and Mr. Saraceni and staff for the work they did on the high school scholarship project. The end result was very well done and appreciated. Mr. Scavuzzo thanked Mrs. Eisenmann and staff for their oversight and organization of the poster contest, and Mr. Kofoet echoed that sentiment. Mr. Kofoet discussed the recent Memorial Day ceremonies where he placed wreaths from the MPWC. Mr. Kofoet gave the Commissioners and staff an overview of the research that was done for the scholarship awards and summarized the information that was handed out to the recipients along with their award this year, which Mr. Kofoet attended along with family members for whom one of the scholarships is named, former Commissioner Rocco Maroccia.

Executive Session:

Resolution to enter Executive Session at 6:33 PM regarding legal and personnel matters, by Mr. German , 2nd by Mr. Brennan. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 7:40 PM, Motion by Mr. German, 2nd by Mr. Brennan. Vote was unanimous.

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous** voice vote at 7:41 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
July 11, 2013**

ATTENDEES:

Commissioners:

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

RE-ORGANIZATION MEETING

Nomination of Officers

A motion by Mr. German, 2nd by Mr. Scavuzzo to nominate Mr. Kofoet to the position of President. **A unanimous roll call vote.** Motion to close the nominations by Mr. Brennan.

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

A motion by Mr. German, 2nd by Mr. Scavuzzo to nominate Mrs. Davis to the position of Secretary. **A unanimous roll call vote.** Motion to close the nominations by Mr. German.

A motion by Mr. Kofoet, 2nd by Mr. Scavuzzo to nominate Mr. German to the position of Treasurer. **A unanimous roll call vote.** Motion to close the nominations by Mr. Brennan.

A motion by Mr. German, 2nd by Mr. Brennan to nominate Mr. Scavuzzo to the position of Assistant Secretary/Treasurer. **A unanimous roll call vote.** Motion to close the nominations by Mr. Brennan.

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 Mr. Brennan; **A unanimous roll call vote.**

A Resolution to appoint Conner Strong & Buckelew as Insurance Broker of Record. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote.**

Mr. Bernhard Kofeet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

A Resolution to appoint Conner Strong & Buckelew as Broker of Record for Employee Benefit Program. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote.**

A Resolution to appoint Remington & Vernick, Consulting Engineer Services, T&M Associates and ABR Consultants, LLC as Commission Engineers. Motion: Mr. German; 2nd by Mr. Brennan; **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.**

Depositories

A Resolution to designate Depositories as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Cash Management Plan

A Resolution to approve the MPWC Cash Management Plan as described in the accompanying Resolution. Motion: Mr. German; 2nd by Mr. Brennan; **A unanimous roll call vote.**

Designation of Newspapers/Websites

A Resolution to designate the official newspapers and websites for public notice of the MPWC as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Signatories for Payroll & Operating Accounts

A Resolution to designate signatories for the Operating and Payroll accounts as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Signatories for FSA Account

A Resolution to designate signatories for the Flexible Spending Account as designated in the accompanying Resolution. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Establishment of Petty Cash Fund

A Resolution to establish the Petty Cash Fund to be managed by the Finance Director and/or the C.O.O. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Authorize Purchases Under the State Contract

A Resolution to authorize purchases under the state contract. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Appointment of Public Agency Compliance Officer

A Resolution to appoint the C.O.O. as the Public Agency Compliance Officer. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Authorize C.O.O. to make NJDEP/EPA Applications

A Resolution to authorize the C.O.O. to make applications to the NJDEP and EPA. Motion: Mr. German; 2nd by Mrs. Davis; **A unanimous roll call vote.**

Mr. Bernhard Kofeet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Establish Meeting Dates / Times for the Commission Year

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

ITEMS TO BE DISCUSSED

2012 Financial Audit

No discussion.

Professional Services/Consultants-RFQ Results

No discussion.

Project Status

Mr. Spafford provided an update on the current projects: Park Avenue Tank - 1st inside coat of paint is nearly finished. Containment for the exterior will be going up shortly. If the rain stops, the project could complete as early as September. Glenwood Main - Approximately 800 ft. of main left to install before tie-in, should be charged/pressurized next week. Mr. Spafford and Mr. Whalen also discussed beginning to tie-in some dead-end areas of Cherry Hill. Mr. Whalen passed out a map of the proposed project area for Commission review. Mr. Spafford and Mr. Whalen proposed handling the project in-house, possibly beginning in September and request permission to proceed with preparations. Additionally, Mr. Spafford updated the Commission on the solar field at the Browning Road Plant, indicating that the field has been producing for 6+ weeks. Mr. Whalen noted that some neighbor issues have been addressed with landscaping.

Antennae Leases

Mr. McConnell requested authorization to go to bid on two (2) sites at the Marion Avenue Plant over the next couple of months. Mr. McConnell also informed the Commission that they would need to review contracts on the Bethel Avenue site and the Commissioners agreed that the discussion on contract negotiations would take place in Executive Session.

Rio Supply – Change Order

Mr. Spafford presented a change order for approval which addresses the purchase of additional meters.

Approval of the Minutes:

Motion to approve the Minutes of Business Meeting & Executive Session of June 13, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated July 11, 2013, 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 Arnold Safe & Lock, Municipal Maintenance, Pennsauken Township and Hibrett Puratex, dated July 11, 2013. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. Kofeet, who abstained**

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Correspondence:

The Finance Director has received 2 letters of gratitude from Scholarship recipients. Mr. Kofoet noted that the plaques and bios honoring the Commissioners for whom the scholarships are named will be prepared for next month's meeting.

Public Comment

The meeting was opened for public comment.
None present.

Staff Reports:

Mr. Saraceni informed the Commission that he was contacted by former part-time employee Margaret Wakelee about a possible temporary employment opportunity over the summer. Mr. Saraceni has reviewed the budget and the value in bringing Margaret into the Records Retention project to work alongside of Kelly Longaker. Margaret's past experience and knowledge of the MPWC would be a significant benefit to the project. The Commission agreed to employ Margaret for several weeks over the summer to assist with the completion of the project.

Old Business:

Antennae Leases

A Resolution to authorize going out to bid for antennae leases at 2 sites at the Marion Avenue Plant. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

New Business:

Rio Supply Change Order

A Resolution to authorize the change order submitted by Rio Supply for the purchase of meters. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

No discussion

Executive Session:

Resolution to enter Executive Session at 6:29 PM regarding contract negotiations, by Mr. German , 2nd by Mr. Brennan. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 7:35 PM.

Adjournment:

Motion by Mr. Brennan and 2nd by Mr. German **unanimous** voice vote at 7:36 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mrs. Regina Davis
Secretary

Mr. G. Burton German, Jr.
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
August 8, 2013**

ATTENDEES:

Commissioners:

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

ITEMS TO BE DISCUSSED

Superintendent - Retirement

The Commission congratulated Mr. Whalen on his upcoming retirement and thanked him for his service. The C.O.O. discussed that staff would be taking the next few weeks to develop a transition plan and would report back at the October meeting.

2012 Audit – Draft Report

Mr. Brennan inquired about revising the draft report to show the newly appointed titles of the Commission officers. Mr. German indicated that the audit was for Commission year 2012 and that the officers should be noted as they were for that year. It was also noted that Certification of Funds has become a standard and consistent practice since identified last July on the 2011 audit report.

Project Status

Mr. Spafford provided an update on the current projects: Park Avenue Tank's interior was sand blasted and received a primer coat. The outside was scheduled to be blasted the following week, weather permitting. Glenwood Main – all of the main has been installed, services will begin being changed over. The Commission inquired about a change order to extend the total number of main being replaced. Mr. Spafford indicated that he was still waiting on the total number of linear feet prior to bringing the first change order for the project to the Commission and noted that the project would still be well under budget.

Connection Fee Hearing

Mr. McConnell recommended that the Commission consider deferring the annual Connection Fee Hearing until November/December, when the Commission will decide on any required rate increase, which would require a Rate Hearing. Holding both at the same time would be more cost effective for the Commission and the rate payers. The Commission agreed to defer the Connection Fee Hearing and to schedule for November.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mrs. Regina Davis
Secretary

Mr. G. Burton German, Jr.
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Approval of the Minutes:

Motion to approve the Minutes of Business Meeting & Executive Session of July 11, 2013 was made by Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated August 8, 2013, 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 Municipal Maintenance, Pennsauken Township and Hibrett Puratex, dated August 8, 2013. 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:

The Commission inquired about a notation in Mr. Spafford's report regarding online viewing of the solar production at the Browning Road Plant. Mr. Spafford clarified that he could monitor that production and would be happy to share with the Commission, but noted that it was not for public access. Regarding the Park Avenue Tank Painting project, Mr. Spafford indicated that the blast material disposal issue from the Woodbine Avenue Tank Painting would not be an issue with this project, as a different blast material was used.

New Business:

Adoption of the 2012 Audit

A Resolution to adopt the 2012 Audit. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

New Service

A motion to approve a new 4" fire service for 1-3 South Centre Street. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Delaware Gardens – Authorization to go to Bid

A motion to authorize staff to go to bid for the demolition of Delaware Gardens. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German reminded the Commission and Staff the budget preparations were to begin next month. Mrs. Davis thanked Mr. Kofoet for initiating and researching for the scholarship project and thanked staff for the plaques that have been prepared for display. Mr. Kofoet mentioned that 606 West Maple held its grand re-opening and there was a discussion regarding the benefits to both communities through this project and through all projects through the West Maple Task force.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mrs. Regina Davis
Secretary

Mr. G. Burton German, Jr.
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Mr. Brennan provided background, history and current update on the project and noted that 604 W Maple would be slated for re-development in the near future. Mr. Kofoet also thanked Mr. Saraceni for working to get the scholarship plaques completed. Mr. Kofoet wished Mrs. Davis a happy birthday.

Mr. McConnell mentioned that research regarding the Delaware Gardens property and ownership was ongoing and that there were three parcels, one lot had a reversionary clause. He and Mr. Spafford explained what the research to date has revealed and that Staff will continue to research to verify and clarify all parcels with respect to the property lines. Regardless, these issues do not interfere with the Commission's actions to bid for the demolition of the Delaware Gardens plant.

Executive Session:

Resolution to enter Executive Session at 6:40 PM regarding contract negotiations, by Mr. German, 2nd by Mrs. Davis. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 7:27 PM, by Mr. German, 2nd by Mrs. Davis. Vote was unanimous.

Adjournment:

Motion by Mr. German and 2nd by Mrs. Davis; **unanimous** voice vote at 7:28 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mr. G. Burton German, Jr.
Treasurer

Mrs. Regina Davis
Secretary

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
September 13, 2013**

ATTENDEES:

Commissioners:

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

Other Attendees:

Michael A. Saraceni, C.O.O.
Jeffrey C. Whalen, Superintendent
Richard Spafford, P.E.
Angela Waldron
Karl McConnell, Esq.

The President called the meeting to order at 6:02 PM
All Commissioners except Commissioner Scavuzzo were present.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Project Status – Engineer

Mr. Spafford began by stating that the mains on Glenwood and Monroe will be capped by next Wednesday, weather permitting.

The demolition of Delaware Gardens project had a mandatory pre-bid (on-site) meeting, with 12 contractors in attendance, in anticipation of the September 24, 2013 bid opening.

Mr. Spafford believed that the Park Avenue tank exterior is almost half-way blasted and in the interior the first coat has been primed. Weather dependent, he expected the exterior to be blasted completely in two-to-three weeks' time, with an anticipated completion date in early November. Mr. Brennan had some questions regarding the lettering that will occur on the tank; Mrs. Davis noted that the 125 year anniversary would be in 2017, and Mr. Brennan noted that the tank should spell out that the water inside is from the Merchantville-Pennsauken Water Commission.

Authorization for Application for Transfer of Licensed Operator

Mr. Saraceni noted that with the Superintendent's anticipated retirement date coming soon, we were seeking authorization from the Commission to transfer the senior licensed operator from Mr. Whalen to Mr. Campbell, effective November 1, 2013.

RTW Construction – Change Order

Mr. Spafford began by providing the total change order for Glenwood Avenue main replacement would be \$39,240.00.

Commissioner Brennan asked if someone could reach out to the resident, Mr. Callahan, who had come to this past Monday's Borough Council Meeting in Merchantville. Mr. Brennan stated that the resident was not disgruntled, but frustrated with the length of the project.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mr. G. Burton German, Jr.
Treasurer

Mrs. Regina Davis
Secretary

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Commissioner Kofoet asked what the communication was prior to the origination of the work. Mr. Spafford said that there was a vendor-generated letter delivered door-to-door prior to the commencement of the work, as well as a letter and personal notification prior to any outages for service transferal.

Application Resolution – Local Finance Board – BAN

Mr. Saraceni stated that our bond counsel indicated that the Local Finance Board requires that an application be filed every three years to the LFB for financing. As such, the rollover for the BAN needs to be submitted every three years. Mr. Saraceni identified that Parker McCay needs the authorization (Resolution) from the Commission to move forward.

Mr. German noted that he is recommending that the MPWC pays \$600,000.00 this year, since this is the last year to roll it over; and that next year we should go for a bond issuance of \$1.5 million. Commissioners agreed.

Mr. Kofoet stated that this was a tough situation and “hats off” to all Commissioners and staff overseeing the building project and financing methodology.

Antennae Lease Bid – General Counsel Report

Mr. McConnell stated that we have received materials from AT&T requesting a larger footprint than what they currently have. He felt that if they expanded than it would cause a problem. The last time the filter media had to be changed it took two hours due to vehicle passage issues; if AT&T's footprint were to be expanded than it would cause an even greater concern. The option to have AT&T place the antennae on the adjoining property that is also owned by the MPWC. The land could potentially hold a treatment facility down the road, but right now is only wooded. There is also the option of moving AT&T to a spot along the fence line.

Approval of the Minutes:

Motion to approve the Minutes of Business meeting of August 8, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet abstained.**

Payment of Bills

Motion to approve payment of bills, dated September 12, 2013, except for those from Municipal Maintenance, IWM³, Hibrett Puratex and the Township of Pennsauken. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to approve payment of bills, dated September 12, 2013, for Municipal Maintenance, IWM³, Hibrett Puratex and the Township of Pennsauken. 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.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mr. G. Burton German, Jr.
Treasurer

Mrs. Regina Davis
Secretary

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Staff Reports:

Commissioner German asked Mr. Saraceni if the budget process had begun, Mr. Saraceni assured him that it had.

Commissioner Brennan noted that the monthly pumpage report was missing from Mr. Whalen's report; Mr. Whalen stated that he would get a copy out to all Commissioners tomorrow.

Commissioner Brennan asked if the Director of Customer Service could update the website to reflect the current-year meeting dates. Mr. Saraceni stated that he would make sure it was taken care of.

Old Business:

There was no old business to discuss.

New Business:

Transfer of License

Motion to transfer a licensed operator application. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Change Order

Motion to approve a change order for RTW Construction. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Ban Rollover

Motion to authorize an application to the Local Finance Board for the BAN Rollover by resolution. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

New Services

Motion to authorize a new 10" Service at 8030 National Highway and 1" residential service at 3429 Gladwyn Avenue. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

No discussion took place

Commissioners Reports / Discussions / Comments:

Commissioner German stated he would have preliminary budget information to present at next month's meeting.

Commissioner Brennan submitted two articles; one on aging water infrastructure, one on safe drinking water. He asked if these could be linked to from their original source on the website. He further indicated that it should be a practice for the MPWC to find and share this type of information with Commissioners and our customers/public.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice-President

Mr. G. Burton German, Jr.
Treasurer

Mrs. Regina Davis
Secretary

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Execution Session

Motion to go into execution session for matters of litigation, contracts and personnel. Executive Session began at 6:35 PM. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.** (Resolution)

Motion to return to open public meeting at 7:15 PM; Motion: Mr. German, 2nd Mrs. Davis; **a unanimous roll call vote.**

Adjournment:

Motion by Mr. German, 2nd by Mrs. Davis at 7:16 PM; **a unanimous roll call vote.**

Submitted by,
Angela Waldron & Michael Saraceni

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
October 10, 2013**

ATTENDEES:

Commissioners:

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

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

ITEMS TO BE DISCUSSED

Caucus:

The Vice President requested that the Commissioners and the C.O.O. enter Caucus to discuss matters of personnel.

Resolution to enter Caucus at 6:00 PM regarding personnel matters, by Mr. German , 2nd by Mrs. Davis. Vote was unanimous.

Commissioners & C.O.O. re-entered Public Session at approximately 6:20 PM.

2014 Budget Process

Mr. German summarized the ongoing budget preparation and proposed a 3% rate increase. The Commission agreed to schedule a Special Meeting to finalize the proposed budget prior to November 1, 2013, when it would be due to the state. A special meeting was scheduled for Tuesday, October 22, 2013 at 6:00 PM. A brief discussion ensued regarding some of the budget highlights being proposed. A discussion was held regarding township payments and it was determined that the various budget questions would be reviewed at the Special Meeting to be scheduled for that purpose.

Fleet – Vehicles to Be Sold

Mr. Campbell recommended to the Commission that three (3) of the older vehicles in the fleet be placed on the GovDeals website for auction and requested approval to move forward.

Project Status

Mr. Spafford provided an update on the current projects: the Park Avenue Tank's interior is currently being pressure washed and piths in the upper seal will be sealed prior to being painted. Mr. Spafford passed out options for the MPWC logo, to eventually be paired with the Township's Anniversary logo. It is anticipated that the anniversary logo won't be ready for a few months so space will be left to include it at a later date. Mr. Spafford also indicated that the MPWC's current telephone system contract was due to expire on 12/1/13 and that he collected quotes from the current vendor as well as two (2) others. The current vendor addressed any issues, came down \$400/month in cost.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Mr. Spafford recommends signing a new 3-year contract with the current vendor. The low bidder for the Delaware Gardens Plant Demolition is Neri Construction. Mr. Spafford has checked the references and recommends award of the bid to Neri Construction.

Dudley Avenue Main Extension – Tie-In Project

Mr. Campbell reported that the residents in the area have been notified and the project would be scheduled to start in the next week or so.

National Oceanic & Atmospheric Administration – MPWC Co-Op Station

The MPWC's Park Avenue plant was selected to become an official NOAA location to support collecting and reporting weather data.

Resolution – Project Notes – BAD – Web Site Modifications

Mr. Saraceni presented the Commission with the Project Note Resolution for approval and signature. It was noted that all five (5) Commissioners must vote and that a phone call would be placed to Mr. Kofoet, who was absent from the meeting.

Antennae Lease Bid – Progress Report

Mr. McConnell provided a report to the Commissioners and indicated that he was nearly ready to move forward with Verizon, but that there were still issues to be worked out with AT&T. Any other vendors were requesting contract amendments and Mr. McConnell does not recommend negotiating those issues.

Connection Fee Hearing

Scheduled to take place at the November 14, 2013 Commission Meeting. Staff will advertise appropriately.

Bill List – Vendor Adjustment

There was an adjustment to a vendor name on the submitted bill list, but no money amounts were adjusted.

Approval of the Minutes:

Motion to approve the Minutes of Business Meeting & Executive Session of September 12, 2013 was made by Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated October 10, 2013. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to approve payment of bills for Municipal Maintenance, Pennsauken Township and Hibrett Puratex, dated August 8, 2013. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Correspondence:

No discussion.

Public Comment

The meeting was opened for public comment.
None present.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Staff Reports:

Commissioner Scavuzzo inquired as to whether the stem of the Park Avenue tank would be painted blue. Mr. Spafford indicated that it would.

Old Business:

Delaware Gardens Bid

A motion to award bid for demolition of the Delaware Gardens plant to Neri Construction in the amount of \$52,295.00. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Appointment of New Superintendent

A Resolution to appoint Craig Campbell to the position of Superintendent. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

New Business:

Create Field Supervisor Position

A Resolution to create the position of Field Supervisor and to post the position internally for eligible applicants. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

BAN- Project Notes

A Resolution authorizing the refinancing of the BAN MPWC Project Notes. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote, including Mr. Kofoet who was contacted by telephone and provided an affirmative vote.**

Sale of MPWC Vehicles

A Resolution post for sale, three (3) MPWC vehicles on the GovDeals auction site. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German noted that staff will continue to work on the budget, which will be presented for approval at the October 22 Special Meeting.

The Commission congratulated Craig Campbell on his appointment to the position of Superintendent.

Executive Session:

Resolution to enter Executive Session at 7:08 PM regarding matters of personnel, contracts and legal, by Mr. German, 2nd by Mr. Scavuzzo. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 7:35 PM. Motion: Mr. German, 2nd Mr. Scavuzzo; **a unanimous vote.**

Creation of the position of "Field Supervisor" was authorized, along with the authorization to post the opportunity internally to develop a list of qualified candidates; Motion: Mr. German, 2nd Mrs. Davis; **a unanimous vote.**

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

The Commission authorized the designation of Richard Spafford as the Executive Assistance to the Chief Operating Officer and authorized his designation as an alternate signer for the payroll account. Motion: Mr. German, 2nd Mrs. Davis – **a unanimous vote.**

The Commission authorized a partial payment (50%) to Dilworth Paxton (Special Counsel) of \$8,500 with the balance to be paid upon completion of their services. Motion: Mr. German, 2nd Mr. Scavuzzo, **a unanimous vote.**

Adjournment:

Motion by Mr. German and 2nd by Mrs. Davis; **unanimous** voice vote at 8:36 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

**Minutes of the MPWC Special Meeting
October 22, 2013**

ATTENDEES:

Commissioners:

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

Other Attendees:

Michael A. Saraceni, COO
Craig Campbell, Asst. Superintendent
Richard Spafford, P.E.
Karl N. McConnell, General Counsel
Mr. James Miles, CPA (Auditor)

The called the meeting to order at 6:00 PM
All Commissioners were present except Mr. Scavuzzo
MPWC Auditor – Mr. James Miles, CPA was present
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

2014 Proposed Operating and Capital Budgets:

The President deferred the discussion to Mr. German, who commented that since the draft budget documents were previously circulated and he received no specific feedback, that any all discussions would take place at this meeting. He provided a summary and overview, making specific reference to the proposed 3.0% increase to water rates. The rate increase also proposes decreasing the 8 block water allowance to 7 blocks.

A brief discussion ensued regarding the fact that public notifications have already been processed for the Connection Fee Hearing and the Water Rate Hearing to take place (back-to-back) at the November 14th meeting of the Commission. It was further discussed that even though the hearings would take place at the meeting, the Commission was under no obligation to act on them at that time.

The President asked the MPWC Auditor, Mr. Miles, if he had any comments. Mr. Miles indicated that he had assisted Mr. Saraceni with preparing the State documents required and that he would assist with completing the package so that we be able to meet the 11/01 deadline for submission to the State.

The President solicited any comments from the Superintendent and C.O.O. and no additional information was presented.

With no further discussion; Mr. German moved that the 2014 Budget be approved; 2nd by Mrs. Davis, followed by a unanimous vote.

Public Comment

The meeting was opened for public comment.
None present.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Resolutions Enacted:

Authority Budget Resolution – Approval of 2014 Operating and Capital Budget

Adjournment:

Motion by Mr. German and 2nd by Mrs. Davis; **unanimous** voice vote at 6:15 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German, Jr.
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
November 14, 2013**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mr. Patrick Brennan, Vice President
Mr. G. Burton German, Treasurer
Mrs. Regina Davis, 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
James Miles, Jr., CPA – Bowman & Company
Patricia Croce, Court Stenographer

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

Connection Fee & Rate Hearing

President Kofoet turned the meeting over to Mr. McConnell to conduct the scheduled hearings. Please refer to the attached Rate Hearing Transcript for complete Minutes. The hearing was closed at 6:23 PM.

Annual Contracts

Staff seeks permission to advertise for annual vendor contracts.

Project Status

Mr. Spafford provided an update on the current projects: Due to excessive rain over the summer, the Park Avenue tank project is behind scheduled. Mr. Spafford requests approval of a change order to extend the contract 60 days. Mr. Spafford presents the Commission with the phone system contract for signature. The contract for the Delaware Gardens project has also been returned and is being submitted to the Commission for signature this evening.

FSA Account Plan – Update/Amendment

Mr. McConnell informed the Commission about an IRS clarification to allow for a \$500.00 carry-over into next year. Mr. McConnell seeks Commission approval to adopt the amendment.

Approval of the Minutes:

Motion to approve the Minutes of Business Meeting & Executive Session of October 10, 2013, and the Special Meeting of October 22, 2013 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Kofoet abstained from the Business and Executive Sessions dated October 10, 2013 because he was not present.**

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German, Jr.
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Payment of Bills

Motion to approve partial payment of \$8,500.00 to Special Counsel dated October 17, 2013. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Motion to approve payment of bills dated November 14, 2013, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Motion to approve payment of bills for Municipal Maintenance, Pennsauken Township and Hibrett Puratex, dated November 14. 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. Saraceni informed the Commission that the holiday parades are scheduled for 11/30/13 and 12/6/13 and that staff has begun the necessary preparations. Mr. Saraceni also reminded the Commissioners that the Annual Employee Recognition awards and Holiday Breakfast are scheduled for Thursday, December 12, 2013. Mr. Brennan questioned/commented to the Superintendent that the pumpage seems to be on the rise and wondered if there was any one specific issue that might be contributing. Mr. Campbell noted that there wasn't any new activity or customers coming online and that perhaps the weather and the installation of radio meters were playing a part. Mr. German congratulated Mr. Campbell on his first report as Superintendent and noted that it was very well done. Mr. Brennan inquired as to the Strategic Planning sessions that used to populate the Project Status table and asked for it to be included back into the table. The Commissioners and Mr. Saraceni agreed to reincorporate the notation on the Project Status Table and to plan on scheduling a session for early 2014.

New Business:

New Service

A motion to approve a new 2" and two 1" services for retail and restaurant space at 606 Haddonfield Road. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Park Avenue Tank Project

RESOLUTION #_____ to extend the contract deadline for the Park Avenue Tank an additional 60 days. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Telephone System

RESOLUTION #_____ to approve a Non-Fair and Open Contract for the telephone system for a term of 3 years. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

FSA Plan Amendment

RESOLUTION #_____ to approve the proposed amendment to the FSA/Plan 125 account. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German, Jr.
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German thanked staff for a job well done with budget preparation. Mr. Brennan thanked Mr. German, as well for his participation and role, and Mr. Kofoet seconded that notion.

Executive Session:

Resolution to enter Executive Session at 6:43 PM regarding matters of litigation, by Mr. German, 2nd by Mr. Scavuzzo. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 7:37 PM.

Appointment of Field Supervisors

Motion to appoint Tom Fimple and Chris Kuchera to the position of Field Supervisors and to authorize the adjustment in salaries to both of these employees, along with Assistant Superintendent James Garaguso's recommended adjustment as proposed by the C.O.O. as per Resolution: #_____. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Posting of Administrative/Clerical Position

Motion to approve posting the opportunity for an Administrative/Clerical position being authorized for the Senior Staff. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Adjournment:

Motion by Mr. German and 2nd by Mr. Scavuzzo; **unanimous** voice vote at 7:40 PM.

Submitted by,
Brandy Eisenmann & Michael Saraceni

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
December 12, 2013**

ATTENDEES:

Commissioners:

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

Other Attendees:

Michael A. Saraceni, COO
Craig Campbell, Superintendent
Richard Spafford, P.E.
Brandy Eisenmann
Karl N. McConnell, General Counsel

The President called the meeting to order at 9:30 AM
All Commissioners were present.

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

ITEMS TO BE DISCUSSED

Connection Fee & Rate Hearing

No discussion.

LFB Application for 2014 NJEIT

The 2013 NJEIT Loan financing was moved to 2014 for permanent financing. Escrow closing expected in March with a final closing scheduled for April or May.

2014 Budget Adoption – the State Approved and there was no further discussion

Annual Contracts – Review Bid Status & Recommendations

Staff requests permission to re-bid two (2) contracts for proprietary bids. Mr. McConnell noted that the Commission would need to approve a proprietary bid in advance by resolution and would need to state the reasons for the proprietary bid in that resolution.

Project Status

Mr. Spafford informed the Commission that the Park Avenue tank is near completion, but on hold due to weather. The project will require about 4 days of temperatures above freezing for completion. There was a pre-con meeting for the Delaware Gardens demolition project and hazmat inspections have been completed. The inspections revealed an asbestos roof and will require treatment at a cost of \$6,370.25. Mr. Spafford received quotes from the MPWC's four (4) engineering consultants to complete a survey for the Plymouth/Hinchman main project for 2014. CES submitted the low bid. Mr. Spafford seeks approval to award the services to CES.

Mr. German asked about the research conducted for the title on the land. Mr. Brennan indicated that in fact that he had been previously discussed this with Counsel and that no action needed to be taken.

2014 Draft MPWC Holiday Schedule

No discussion.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Career Path Development for Salaried Employees – 2014 Adjustments

The C.O.O. shared that he has not finalized the program for presentation to the Commission on time for this review period and requested more time, anticipating presentation at the January meeting. Mr. Scavuzzo, as part of the salary committee, indicated that he hasn't been able to be available to meet with Mr. Saraceni to review the program.

Antennae Monopole Request to Consent to Assignment

Mr. McConnell has completed his research of Crown Castle International and seeks authorization to re-assign the lease to another company. He provided explanation and consequences.

Camden City Request for Interconnection Agreement for Alternate Water Supply

Mr. Campbell informed the Commission of Camden City's desire to construct an interconnection with the MPWC. Staff's recommendation is to maintain two (2) separate pits with separate meters and valves as to maintain control of our own valves. Mr. Kofoet wondered what might have prompted the request. Mr. McConnell indicated that the request was attributed to a demand for such to Camden from the DEP. The Commission agreed to take the matter into consideration and discuss at a future meeting.

Approval of the Minutes:

Motion to approve the Minutes of Business Meeting & Executive Session of November 14, 2013, and the Special Meeting of November 26, 2013 was made by Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated December 12, 2013, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Motion to approve payment of bills for Municipal Maintenance, and Hibrett Puratex, dated December 12, 2014. Motion: Mr. German, 2nd by Mr. Scavuzzo; **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. Saraceni informed the Commission that he received notification from Conner Strong and BCBS of NJ that 2 laptops were stolen from their Newark office. While awaiting confirmation as to whether we were one of the affected clients, he received personal notification in his home mail that his information may have been compromised. Mr. Saraceni indicated that they were offering free credit monitoring for a period of time to anyone that may be affected and wishes to sign up. It was not clear if all MPWC employees were affected.

There was next a brief discussion about requiring formatting of as-builts data (i.e., Glenwood Avenue) in a more convenient format for the Engineer, such as a CAD format. Mr. German asked if the previous contract extension for the Park Avenue Tank Project would be sufficient. Mr. Spafford indicated that there may be another change order, weather permitting. Mr. McConnell informed the Commission that the Camden County

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Prosecutor's Office has completed its investigation on the forgery case and that they indicated that while the crimes are prosecutable, the individual was terminated from his employer before we were ever aware of the charges and that he is currently living in Florida. The investigation revealed that there was no money made on the forgery. Mr. McConnell wrote a thank you letter to the Prosecutor's Office for their efforts with the investigation.

Old Business:

Connection Fee Rate Adjustment

RESOLUTION #2014-32 to approve the connection fee adjustments as presented and attached to the Resolution, effective December 16, 2013. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Water Rates & Fees Adjustment

RESOLUTION #2014-33 to approve the water rate adjustment of 3%, effective January 1, 2014. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Local Finance Board – 2014 NJEIT Loan Application

RESOLUTION #2014-34 to authorize the 2014 NJEIT Loan Application. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

2014 Budget Approval

RESOLUTION #2014-35 to approve the MPWC 2014 Operating and Capital Budgets. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Annual Contracts

RESOLUTION #2014-36 reject Bid #s 14-07 & 14-09. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

RESOLUTION #2014-37 to authorize proprietary bids for contracts 14-07 & 14-09 and to re-bid those contracts per the terms outlined in the Resolution. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

RESOLUTION #2014-38 to approve the low bidders for contracts 14-02, 14-04, 14-05, 14-06, 14-11, 14-12 and 14-13, per the attached Resolution. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

New Business:

Antennae Monopole Lease

RESOLUTION #2013-39 to consent to assignment of a monopole lease... Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Authorize Engineering Services

RESOLUTION #2013-40 to authorize CES to complete survey work for the Plymouth Hinchman 2014 main replacement project. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

2014 Holiday Schedule

A motion to approve the MPWC 2014 holiday schedule. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

New Service

A motion to approve a new 2" Service at 3731 Herbert Avenue, Pennsauken. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table:

No discussion.

Commissioners Reports / Discussions / Comments:

Mr. German wished staff and Commissioners a Merry Christmas and a Happy New Year, and hopes that the holidays will not bring with it, the traditional main breaks regardless of temperatures. Mr. German indicated that per the Auditor's recommendations, the Commission will establish a committee to handle the Employee Recognition awards and he thanked staff for a job well done with this year's recognition presentation.

Mrs. Davis thanked staff for this year's awards presentation and thanked Mr. Saraceni for his report on the year in review, and wished the Commission and staff a very Merry Christmas.

Mr. Scavuzzo indicated that he has completed his first full year as a Commission and has very much enjoyed being part of the organization and has learned a lot and can see that there is so much good happening here. Mr. Scavuzzo mentioned that the image we portray on our website, at our properties and to our customers is very positive and he is proud to be part of it and has a true appreciation for the years of experience of the current Commission and looks forward to his future years with the Commission.

Mr. Brennan also thanked staff for the preparation of the employee recognition meeting and also to Mr. Saraceni for his review of the past year. Mr. Brennan indicated that he sees a lot of value in taking that presentation to the host communities to make them aware of what we're doing and also because we have many reasons to be proud of our accomplishments and progress. Mr. Brennan congratulated Mr. Kofoet on his 25 years with the Commission and thanked him those years of service and looks forward to continuing to work with him in the future.

Mr. Kofoet recognizes the team effort and recognizes that going back through the years, there has always been a cooperative effort in the communities to build the organization through strong leadership and a solid foundation. Mr. Kofoet indicated that he was proud of the many years of experience and looks forward to the next planning session to be scheduled in January with the Commission. Mr. Kofoet wished everyone a happy and safe holiday and thanked everyone for their hard work over the past year.

Executive Session:

Resolution to enter Executive Session at 10:42 AM regarding matters of personnel and litigation by Mr. German, 2nd by Mr. Scavuzzo. Vote was unanimous.

Commissioners Re-entered Public Session at approximately 11:25 AM.

A motion to adjust all employees' salaries for 2014 by 2.5% was made by Mr. German and 2nd by Mr. Scavuzzo, followed by a unanimous vote.

A motion was made to authorize salary bonuses for Rich Spafford in the amount of \$4,000 (\$2,000 each for obtaining his T-4 and W-4 licenses) and for Joyce Peirce as Finance Director for \$2,000; 2nd by Mr. Scavuzzo, followed by a unanimous vote.

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

A motion was made by Mr. German appointing Colleen O'Brien to the full-time position of Administrative /Clerical Support for the senior staff, 2nd by Mr. Scavuzzo, followed by a unanimous vote.

Adjournment:

Motion by: Mr. German and 2nd by Mr. Scavuzzo; **unanimous** voice vote at 11:26 AM.

Submitted by,
Brandy Eisenmann & Michael Saraceni