

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
January 7, 2014**

ATTENDEES:

Commissioners:

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

Other Attendees:

Michael A. Saraceni, COO

The President called the meeting to order at 5:00 PM
All Commissioners were present
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

President Kofoet allowed for Public comment but there was none and he then entertained a motion from Mr. German and a 2nd from Mr. Brennan to go into Executive Session at 5:02 PM. – The vote was Unanimous on the motion.

Discussion: Annual Performance Evaluation – Chief Operating Officer

This meeting was called to allow the Commission the opportunity to evaluate and discuss the Chief Operating Officer's performance and accomplishments for the previous year.

The discussion was held and the information contained is a matter of personnel and as such will be kept confidential.

Commissioners Re-entered Public Session at approximately 8:10 PM

Adjournment:

Motion by Mr. German and 2nd by Mr. Scavuzzo, **unanimous voice vote** at 8:11 PM.

Submitted by,
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
January 9, 2014**

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
Colleen O'Brien
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

Annual Contracts

Mr. Spafford recommends award of the following "as-needed" bids to the low bidder: #14-03 for Chemical Analysis of Water, #14-07 for Water Meters/MIU Leak Detector, and #14-09 for Corrosion Inhibitor. Mr. Spafford recommends rejecting the bid of HD Supply for Ductile Iron/Copper Fittings for non-compliance on 17 separate items, and recommends award to the lowest responsive bidder, Water Works.

A discussion ensued and Mr. Spafford indicated that going forward he recommended separating the materials included in this bid into smaller groupings and then bid them separately. Mr. German suggested bidding hydrants separately next. Mr. Spafford will conduct the research and move forward in that direction.

Project Status

Mr. Spafford requests approval on a contract extension due to weather. There are approximately 5 days of painting to be done, including the logo, once the weather breaks. Mr. Kofoet recommended the site to be cleaned up since the weather has put painting on hold. The asbestos removal at Delaware Gardens is nearly completed then demolition will be able to begin.

Strategic Planning

The Commission discussed holding a Strategic Planning session on February 8, 2014 at 9:00AM.

Approval of the Minutes

Motion to approve the Minutes of Business Meeting & Executive Session of December 12, 2013 was made by 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

Payment of Bills

Motion to approve payment of bills dated January 9, 2014, 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, Hibrett Puratex, and Pennsauken Township, dated January 9, 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.

Bid Openings

Marion Avenue – Antenna/Lease Bid (1st of 2)

There were no bidders for the Antenna/Lease Bid. Mr. McConnell discussed the circumstances surrounding Verizon's expressions of interest and their explanations for their later failure to bid. Mr. Brennan recommended we contact the Township and Borough Solicitors and advise them of the Verizon position and see if their clients want to direct the Commission's future positions.

Staff Reports

Mr. Saraceni received information from Bond Counsel that the MPWC's application to the LFB accept for permanent financing on NJEIT loan was placed on the Consent Agenda to be heard on January 15, 2014. Mr. McConnell was informed by Special Counsel (Cherry Hill Tank) today that Special Counsel spoke with Counsel for CB&I and intended to be following up with Counsel for R&V. A brief discussion ensued and closed with Mr. McConnell expressing that he will continue to work with Special Counsel and keep the Commission duly informed.

Old Business:

Annual Contracts Re-Bid

RESOLUTION #2014-01 to award Bids 2014-03, 2014-07, and 2014-09 Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Reject HD Supply and Award Water Works

RESOLUTION #2014-02 to reject HD Supply for noncompliance and to award Water Works for Ductile Iron/Copper Fittings. Motion: Mr. German, 2nd by Mr. Scavuzzo ; **a unanimous roll call vote.**

New Business:

RESOLUTION #2014-03 for Project Change Order # 2 to grant a 90 day extension on the Park Avenue project. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

RESOLUTION #2014-04 approving a \$4,000.00 performance bonus to the C.O.O. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Mr. Bernhard Kofeet
President

Mr. Patrick Brennan
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Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Project Status Table

There has been no further contact from the City of Camden. The Commission requested that Mr. Saraceni add this topic to the Project Status Table.

Commissioners Reports / Discussions / Comments

Mr. German welcomed Colleen O'Brien to her new position within the company. Mr. Brennan mentioned that he, Mr. German and Mr. Saraceni would be attending The Merchantville Council's monthly meeting on Monday January 13, 2014 at 7:30 PM to deliver a "year-in-review" presentation. It was suggested that Mr. Campbell attend so that he could introduce himself to the Council members.

Executive Session:

Resolution to enter Executive Session at 6:38 PM regarding matters of contracts by Mr. German, 2nd by Mrs. Davis. **Vote was unanimous.**

Commissioners Re-entered Public Session at approximately 7:10 PM.

Adjournment:

Motion by Mr. German and 2nd by Mr. Scavuzzo, **unanimous voice vote** at 7:11 PM.

Submitted by,
Colleen O'Brien & 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
February 8, 2014**

ATTENDEES:

Commissioners:

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

Other Attendees:

Michael A. Saraceni, COO
Richard Spafford, PE
Craig Campbell, Superintendent
Michael Scardino, Facilitator

The President called the meeting to order at 9:00 AM
All Commissioners were present

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

ITEMS TO BE DISCUSSED

President Kofoet announced that the purpose of the meeting was to continue with Strategic Planning activities initiated in 2010. He welcomed and introduced Michael Scardino to the group, providing a brief background. Mr. Scardino expressed that he met with Craig Campbell prior to this session and asked Commissioner Scavuzzo to introduce himself, and provide some background on his service – as was done.

With that, Mr. Scardino expressed that there was significant forward movement since the last session, offering commendation to the Commission for having both the vision and ability to execute. The discussion shifted to verify the existing priorities before moving into discussions.

President Kofoet started the process by prompting each Commissioner to express their individual views on the current priorities and future issues to be considered. Upon completion, Mr. Kofoet added his concerns/thoughts.

Mr. Scardino coordinated the comments by seeking clarification and noting comments made by Commissioners on the white board. This process assisted with generating critical thinking and specific areas of focus and concern.

At the close of the session, Mr. Scardino verified the areas of concern identified that would be addressed as a result of this exercise. The C.O.O. was to ensure that the information was translated to writing to be memorialized and become a part of these minutes.

Adjournment:

Motion by Mr. German and 2nd by Mr. Scavuzzo, **unanimous voice vote** at 11:15 AM.

Submitted by,
Michael Saraceni

Commission Strategic Planning Meeting – February 8, 2014

June 2010

- Personnel and Employment Practices
- Franchise Status
- Capital Needs
- Financial Status

2014 Concerns and areas to focus on (round table)

- Grants
- **Marketing/Communication**
- Investments in Infrastructure
- **Communications**
- Phones
- **Shared Services**
- Sustainability
- **Security**
- Next Step – Acquisition/Sale and potential takeover
- Pride in our organization
- Sell ourselves to the public/Advertisements
- Communications – Press
- **Expanding Franchise – Tax Credits – Opportunity – Financial**
- Legislative Support
 - Camden
 - Maple Shade
 - Contiguous Communities
- Diminished Quality of product
- Revenue 
- Loss of Allocation
- Liaison to Township / Borough
- Balanced Growth – Cost/Tolerance
- Cost Controls
- Homeland Security

Commission Strategic Planning Meeting – February 8, 2014

- Employee feedback to Commissioners / Management

Security strategies

- Threat Assessment
 - HLS
 - NJSP
 - Best Practices
- Survey Report

Marketing

- Website
- Facebook
- Speaking Engagements
- Flyers
- Budget Money – Professional Services
- Public Access Television
- Intern: College Student
- Internal/External

Shared Services / Franchise Expansion

- Partnership with Other Comm.
- Cooperative Bidding
- County Shared Services
- Professionals/ Lic. Pers.
 - Management

Commission Strategic Planning Meeting – February 8, 2014

Communications

- Input from Ground Up
- C.O.O. Plan
- On-Going
 - Suggestion Box
 - “Hey Commissioner...”
 - Survey/Questionnaires
- Critical incidents / notifications
 - System Status
 - P.D. involvement (significant)
 - NJDEP
 - Serious Injury/Accident
 - Security Breaches
 - Account Disputes

**Minutes of the MPWC Monthly Business Meeting
February 19, 2014**

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.
Brandy Eisenmann
Colleen O'Brien
Karl N. McConnell, General Counsel

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

ITEMS TO BE DISCUSSED

NJDEP Notification

Received notification from NJDEP of "non-compliance" for reporting in 2011 and 2013. Research revealed testing was done and all levels were compliant, and that that electronic reporting (E2) was not received at the State. Verified reporting issues with the lab, identified and re-sent the missing results. The MPWC was removed from the non-compliance list. Mr. Kofoet suggested that the Superintendent's Association try to find a solution to the E2 issues since we were not the only one effected by the reporting errors.

Strategic Planning

The Strategic Planning meeting was held on February 8, 2014. Outcomes included additions to be made to the Project Status Table as well as a meeting with State Police.

Paperless Technology

Commission reporting will no longer be done by paper reports. Each commissioner received an iPad in order to review documents in regards to the MPWC and Commission Meetings. There was a discussion on what information that the Commissioners would like to be able to view via iPad and it was agreed those files would be set up and if other ideas came about those documents would become accessible as well.

Re-formatting of monthly reporting

This month was a pilot run of the new staff reports believed to be what the Commissioners were looking for. All agreed that the new reporting was well done and will be used in the future. Mr. Brennan commented that the formatting was much better, and while there was less volume to read there was much more information in the reports.

Career Path Development

The Commission was asked for feedback on the draft version of the Career Path Development for Salaried Employees. All Commissioners agreed it was nicely done and discussed a few minor changes to consider. Mr. Kofoet suggested that the C.O.O. confer with for Mr. Scavuzzo, since he had a large part in the creation of the draft, before moving forward.

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Ass't Secretary/Treasurer

High School Scholarship Program

Mr. Saraceni informed the Commission of a letter he received from the school. The letter requested that the checks be sent before February 24th and they requested that one check be made out to the Board of Education, then the BOE would make the checks out to the students once they were identified. Through discussion, Mr. Kofoet provided some background information on what precipitated the change. Mrs. Davis provided additional clarification as well. The Commission would like to continue to award the scholarship directly to the student since it is a gift from the Commission. Mr. Brennan suggested writing the BOE a letter of commitment so that the students would still receive the scholarship directly from the MPWC. Mrs. Davis commented that she knew of four other organizations that still wanted to give the scholarship directly to the student and were also planning on writing a letter of commitment. Mr. German also suggested raising the amount of the individual awards from \$500.00 to \$1,000.00 each, noting that the amount has not changed over a long period of time and that it might be appropriate to do so.

Approval of the Minutes

Motion to approve the Minutes of Business Meeting & Executive Session of January 9, 2014, and the Special Meeting of January 7, 2014 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Scavuzzo was absent.**

Payment of Bills

Motion to approve payment of bills dated February 13, 2014, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Motion to approve payment of bills for Hibrett Puratex, and Pennsauken Township, dated February 13, 2014. 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.

Appointment of Bernhard Kofoet

Oath of office administered by Karl McConnell for term of 7/1/2013 through 6/30/2018.

Bid Openings

Marion Avenue – Antenna/Lease Bid (2 of 2)

Mr. McConnell recommended award of Marion Avenue Tank Antennae Lease Bid 2014-02 to New Singular Wireless/AT&T as they were the only bidder and met the bid requirements.

Staff Reports

Mr. Saraceni received a proposal from HomeServe USA, which offers service line protection. Since the MPWC currently is not partnered with a service line protection company Mr. Saraceni asked the Commission what their thoughts were on possibly beginning a partnership. The Commission agreed that they would like to review the proposal themselves and discuss the issue again next meeting. Mr. McConnell addressed a typo in his monthly report regarding the rate increase with the bulk purchasing of water from NJAW.

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Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

Mr. German asked how much time was remaining with the Park Avenue Tank Painting Project. Mr. Spafford informed the Commission that weather is still preventing progress with the project. There is approximately only a week's worth of painting that is left to be done, but again is unable to happen due to inclement weather.

Old Business:

MPWC Presentation to Township of Pennsauken

At the Township of Pennsauken's February 5, 2014 meeting, Mr. Saraceni gave a "Year in Review" presentation about the MPWC, which went well. Mr. Brennan suggested that it become an annual presentation to both the Township and the Borough. Mr. Kofoet suggested that staff research how other utilities handle delinquent customers, particularly those who might have a diminished ability to pay their bills.

Memorialization – 2013 Employee Recognition & Awards Program

It was noted that the Committee met in November to review the program guidelines and for the planning of the 2013 program. Staff recommended placing the appointment of the annual committee on the list of action items for the annual re-organization meeting agenda in July.

New Business:

Awarded New Singular Wireless/AT&T Bid 2014-02 Marion Avenue Tank Antennae Lease. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Approval of new services at 9000 River Road: 2 new 8" services, and 3731 Herbert Avenue: new 2" service. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Approval of increasing the High School Scholarship Program from \$500.00 to \$1,000.00 per student. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Project Status Table

The Commission had a discussion about the Delaware Gardens Demolition Project. Mr. Spafford informed the Commission that about 90% of the actual demolition has been completed, and the weather was also putting a hold on this project as well. The Commission agreed to add a curb where the drive way is on our property so that the site is not misused after demolition is complete.

Commissioners Reports / Discussions / Comments

Mr. German congratulated Mr. Kofoet on his re-appointment as Commissioner. Mrs. Davis stated that the Strategic Planning Meeting went well and she enjoyed participating. Mr. Brennan, along with Mr. Saraceni and Mr. Spafford met with Jack Layne (Township Administrator) of Maple Shade. The meeting discussed the possibility of benefits for Maple Shade regarding the purchasing of water from MPWC. Additionally, the discussion focused on improving and refining the relationship between the MPWC and Maple Shade Township through a "Shared Services" agreement to better serve the mutual greater good.

Mr. Kofoet suggested that the MPWC discuss establishing a bulk rate as other water utilities have done so. Mr. Brennan reported that his research regarding the city of Camden has revealed that the CCMUA will be overseeing the interconnect issues for the city, as opposed to City public officials.



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

6751 Westfield Avenue, Pennsauken, NJ 08110
Ph: 856.663.0043 • Fax: 856.486.7417 • www.mpwc.com

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

Executive Session:

Resolution to enter Executive Session at 7:25 PM regarding matters of litigation by Mr. German, 2nd by Mr. Brennan. **Vote was unanimous.**

Commissioners Re-entered Public Session at approximately 7:30 PM.

Adjournment:

Motion by Mr. Brennan and 2nd by Mr. German - **unanimous voice vote** at 7:31 PM.

Submitted by,
Colleen O'Brien & 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
March 13, 2014**

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
Colleen O'Brien
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

Salary Committee

The Commission discussed designation of the committee for 2014. Mr. Kofoet suggested that Mr. German and Mr. Scavuzzo continue to lead the committee.

LFB – 2013 NJEIT Loan

The Commission agreed to the Confirming Resolution for the 2013 NJEIT Loan.

Vehicle Lease

The Commission authorized to bid since current vehicle leases would be ending in the near future. Research was being conducted since Ford Rangers were no longer made and a short bed truck was wished to be the replacement for the current 8 Rangers in the fleet. A few options were found having different pros and cons to each. The Commission directed the Superintendent (Staff) to look at options identified. It was noted that the lease expires at the end of March and that research should be conducted and that staff could then move forward with the bid process.

Camden County Co-Op Purchasing

After much research it was found that in order to be accepted into the Camden County Cooperative Purchasing Program the Commission would first need to create a resolution requesting to be in the program. The County would then create a resolution approving the MPWC into the agreement, allowing the Commission to view any and all possible purchasing options. Mr. McConnell proposed a draft resolution to request being in the program.

Browning Road – Greensand Media/NJDEP Update

Mr. Spafford explained the operation of the three wells at the Browning Road site. One of the wells is not DEP approved to run, one well runs continuously and one is a back-up well. Until such time that the third well is needed for the operation of the site, no further action will be taken to approve the well through the DEP. A discussion ensued for clarification.

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

Approval of the Minutes

Motion to approve the Minutes of Special Meeting February 8, 2014, and the Business Meeting and Executive Session of February 19, 2014 was made by Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. Scavuzzo abstained as he was not present at the February meeting.**

Payment of Bills

Motion to approve payment of bills dated March 13, 2014, 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 Hibrett Puratex, Municipal Maintenance, Pennsauken Township, and Arnold's Safe & Lock dated March 13, 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.

Bid Openings

Currently no Bid Openings.

Staff Reports

Mr. Saraceni will send each of the Commissioners information that is needed to complete annual EPL Training for classes currently needed. Mr. Campbell reported that pumpage was again up this month. Mrs. Eisenmann mentioned that Arbor Day will be coming up shortly and she would be contacting the Township and Borough for suggests on tree planting within this month. Mr. Spafford believes that as long as the weather continues to cooperate the Park Avenue Tank Painting Project should be completed soon but it also may be a good idea to extend the deadline just as a buffer since the weather has been very unfavorable this winter. Mr. McConnell noted that AT&T has again changed their name for the Antenna Lease Agreement.

Old Business:

Service Line Protection

There were still a few questions from the Commission about this idea of a partnership with HomeServe USA. Mr. Saraceni asked for more time to research the answers needed before further review.

Career Path Development

Mr. Scavuzzo commented on small issues discussed at the February meeting and explained reasoning behind language of the Development Plan. Minor changes will be made accordingly.

New Business:

Resolution to approve 30 day extension to the Park Avenue Tank Painting Project. 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

Resolution to confirm & acknowledge the Local Finance Board's approval authorization for the 2014 NJEIT Loan for the MPWC. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Authorization to Bid on Vehicle Leases. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Resolution to request access to Camden County Cooperative Purchasing Program. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Mr. Spafford requested authorization to bid on the Plymouth/Hinchman Main Project. Mr. Brennan suggested we involve the Police Department to create a plan for the flow of traffic, especially with all of the other construction work going on in the area. Authorization to Bid on Plymouth/Hinchman Main Project. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Approval of new 1" service located at 6146 Irving Avenue. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Customer Support Center – Telephones/Staffing

Mrs. Eisenmann suggested the use of a greeting message when customers call into the MPWC headquarters office. There was discussion on the topic after Mrs. Eisenmann explained an example of what she believed would be customer friendly and effective. Mr. Brennan suggested changing the order of information given to the customer so they know what to do in an emergency right way. The Commission agreed that although they would rather a person answer the phone right away they understand the importance of the greeting and would authorize implementation with the as long as it was closely monitored to ensure customer service/response to voice-mails etc. Mrs. Eisenmann requested hiring a part-time "intern", to help in the Customer Support Center. Mr. Kofoet thought it was a good idea and since Summer Help jobs would be needed soon that Mrs. Eisenmann/Staff could seek qualified candidates only after the recruitment protocols were implemented.

Project Status Table

No Discussion.

Commissioners Reports / Discussions / Comments

Mrs. Davis commented that she likes the iPads and thought they will continue to work well. Mr. Scavuzzo stated that he looks forward to working again on the salary committee and he also likes the iPads and sees good things coming out of the use of them. Mr. German offered remarks and compliments to Michael Scardino, who facilitated the strategic planning session held on February 8, 2014. He noted that he came well-prepared and handled the exercise in a professional manner.

Executive Session:

Resolution to enter Executive Session at 7:10 PM regarding matters of litigation by Mr. German, 2nd by Mr. Brennan. **Vote was unanimous.**

Commissioners Re-entered Public Session at approximately 7:25 PM.

Adjournment:

Motion by Mr. German and 2nd by Mrs. Davis; **unanimous voice vote** at 7:26 PM.

Submitted by,
Colleen O'Brien & 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
April 10, 2014**

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
Colleen O'Brien
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

Customer Account Disputes

Since the customers involved were not yet present, but were expected, the Commissioners agreed to hold this issue in order to give the customers more time to arrive.

Project Status

Mr. Spafford reported that the Plymouth/Hinchman Main Replacement Bids were opened on April 8th and came in under prediction. He recommended that South State Inc. be awarded as they were the low bidder. All of the painting is completed on the Park Avenue Tank and only site clean-up was to be done. Delaware Gardens Demolition was to be completely removed to 4 feet below grade as was called for in the project scope and per Pennsauken Township requirements. The project, however was put on hold as unexpected and deeper structures were discovered. Staff requested direction from the Commission if the rest of the underground footings and piping found, as well as the entire well should be removed given the cost of such a change order. The Commission all agreed that everything should be removed now since the land could possibly be used for any number of things in the future, especially with the new housing that is being built in the area.

Cherry Hill Tank- Special Counsel Status

Mr. McConnell reported that Special Counsel was suggesting that the Mediation would not likely resolve the issue before the end of June and therefore recommends the Commission begin an RFQ, "open and fair process", in order to appoint litigation counsel to commence suit.

National Highway- Conrail Lease Status

Earlier this month, the EPA contractor "capping" the adjoining Swope Oil "Superfund" site asked to use the National Highway land site as a staging area. Mr. McConnell researched the land that the Commission requested which the MPWC rents from Conrail. It was discovered that it is only a month-to-month lease and limits the Commission's use to solely for access.. Therefore, the MPWC did not have the right to permit it. Mr. McConnell requested authorization to speak with Conrail to possibly purchase the land or seek longer lease terms, such was authorized.

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

Approval of the Minutes

Motion to approve the Business Meeting and Executive Session of March 13, 2014 was made by Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated March 13, 2014, 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, Municipal Maintenance, and Pennsauken Township, dated March 13, 2014. 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.

Bid Openings

- The Bid for the Vehicle Lease was open to the public and there was only one bidder. Since the sole bidder was below the minimum advertised bid price for all three vehicles, staff recommended that the bid be rejected as non-compliant and open that the Commission authorizes a re-bid. Staff requested authority to sell the surplus property on the internet at www.GovDeals.com for the vehicles as well as a surplus bill sealer that was no longer in use.
- The Plymouth/Hinchman Main Replacement bid was open and Mr. Spafford recommended awarding to South State Inc. as they were the responsible and responsive low bidder for both the primary project as well as the alternate bid for CAD "as Builts".

Staff Reports

Mr. Saraceni asked to be permitted to research options for professional Marketing assistance and have Counsel research preparing an RFQ and stated research would be completed on scope of work before making a decision.

Mr. Saraceni requested permission to have the MPWC closed for about 2 hours to have a company-wide meeting, Mr. German liked the idea and suggested it be done annually.

The Commissioners were asked to complete their online MSI training as the deadline was coming and there were some issues with accessing the site.

Mr. German commented on the growing number of vacant properties in the service area per Ms. Eisenmann's report. Ms. Eisenmann asked the Commission on preferred times for the Arbor Day tree plantings, it was agreed to 9:30am in Merchantville (50 W Maple Avenue) then followed at 10:00am in Pennsauken (Crescent Athletic Complex/The Pit). Mr. Spafford informed the Commission that the Park Avenue Tank was completely painted and site clean-up would continue until completion. Mr. McConnell requested to advertise for Bid at Woodbine Avenue for Antennae Leasing as the current contract would expire in September, the Commission agreed that Bid should be prepared/advertised before that time.

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

Old Business:

Service Line Protection

Ms. Eisenmann has done some research on how Pennsauken Sewerage Authority's "relief" program worked for their customers. It is more of a loan system with PSA and the customer has 5 years to pay off the debit. Mr. Brennan thought that more research would be helpfully before making and decision on this. Mr. Scavuzzo mentioned that he had conversations with some of his neighborhoods who were unsure of what was the customer's responsibility and the MPWC's responsibility when it came to the service lines/mains and suggested more ways to explain this to the customers. Staff/C.O.O. were directed to research other utilities' programs and practices for these situations and report back to the Commission.

Summer Help/Customer Support Intern

Mr. Saraceni sent letters to the mayors about the positions without any feedback or comments. Currently have received only a few applications for Summer Help from those employed for the positions last year.

New Business:

Customer of 7503 Grant Avenue still not present, the Commission discussed the dispute and agreed that the bill would stand. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mr. Scavuzzo, who abstained.**

Customer of 10 S Union Avenue still not present, the Commission discussed the dispute and agreed that the bill would stand. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Resolution to reject any Vehicle Lease Bids and authorize an internet advertisement for bids on www.GovDeals.com for the three vehicles and the bill sealer. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Award the Plymouth/Hinchman Main Replacement Project to South State Inc. in the amount of \$525,400.00 (including Alternate). Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Resolution to approve the Staff recommended a change order #1 for in the amount of \$56,729.50 in order to completely remove the underground footings, walls, chambers and piping at Delaware Gardens Demolition project; Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Approval for RFQ for Cherry Hill Tank Project. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table

No Discussion.

Commissioners Reports / Discussions / Comments

Mrs. Davis suggested inviting our customers to a short presentation about the history of the MPWC or how the treatment process is completed so that they are more informed on the actives of the MPWC. Mr. Brennan thought that we should also invite Channel 19 to come and record so that it may be broadcasted for other customers unable to make it. The Commission agreed that it was a great idea.

Mr. Scavuzzo had a few questions about flushing and if it showed in the pumpage reports prepared by Mr. Campbell; which is reflexed in the reports. Mr. Brennan suggested that the MPWC become more involved/attend meetings of the Delaware Valley Regional Planning Commission (DVRPC) and the Delaware River Basin Commission (DRBC) just to at least have some knowledge of what the two agencies were doing,

Mr. Bernhard Kofoet
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as it could affect the MPWC. Staff advised that they had occasionally attended the DRBC meetings when MPWC issues were on the agenda, but now make it a priority to become members/attend meetings.

Adjournment:

Motion by Mr. German and 2nd by Mr. Scavuzzo; **unanimous voice vote** at 7:25 PM.

Submitted by,
Colleen O'Brien & Michael Saraceni

**Minutes of the MPWC Monthly Business Meeting
May 8, 2014**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofeet, 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
Colleen O'Brien
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

Poster Contest Winners:

Awarding the poster contest winners has been postponed. Ms. Eisenmann is working with Merchantville School on coordinating a date/place/time that will work for all involved.

Summer Help/Intern

There were a total of 6 applicants for the Summer Help Positions, 4 of those were returning applicants from last summer and two new applicants. Five will be offered positions. There were a total of 3 applicants for Customer Service Center Intern position. Staff recommended offering the position to the most qualified candidate.

MPWC Company Meeting 4/24/2014

Mr. Saraceni gave the Commission a brief overview of what was discussed at the company-wide meeting and expressed that several issues were identified and discussed. Further, that the meeting ended on a positive note, to his understanding. Several employees were present and when asked their opinions echoed generally the same assessments. A discussion ensued regarding the improvement of communications and the scheduling of similar meetings – once or twice per year was suggested.

Project Status

- The Plymouth/Hinchman Main Replacement Project contracts have been signed and returned. There was a Residents' Meeting on May 5th that had approximately 7 people in attendance, and all of their questions were answered by the MPWC Staff involved. Mr. German commented that The C.O.O., Superintendent and Engineer delivered a good presentation particularly Mr. Spafford's project overview. There is a Pre-Construction Meeting planned for May 9th at the Westfield Avenue Office. The project is expected to start in the next 2 weeks.
- The Delaware Gardens Demolition Project has been in progress, the deep foundation is out and all that remains is the Venturi Pit and a small block structure. Neri asked for a few days to put a hold on the project to address a retention basin project they were assisting Pennsauken Township with.

Mr. Bernhard Kofoet
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Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

- While waiting to get reports back from State Police Vulnerability Assessment, research has been conducted regarding other security options to be designed/installed at all locations. Mr. Spafford requested authorization to begin developing specifications for the options. It is estimated that the full cost of the options would be around \$130,000.
- It was requested to go to bid for a new backhoe for the Distribution Department. The budgeted price is estimated around \$105,000, including a jackhammer attachment. Staff has been looking into options for the backhoe currently owned by the MPWC, they have received estimates on both selling and a trade-in for the current backhoe. A needs assessment is being conducted, more to follow.

Cherry Hill Tank- RFQ Status

The applications for RFQ have been received, with one untimely submission that was disregarded. Mr. McConnell provided a spread sheet displaying the results from the respondents. The materials submitted by two firms did not directly address or provide the information to make clear that all advertised minimum requirements were clearly met. The two firms found fully qualified were Parker-McCay, and Dilworth Paxson and either would be appropriate for award by Commissioners. Mr. McConnell informed the Commission of the status of the mediation, which is currently being scheduled.

Approval of the Minutes

Motion to approve the Business Meeting of April 10, 2014 was made by Mr. German, 2nd by Mrs. Davis; a **unanimous roll call vote**.

Payment of Bills

Motion to approve payment of bills dated May 8, 2014, 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 Hibrett Puratex, and Pennsauken Township, dated May 8, 2014. Motion: Mr. German, 2nd by Mr. Scavuzzo; a **unanimous roll call vote, except Mr. Kofoet, who abstained**.

Motion to approve Scholarship Awards for Pennsauken High School Students. Motion: Mr. German, 2nd by Mr. Scavuzzo; a **unanimous roll call vote**.

Correspondence

Mr. Kofoet congratulated Mr. Brennan on his re-appointment.

Public Comment

The meeting was opened for public comment.
None present.

Bid Openings

There was only one bid for the Vehicle Leases, which was Miller Ford. Staff thought it would be beneficial to consider awarding the lease, less the per vehicle maintenance costs, from Miller other than what is covered under the warranty. There was a discussion about the maintenance component from Miller compared to having it done elsewhere; there would be a significant savings if regular maintenance was done by another vendor used by the MPWC. It was agreed to award the bid to Miller Ford for the vehicle leases excluding the maintenance portion.

Staff Reports

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. Saraceni thanked all of the Commissioners for completing the needed online training course. He also informed the Commission that there was a change in the filing of the Financial Disclosure Forms and that the deadline was extended from April 30th to sometime mid-June; he is awaiting further instructions from the Township and Borough Clerks. Mr. Campbell mentioned that the Dudley Avenue Main Replacement Project has been completed. Mrs. Eisenmann noted that the amount collected from PSA for the first quarter was \$4,860 and that was even with the lack of turn offs during January due to weather. Mr. German asked if there were more or less "turn offs" being done for PSA, Mrs. Eisenmann commented that there really are more turn offs being done with the exception of January because of the weather. Mr. Spafford informed the Commission that there was research being conducted related to switching from United Computers/All Cover to APEX IT. When Untied Computer was bought by All Cover it seems that the company is not at the same level of performance and service. The current SCADA system software is outdated and no longer serviceable. The next version of the software program would cost \$15,000; full transition and implementation is estimated at \$40,000. Staff is conducting research on all options for replacing current SCADA system. Mr. McConnell informed the Commission of new information regarding the NJAW contract and the Swope Oil Superfund Site with GeoSync.

Old Business:

Customer Disputes

Mr. J. Woulfe, identified his brother in attendance (name not given) and Ms. D. Scott attended to address their account held in dispute (10 S. Union Avenue, Cherry Hill). All of the account history and relevant information was in the Commissioner's possession and they were previously briefed. (This dispute was scheduled for the April 10th meeting, though no one from the property showed up to present/address the dispute). The service to the property was terminated for non-payment and other various violations and is currently disconnected. The customers voiced their disagreement with the current balance and how their account was handled by MPWC staff and personnel. The customers became frustrated and annoyed as they did not agree with the Commission's position regarding the account and stated that they would take the case to court and they abruptly walked out of the meeting room and the premises. A lengthy discussion ensued where the Commissioners and staff scrutinized the account history in an attempt to identify a possible short-term solution so that water could be restored to the property while the dispute remains under review. During the meeting, Mr. Saraceni received a telephone call from Ms. Scott. Once the Commissioners identified options they were willing to propose, they directed General Counsel and the Engineer to leave the meeting and present via telephone to Ms. Scott a proposed "settlement" in an attempt to provide immediate relief to the customer. They were excused from the meeting and upon return (which was at the end of the meeting) informed the Commission that the customers would not agree to any of the options/terms being offered and countered with their own demands, which included specific demands for additional actions by the Commissioners which were deemed unacceptable. As such, the Commission's previous ruling on the dispute was sustained. The Commissioners made clear to the staff that their offer of terms to cause a resumption of service would remain as an offer to the customers.

National Highway- Swope Oil/Lease

The C.O.O. reported that as of this writing, the Certificates of Insurance and Indemnification Agreement have been received and are in proper order for them to complete their work.

Used Vehicle Bid

There is a link on the MPWC website to go directly to the GovDeals page with the items for sale. The bid will be open from May 9th at 9:00 AM until May 19th at 1:00PM.

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 Business:

Approval of the 5 Summer Help Positions and 1 Customer Support Center Intern. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Award Vehicle Lease Bid to Miller Ford, excluding the maintenance portion. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Approval to award Dilworth Paxson as RFQ. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote, except Mr. Brennan, who abstained.**

Approval to go to Bid for replacement backhoe. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Approval of NJEIT Authorizing Resolution. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Project Status Table

No Discussion.

Commissioners Reports / Discussions / Comments

Mr. German thanked Mr. Saraceni for creating a salary committee report as the committee was unable to meet. Mrs. Davis commented that she likes all of the articles that have been placed on "DropBox" for the Commissioners to read, as they are very informative. Mr. Scavuzzo thanked all of those involved with the Arbor Day Tree Planting. He apologized for being unable to meet as part of the salary committee. Mr. Scavuzzo also thanked all of the staff involved with 10 S. Union Avenue and for handling the situation in a professional manner. Mr. Brennan thanked all those that attended the residents' meeting regarding the Plymouth/Hinchman Main Replacement Project. He also thanked those in charge of the company-wide meeting, as it was beneficial to all. Mr. Kofoet commented that this past month was a difficult one for the MPWC. He thanked Mr. Saraceni for addressing the issues regarding 10 S. Union Avenue; Mrs. Eisenmann and the Customer Support Representatives for also handling issues regarding the same; and all the employees out in the field everyday also addressing the same.

Adjournment:

Motion by Mr. German and 2nd by Mr. Scavuzzo; **unanimous voice vote** at 9:10PM.

Submitted by,
Colleen O'Brien & 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
June 12, 2014**

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
Karl McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann
Angela Waldron

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

Annual Drinking Water Week Poster Contest

President Kofoet distributed awards for the winning entries.

Executive Session:

Resolution to enter Executive Session at 6:15 PM regarding litigation by Mr. German, 2nd by Mr. Brennan,
Vote was unanimous.

Commissioners Re-entered Public Session at approximately 6:27 PM.

Audit Process

Mr. German informed the Commission that the audit process is underway and that to-date there was one issue that arose for discussion.

Legal Account – Resolution Required

Mr. Saraceni seeks approval to open a dedicated bank account at our Depository 1st Colonial that would only be funded when necessary for to court costs and filing fees. The Commission authorized the account and the signatories as reflected in the specific resolution.

Professional Consultants – Advertisement for 2014/2015

The RFQs are to be prepared and posted for receipt and recommendation at the upcoming Reorganization meeting. Mr. Saraceni initiated a conversation regarding the possibility of moving the annual professional consultant appointments to a calendar but the Commissioners saw no real advantage to moving the appointments and directed Mr. Saraceni to proceed as he did last year.

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

Salary Committee Recommendations

No discussion.

Backhoe Bids, Trade-In of Current Equipment

Mr. Spafford distributed the list of received bids for review. One of the submissions will need to be reviewed as it may not meet the specifications. He will be evaluating their claim that they have an "equivalent" to the specification. Mr. Spafford recommends review and possible award at the next Commission meeting. In the interim, he also seeks approval to post the existing Backhoe on GovDeals for sale with a minimum bid of no less than \$28,001.00

Project Status

a. Park Avenue Plant

Mr. Spafford summarized the ongoing activities relative to the repairs and the renovation and estimates that the project will be complete within another 2-3 weeks and total costs look to be approximately \$200K.

b. Park Avenue Tank

The tank has been in service since May 9, 2014. Outstanding issues include the antenna for Verizon, which is scheduled to go back on in about six weeks; still waiting on T-Mobile.

c. Plymouth/Hinchman Main Replacement

Approximately 2700 ft. of main has already been complete with the tie-in expected to take place on Chapel Avenue in the next week. The contractor has been paving as they go. There was a discussion regarding whether that was included in the specification and the value of including it in future main replacement projects. Mr. Spafford recommends not including it due to the fact that other contractors may not have the capability and should be left out as not to limit the number of bidders.

d. Delaware Gardens

This project is complete with the exception of the paving. There was a brief discussion regarding a Pennsauken FD trailer on the property.

Approval of the Minutes

Motion to approve the Minutes of Business Meeting of May 8, 2014, was made by Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills June 12, 2014, 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 Arnold's Lock, Municipal Maintenance, and Hibrett Puratex, dated June 12, 2014. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote, except Mr. Kofoet, who abstained**

Correspondence

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

Public Comment

The meeting was opened for public comment.
None present.

Staff Reports

- Mr. Saraceni informed the Commission of upcoming summer Employee Development sessions planned for the 13th and 20th of June. Topics will include Department Head updates and Emergency Preparedness and Active Shooter training, presented by Pennsauken PD, following an inspection and evaluation of our facilities. Commissioners were invited to attend.
- Mr. Saraceni noted that all Financial Disclosure Forms have been completed and thanked the Commission for their cooperation.
- There was a discussion regarding information that Mr. Brennan forwarded to Mr. Saraceni regarding the Water Infrastructure Act, which could serve as a potential funding source.
- Mr. Saraceni informed the Commission that there was been a website failure and that important information regarding rates and applications has been restored but that a full restoration would need to be performed and that staff would be working on that project.
- Mr. Brennan noted that there was a patch from a previous main break at Cuthbert and Rt. 70 that should be inspected and repaired as it was difficult to drive over. It was also noted that pumpage was up the past 2 months.
- Mr. McConnell informed the Commission that there was no date for mediation regarding the Cherry Hill tank as of yet. There was a discussion regarding the proposal for a Camden City Emergency Water Supply Agreement and the proposal forwarded to the Commissioners by Mr. McConnell for their review. Additionally a form of contract was sent to them for a new NJAW agreement which he anticipated to be a final draft if they approved.

New Business:

Motion to advertise RFQs for Professional Consulting Services. Motion: Mr. German, 2nd by Mr. Scavuzzo; a **unanimous roll call vote**.

Motion to establish a new bank account for legal and filing fees; Signatories are designated as President, Vice President or Treasurer along with the C.O.O. or the Director of Engineering. Motion: Mr. German, 2nd by Mr. Scavuzzo; a **unanimous roll call vote**.

A Motion to approve salary increases as submitted to the Salary Committee. Motion: Mr. German, 2nd by Mr. Scavuzzo; a **unanimous roll call vote**.

A Motion to accept a new NJAW agreement with the proposed amendments. Motion: Mr. German, 2nd by Mr. Scavuzzo; a **unanimous roll call vote**.

A Motion to approve a new service for 300 Fifth Avenue. Motion: Mr. German, 2nd by Mr. Scavuzzo; a **unanimous roll call vote**.

A Motion to approve the proposed settlement in the case of Vega vs. MPWC. Motion: Mr. German, 2nd by Mr. Scavuzzo; 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

A motion to Raitify and Approve of the Emergency declared by the Staff and the emergency contracts and funds expended regarding the emergency situation at Park Avenue Plant on May 9, 2014. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

A Motion to authorize the sale of the backhoe for no less than \$28,001.00 and to sell it on the GovDeals website with a minimum bid. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

OLD BUSINESS

Customer Account Dispute – 10 South Union

The Customer has paid his initial requirement and signed the agreement with the MPWC and has been compliant to date.

Used Vehicles / Equipment Sold on GovDeals

All items sold. Total amount collected from all items is \$11,197.65.

Project Status Table

Mr. Saraceni expects a final report from the NJ State Police Vulnerability Assessment team by the week of July 11, 2014. Mr. Brennan requested a copy of the minutes from the Commissions most recent Strategic Planning workshop.

Commissioners Reports / Discussions / Comments

Mr. German complemented staff on a job very well done with regard to the Park Avenue leak/failure. He noted that staff came together and worked very hard in this emergency and initiated a discussion regarding recognition and acknowledgement of all of those involved. Mr. Scavuzzo mentioned that he was present for a an status meeting with staff once the immediate emergency was controlled. He indicated that it was impressive to watch the team at work in such a stressful situation. The Commissioners discussed that this potentially catastrophic event was handled exceptionally well and in the end was able to be handled/repared for just under \$200K. The situation was very quickly diagnosed and repaired and that staff's performance was remarkable. It was noted that the event had very little effect on the rate payers and that the system was operating normally within minutes of the team pulling together. Mr. Brennan thanked the entire team and noted that staff made the Commission very proud. The Commission would like to prepare a letter of Commendation to each employee for file for their efforts and that those that have gone above and beyond should receive special recognition. Mr. Saraceni indicated that he has already taken that step. Additionally, Mrs. Davis added that she liked the recent waterlines article and Mr. Kofoet congratulated Mr. Brennan on being honored as a 'Champion of Children' for his work with the Camden Children's Garden. Mr. Kofoet also discussed the Memorial Day ceremonies that he was in attendance for and where the Commission dedicated wreaths.

Executive Session:

Resolution to enter a second Executive Session of the evening at 7:30 PM regarding matters of personnel by Mr. German, 2nd by Mr. Scavuzzo. **Vote was unanimous.**

Commissioners Re-entered Public Session at approximately 9:50 PM.

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous voice vote** at 9:51 PM.

Submitted by,
Brandy Eisenmann, Angela Waldron & Michael Saraceni

**Minutes of the MPWC Monthly Business Meeting
July 10, 2014**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mr. Patrick Brennan, Vice President
Mr. G. Burton German, Treasurer
Mrs. Regina Davis, Secretary
Mr. Joseph Scavuzzo, Ass't Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Craig Campbell, Superintendent
Richard Spafford, P.E.
Colleen O'Brien
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.

Reorganization:

Oath of Office:

Patrick Brennan took the oath of office for the re-appointment to a five (5) year term.

Nomination of Officers

The Secretary to cast a ballot to maintain all Commissioners in their current titles, to wit; President – Mr. Kofoet, Vice-President – Patrick Brennan, Treasurer – G. Burton German, Jr., Secretary Regina Davis and Assistant Secretary-Assistant Treasurer Joseph Scavuzzo - Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Professional Services Appointments

A Resolution to appoint Bowman & Company LLP as Auditor; Your Part Time Controller as Accounting Services (Consultant); Conner Strong & Buckelew as Insurance Broker of Record; Connor Strong & Buckelew as Broker of Record for Employee Benefits; Remington & Vernick, Consulting Engineer Services, T&M Associates, and ABR Consultants LLC as Commission Engineers; and Parker McCay as Commission Bond Counsel. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Depositories

A Resolution to designate Depositories as designated in the accompanying Resolution. Motion: Mr. German, 2nd by Mr. Scavuzzo; **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. Scavuzzo; **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 Mr. Scavuzzo; **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

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 Mr. Scavuzzo; **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 Mr. Scavuzzo; **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 Mr. Scavuzzo; **a unanimous roll call vote.**

Authorizing Purchases under Contract/Agreement

A Resolution to authorize purchases under the State Contract and Camden County Cooperative Purchasing Agreement. Motion: Mr. German, 2nd by Mr. Scavuzzo; **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 Mr. Scavuzzo; **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 Mr. Scavuzzo; **a unanimous roll call vote.**

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 Mr. Scavuzzo; **a unanimous roll call vote.**

Designation of 2014 Public Employees Awards Committee

A Resolution to appoint the 5 Commissioners as the 2014 Public Employees Awards Committee (40A:5-31). Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

ITEMS TO BE DISCUSSED

2013 Audit Status:

Mr. German requested that these matters be discussed in Executive Session.

Project Status:

Mr. Spafford provided an update on the current projects: Park Ave Tank, antennas will be reinstalled in the near future. Plymouth/Hinchman Main Replacement, the project is completed with only milling and paving remaining. Park Ave Plant, floors were completed and repairs on two (2) exterior concrete blocks is all that remains.

Backhoe Bid Award Discussion:

Mr. Spafford informed the Commission that the backhoe currently owned by the MPWC did not receive any bids while on GovDeals.com. Mr. Spafford recommended that John Deere be rejected for noncompliance and award Case, accepting the trade-in allowance for the currently-owned Back Hoe provided in the bid.

Emergency Purchasing Policy/Procedures – Draft Language:

The draft language was provided to the Commissioners prior to the meeting for review, which all did. There were no issues or concerns with the draft policy/procedure.

Approval of the Minutes

Motion to approve the Business Meeting and two (2) Executive Sessions of June 12, 2014 was made by Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated July 10, 2014, 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 Hibrett Puratex, and Municipal Maintenance dated July 10, 2014.

Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote, except Mr. Kofoet, who abstained**

Correspondence

Mr. Kofoet referenced the three (3) pieces of correspondence that were sent.

Public Comment

The meeting was opened for public comment.

None present.

Bid Openings

Professional Services – Submissions from RFQ Received

Staff Reports

- Mr. Brennan addressed two questions to both Mr. Campbell and Mr. Spafford. The first was concerning the recent main breaks in close proximity to the Hinchman/Plymouth main replacement project. Mr. Campbell expressed, and Mr. Spafford agreed that the mains in that specific area are old and deteriorating, and that it is possible/likely that any activity in the area may increase the possibility of a break.
- The second; when would the sink/pot holes on Cuthbert Boulevard be repaired? Mr. Campbell stated that he is in contact with the contractor and stressed the MPWC's concern with the size of the holes; they should be repaired within the next week.
- Mr. McConnell addressed a few items in his report:
 - The NJAW Rep has advised him that the contracts are just waiting on signatures from their personnel who have been on vacation and the agreement will be signed upon their return.
 - GeoSynch has reinstalled fence in the wrong area after completing work adjacent to our National Highway tank and leased area. GeoSynch has said that they will approach Conrail and return to the MPWC with options to resolve the issue. They indicated one will likely be a renegotiation of the lease terms with Conrail.
 - A letter has been sent to Pennsauken Township requesting an easement for the Camden City interconnect agreement requested by both the City of Camden and the NJDEP.

Old Business:

Backhoe Bid

A Resolution to reject John Deere for noncompliance, award Case, and trade-in current backhoe to Case.

Motion: Mr. German, 2nd by Mr. Scavuzzo; **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 Business:

Approval of 1" residential service located at 683 Woodland Avenue. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Approval of new 1" residential service located at 7578 Romeo Avenue. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Approval of 1" residential service located at 8 Redwood Avenue. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table

Mr. Kofoet requested to add that since the Commission has discussed the need to review the Employee Manual especially those items discussed at the June Meeting, that the manual be added to the Project table. Mr. Brennan expressed his appreciation at having the Strategic Planning Meeting information posted again as a reminder so that it does not get forgotten about.

Commissioners Reports / Discussions / Comments

Mr. German commented that the Audit went well.

Mrs. Davis commented that one of the employees in the Customer Support Center, Madeline, handled a customer's concern very well. The customer had a question about the type of water the MPWC provides (soft, medium or hard water) for a new dishwasher they purchased. Madeline was unsure of the answer, did the appropriate research and gave the customer the correct information. After receiving the information from Madeline, the customer called Mrs. Davis as they appreciated the effort on Madeline's part to give the correct information.

Mrs. Davis also thanked the Senior Staff for the plant and for the "Get Well" card as a result of her injury.

Executive Session:

Resolution to enter Executive Session at 6:34 PM regarding matters of contracts/agreements and personnel; by Mr. German, 2nd by Mrs. Davis. **Vote was unanimous.**

Commissioners Re-entered Public Session at approximately 7:30 PM.

Adjournment:

Motion by Mr. German and 2nd by Mr. Scavuzzo; **unanimous voice vote** at 7:30 PM.

Submitted by,
Colleen O'Brien & 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
August 14, 2014**

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
Colleen O'Brien
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

Audit Status:

Mr. German reported that everything was fine and on schedule.

BAN Rollover:

Mr. German informed the Commission that the "Note Resolution" for the BAN rollover needs to be adopted and that the Commission will be paying down \$800,000 on the debt and would hope to pay a large portion of the balance off again in 2015.

GovDeals Resolution:

Mr. Campbell gave a brief description of the miscellaneous equipment that was no longer used by the MPWC. Mr. Brennan asked that any customer information that may be stored in the old handheld reading devices be removed before they were no longer owned by the MPWC.

Customer Account – Delinquency Review:

Mrs. Eisenmann brought up that 10 S. Union has not made any more payments other than the initial payment since the court date and asked for direction from the Commission. Mrs. Eisenmann also needed some direction with a specific customer that has history of not being able to pay that was due for turn off as well. The account history was reviewed and Mrs. Eisenmann was directed to continue to monitor the account.

Performance Policy & Discipline Policy Revisions:

The Commission received the draft edits to the 2 policies prior to the meeting. A discussion took place on the revised language. Mr. Brennan questioned and directed that the language be revised and clarified in two specific areas. The Commissioners agreed the amendments could then be approved with revisions.

Cherry Hill Township – MPWC Relationship:

Mr. Saraceni expressed the need to improve the working relationship between the MPWC and Cherry Hill Township. There have been a few issues lately, and Mr. Saraceni wishes to address them, on both the MPWC's end as well as the Township's end. Mr. Brennan and Mr. Saraceni will meet with the Mayor to express their concerns and to hopefully improve inter-agency operations.

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

Personnel – Replacement of Customer Support Center Position:

After a discussion about the position, it was decided that the C.O.O. was authorized to post the position vacancy and move forward with the selection process.

Project Status

- Park Avenue Tank: Mr. Spafford updated the progress of T-Mobile's antenna set up, which should be complete next week. The valve vault is fully operational. He also commented that Verizon will be on site once T-Mobile is complete to set up their antenna.
- Plymouth/Hinchman Main Replacement: Mr. Spafford commented that paving should be complete by the last week of August. Also that the leak at Hinchman and Chapel is scheduled for repair on Friday August 15th.
- Delaware Gardens – Main Relocation: Mr. Spafford discussed with the Construction Department about the project and it was recommended that the project be handled by an outside contractor instead of internally. Mr. Spafford requested permission to bid the work.
- New SCADA System: after research Mr. Spafford identified that SCADA program updates would best be served by deferring the project to the 2015 budget and the annual services contract.
- Site Monitoring: 11 total sites will need to have camera systems installed. This research has revealed that the cost could be extensive so therefore additional research will be conducted prior to making a recommendation.

Approval of the Minutes

Motion to approve the Business Meeting and Executive Session of July 10, 2014 was made by Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated August 14, 2014, 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 Pennsauken Township, dated August 14, 2014. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. Kofoet, who abstained.**

Correspondence

No Correspondence.

Public Comment

The meeting was opened for public comment.
None present.

Bid Openings

There currently are no bid openings.

Staff Reports

- Mr. Saraceni mentioned that Gene Padalino asked that since the Polling Places will not be in schools anymore and requested the use of an MPWC location if needed. Also, informed that for the Harvest Festival in October that the volunteers will be using the parking lot on Westfield Avenue.
- Mr. Brennan commented on the increasing number of vacant properties.

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. McConnell commented that Camden City has been responsive about Easement.

Old Business:

BackHoe Purchase:

Mr. Spafford submitted the contracts to be signed by the Commission.

New Vehicle Lease

To date; 7 of the 8 vehicles have arrived, and 6 of those were already in service. The existing leased vehicles are being taken out of service and returned to the leasing agency.

New Business:

Authorization of BAN Resolution. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Resolution to sell miscellaneous equipment owned by the MPWC on GovDeals. Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Approval of changes to policies 1080 & 1090. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Project Status Table

No Discussion.

Commissioners Reports / Discussions / Comments

Mr. German mentioned that the 2015 Budget process was beginning.

Executive Session:

Resolution to enter Executive Session at 6:48 PM regarding matters of contracts by Mr. German, 2nd by Mr. Scavuzzo. **Vote was unanimous.**

Commissioners Re-entered Public Session at approximately 7:44 PM.

Adjournment:

Motion by Mr. German and 2nd by Mr. Scavuzzo; **unanimous voice vote** at 7:45 PM.

Submitted by,
Colleen O'Brien & 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
September 11, 2014**

ATTENDEES:

Commissioners:

Mr. Patrick Brennan, Vice President
Mr. G. Burton German, Treasurer
Mr. Joseph Scavuzzo, Asst Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Craig Campbell, Superintendent
Richard Spafford, P.E.
Colleen O'Brien

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

ITEMS TO BE DISCUSSED

Audit Report:

Mr. German reported that the audit was complete and that everything went well. As an outcome, the Pennsauken Township receivable has been addressed and once the draft audit is received, copies will be circulated to all commissioners for review.

BAN Rollover:

In progress.

Discipline Policy Revisions:

It was decided to postpone the final review and approval to the next meeting, when all Commissioners will be present.

Designated Confined Space Rescue Teams:

Mr. Saraceni report that Cherry Hill Fire Department and Pennsauken Fire Department are the designated confined space rescue teams for the MPWC, as they are needed per OSHA requirements. It was requested by both Fire Departments for the MPWC to support the respective rescue teams through assisting them with replacing older equipment necessary for safe operations. The Commissioner all agreed it would be prudent and authorized the estimated \$5,000.00 expenditure between the two fire departments.

Personnel – Recruitment Initiatives:

Mr. Saraceni updated the Commission that the vacant Customer Support Center Position has been filled internally, and that interviews for the Administrative Assistant Position are currently being scheduled.

Change Order – Street Openings & Repairs:

Mr. Spafford explained that due to unexpected street repairs and openings for Cuthbert Boulevard and Dudley Avenue that a change order of \$75,000.00 would be required since these expenses placed our expenses above the estimated contract amount awarded for 2014.

Project Status

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

- Plymouth/Hinchman Main Replacement: will have milling and paving completed in the near future then the entire project will be completed
- GIS – Service Cards, Hydrants & Valves: Hopeworks has been helping with this project but since the children are back in school the process will slow down a bit, but it still continue.
- Site Monitoring: Mr. Spafford still conducting research for the best option. Browning Road and Marion will be the first sites to be completed, then completing site by site. Mr. Brennan suggested trying out the method of choice on those 2 site before finishing all sites to make sure it is the best fit.

Approval of the Minutes

Motion to approve the Business Meeting and Executive Session of August 14, 2014 was made by Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated September 11, 2014, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Correspondence

No Correspondence.

Public Comment

The meeting was opened for public comment.
None present.

Bid Openings

There currently are no bid openings.

Staff Reports

Mr. Brennan asked what the status of the State Police Report was. Mr. Saraceni stated that there were a few locations not mentioned in the report and once that was received the report will be made available for the Commissioners to review. It was also stated that the MPWC was already working on minor issues identified in the report. Mr. Saraceni mentioned that there will need to be an Audit Exit Conference which the Commissioners scheduled for September 25 at 5:00PM.

Old Business:

Discipline Policy – Amended Revision:

Discussion will wait until all Commissioners are present.

Cherry Hill Township – Meeting with Mayor Cahn

Mr. Brennan stated that the meeting went well, and there may or may not be another meeting involving the same parties. Mr. Brennan also suggested that we open the Westfield Avenue Training/Class Room to CHPD.

New Business:

Policy Amendments – 1080 – (Discipline) Amended Revision: discussion will wait until all Commissioners are present.

Approval of purchasing confined space equipment for CHFD and PFD. Motion: Mr. German, 2nd by Mr. Scavuzzo; **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

Approval of change order for the GWP Paving Contractor. Motion: Mr. German, 2nd by Mr. Scavuzzo; a **unanimous roll call vote**.

Project Status Table

No Discussion.

Commissioners Reports / Discussions / Comments

Mr. German stated there was a meeting with the Auditor and it went well. Mr. Scavuzzo asked for clarification on Mr. Spafford's report regarding the Cherry Hill Tank.

Adjournment:

Motion by Mr. Brennan and 2nd by Mr. Scavuzzo; **unanimous voice vote** at 6:15PM.

Submitted by,
Colleen O'Brien & 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
September 25, 2014**

ATTENDEES:

Commissioners:

Mr. Bernhard Kofoet, President
Mr. Patrick Brennan, Vice President
Mr. G. Burton German, Treasurer
Mr. Joseph Scavuzzo, Ass't Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Karl McConnell, General Counsel
Craig Campbell, Superintendent
Richard Spafford, P.E.
Colleen O'Brien

The President called the meeting to order at 5:00 PM
All Commissioners were present, except for Mrs. Regina Davis.
Mr. James Landgraf, Special Construction Litigation Counsel was the only other person present.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

Motion to enter executive session was made by Mr. German and 2nd by Mr. Scavuzzo at 5:01PM to discuss matters of pending litigation involving the Cherry Hill Tank, a unanimous roll call vote. See Resolution.
Commissioners Re-entered Public Session at approximately 5:20 PM

ITEMS TO BE DISCUSSED

2013 Financial Audit – Status Report/Draft

Mr. German reported that Pennsauken Township will no longer be listed as a receivable. He mentioned that the Pennsauken Country Club Project was a project the Commission requested in order to comply with a DEP report criticizing the MPWC for supplying potable water for golf courses. Mr. Kofoet commented that the re-use program was working out well for the Commission. Mr. German suggested moving that the commission accept the audit report submitted. Mr. Scavuzzo had a question whether this program affects the Superintendent's monthly pumpage report, which it does not. A formal approval of the Audit will be completed in October.

Non Fair & Open Process – Seeking authorization to award contract based on quotes over \$17,500 for Security Cameras & Roof Repair – Marion Avenue

Mr. Spafford explained what needed to be completed for these projects and the research that he conducted to date regarding these matters and explained in detail the reasons that the Commission should authorize proceeding with an award of a Non-Fair and Open contract. He was seeking Commissioners authorization to award a contract based on quotes for each of these two projects. Motion to approve was made by Mr. German and 2nd by Mr. Scavuzzo; a unanimous roll call vote.

NJUA Renewal – Resolution to be Adopted – Membership Renewal

All Commissioners were given a copy prior to the Meeting for review. There were no concerns regarding this renewal and Resolution as discussed.

Motion to approve was made by Mr. German and 2nd by Mr. Scavuzzo; a unanimous roll call vote

Other Business:

Mr. Brennan asked if the State Police Report was ready for the Commissioners to view yet. Mr. Saraceni informed the Commission that the Park Avenue Site was just completed and that the formal report was waiting on that site. The Report should be ready and available for the Commissioners by the Regular October Meeting

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

Adjournment:

Motion by Mr. German and 2nd by Mr. Scavuzzo, **unanimous voice vote** at 5:37PM.

Submitted by,
Colleen O'Brien & Michael Saraceni

**Minutes of the MPWC Monthly Business Meeting
October 9, 2014**

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
Colleen O'Brien
Karl N. McConnell, General Counsel
James Garaguso

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

Audit Report - Adoption:

Mr. German reported that there were a few minor changes and that there are copies for everybody in attendance.

Discipline Policy Revisions – revisited after Commission Comments:

There were only a few minor changes to the language of the policy.

Personnel – Recruitment Initiatives – Recommendation to Hire:

Mr. Saraceni commented that there were nine total interviews and that Staff narrowed it to three. Staff recommended offering employment to Carol Feriozzi, the most qualified candidate.

Salary Committee – Annual Reviews – Salaried Employees:

Mr. German stated that the Committee would schedule a meeting shortly to meet with staff to be capable of submitting recommendations/proposal at the November meeting.

Annual Contracts – Authorization to Bid and Proprietary Authorization:

Mr. Spafford mentioned that bids for 2015 would be advertised shortly. Further, that there are two proprietary bids; for meters and corrosion inhibitor.

2015 Budget Process:

Mr. Saraceni commented that everything is going well and that the Commission would need to review and adopt the budget in a timely fashion to meet the State's deadline of November 1, 2014 for submission. It was decided that the Special Meeting would be held on Tuesday October 14 at 5:00PM.

Galvanized Services:

Mr. Garaguso explained to the Commission the many issues that the Distribution Department as well as the MPWC as a whole faces with the galvanized services.

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. Saraceni brought up the options for service line protection or like options. Mr. Scavuzzo inquired if it would be possible to inform the customers if they have galvanized and look into options of replacing it before it is too late. Mr. Brennan requested additional research be completed and brought back to the Commission for review, consideration and discretion.

MPWC & Social Media:

Mr. Saraceni gave feedback on the few recent issues regarding social media as an outlet for negativity about the MPWC without staff being able to help the customer's issue. Mr. Brennan agreed that it would be a good idea to create a social media page if handled in the correct manner, but also would like research on which outlet would be used. A discussion then ensued regarding water quality. Staff will conduct additional research and bring back information/recommendations.

Awards Committee:

Mr. McConnell suggested that the members of the committee be re-assigned, he explained why it would be best if the five Commissioners were not the only members of the Committee. It was then decided that the Committee would be Mrs. Eisenmann, Mrs. Peirce, Mr. Saraceni, Mrs. Davis, and Mr. Scavuzzo

Approval of the Minutes

Motion to approve the Business Meeting Minutes of September 11, 2014 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote, except Mrs. Davis and Mr. Kofoet, who abstained**

Payment of Bills

Motion to approve payment of bills dated October 9, 2014, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Motion to approve payment of bills for Hibrett Puratex, and Municipal Maintenance, dated October 9, 2014. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. Kofoet, who abstained.**

Correspondence

No Correspondence.

Public Comment

The meeting was opened for public comment.
None present.

Bid Openings

There currently are no bid openings.

Staff Reports

- Mr. Saraceni informed the Commission that the BAN documents have arrived and would need Mr. Kofoet's and Mrs. Davis' signatures.
- Mayor North asked that MPWC have South State provide an estimate to patch the corner of Plymouth and Church, even though it was not part of the project scope. The C.O.O. & Engineer reported that estimate was small and sought authorization to address the Mayor's/Boroughs concerns while we were finishing the project.
- The Cherry Hill Fire Department would like to formally thank the MPWC for the donated confined space equipment on November 6th at 7:00PM at the Board of Fire Commissioners Open Public Meeting.

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 Special Meeting and Executive Session Minutes from September 25, 2014 will be sent out in draft form for Commission review to be approved at the November Meeting.
- Mr. Brennan commented that our pumpage is up again.
- A discussion ensued regarding Mr. McConnell's report about the lease with Conrail at National Highway. Mr. McConnell was authorized to re-negotiate our current month-to-month agreement.

Old Business:

2013 Audit Report:

Resolution to accept the 2013 Audit Report, Motion: Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Discipline Policy – Amended Revision:

Resolution to accept changes to the Discipline Policy 1080, Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

2015 Budget:

Motion to introduce/accept the 2015 Budget, Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

New Business:

Authorization to appoint a new hire. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote, except Mr. Kofoet, who abstained.**

Approval of new services at 435 Woodland Avenue (Cherry Hill) and 335 Hinchman Avenue (Cherry Hill). Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Resolution for Proprietary Bids. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Resolution for Annual Bids. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Resolution to appoint Awards Committee. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

Project Status Table

No Discussion.

Commissioners Reports / Discussions / Comments

- Mr. German commented that the Budget and Salary Committee are both currently a work in progress.
- Mrs. Davis commented that she is very impressed with the MPWC website.
- Mr. Scavuzzo stated that he is looking forward to working with Mr. German again on the Salary Committee.

Adjournment:

Motion by Mr. Kofoet and 2nd by Mr. Scavuzzo; **unanimous voice vote** at 7:10PM.

Submitted by,
Colleen O'Brien & Michael Saraceni



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

6751 Westfield Avenue, Pennsauken, NJ 08110
Ph: 856.663.0043 • Fax: 856.486.7417 • www.mpwc.com

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

Minutes of the MPWC Monthly Business Meeting November 13, 2014

ATTENDEES:

Commissioners:

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

Other Attendees:

Michael A. Saraceni, COO
Craig Campbell, Superintendent
Richard Spafford, P.E.
Brandy Eisenmann
Colleen O'Brien
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, except Mr. Scavuzzo.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED

Connection Fee & Rate Hearing:

President Kofeet turned the meeting over to Mr. McConnell to conduct the scheduled hearings. Please refer to the attached Rate Hearing Transcript for complete minutes.

High School Scholarships – 2015 Awards - Authorization:

Mr. Saraceni informed the Commission that the MPWC has received "commitment letters" from Pennsauken High School about 2015 Scholarships. The Commission agreed to still have the same four scholarships.

MPWC & Social Media – Progress Report to be Given:

Mr. Sean Fitzgerald, one of the Treatment Technicians, presented the Commission with the research that has been conducted regarding ways to handle having a social media site. All of the Commissioners were impressed with the work Mr. Fitzgerald did and better understood how we could introduce and manage social media for the MPWC. A discussion ensued regarding the different possibilities, and options available. The Commissioners agreed to a "soft opening", creating a "Facebook" page, whereby criteria and preferences discussed could be established.

Salary Committee – Annual Reviews – Salaried Employees:

Mr. German commented that this would take place in an Executive Session.

Authorization to Bid Delaware Gardens – Main Relocation:

Mr. Spafford commented that all specs were complete and requested authorization to go to bid in 2015.



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

6751 Westfield Avenue, Pennsauken, NJ 08110
Ph: 856.663.0043 • Fax: 856.486.7417 • www.mpwc.com

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

Galvanized Services – Progress Report to be Given:

Mr. Campbell explained the research that has taken place since the last Commission Meeting. He informed the Commission that a second presentation was given by HomeServe for service line protection, with PSA representatives present. A discussion ensued regarding details of what this would mean for the MPWC and the customers. Further research will be conducted and brought back to the Commission at the next Meeting.

Approval of the Minutes:

Motion to approve the Business Meeting Minutes of October 9, 2014, Special Meeting of September 25, 2014, Executive Session of September 25, 2014, and Special Meeting of October 14, 2014 was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated November 13, 2014, 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, Municipal Maintenance, and Township of Pennsauken dated November 13, 2014. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote, except Mr. Kofoet, who abstained.**

Correspondence

The two correspondence (Sandra Malloy – Pennsauken High School to Joyce Peirce – 2015 Scholarship Program, and Bernhard Kofoet to Cherry Hill Fire Department – Confined Space Equipment Donation) will be discussed later in the Meeting.

Public Comment

The meeting was opened for public comment.
None present.

Bid Openings

There currently are no bid openings.

Staff Reports

- Mrs. Eisenmann explained the process so far that she has conducted with Mrs. Peirce regarding Bad Debt, and there will be a decision made next month on which direction to go.
- Mr. Brennan asked Mr. Spafford how the new backhoe was working, Mr. Spafford commented that it was working well.
- Mr. McConnell commented that he had a few updates that he received earlier in the day.
 - Camden City has returned a signed copy of the agreement to the MPWC; Conrail is discussing a longer term lease with their engineers;
 - Update provided on the status of the Borough's/MPWC claim regarding 606 W. Maple Ave.
- Mr. Kofoet commented that the Cherry Hill Tank is looking worse every day, Mr. Spafford informed him that we were seeking authorization to go out to bid in January and hopes to have painting done in the spring – coordinating with Special Counsel.

Old Business:

Annual Contracts – Currently Out to Bid:

Mr. Spafford commented that the bid opening will be on December 3rd.



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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

New Business:

Resolution to accept Connection Fee Hearing effective January 1, 2015. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Resolution to accept Rate Fee Hearing effective January 1, 2015. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Approval to give 2015 Scholarships for Pennsauken High School; Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Authorization to Bid Delaware Gardens Main Replacement. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Project Status Table

No Discussion.

Commissioners Reports / Discussions / Comments

- Mr. German commended Mr. Saraceni on his submission to the salary committee for salaried employees.
- Mr. Brennan brought up a discussion about an article he passed along to Staff proposed regarding legislation that would have significant impact to water utilities in the State of New Jersey.
- Mr. Brennan will schedule a meeting with Collingswood regarding services that the MPWC may be able to offer. It was suggested that Mr. Brennan bring Mr. Saraceni and possibly Mr. Spafford to the meeting.
- Mr. Kofeet stated that he was honored to represent the MPWC at the CHFD Commission Meeting for donating Confined Space Equipment to the Department, noting that the equipment donated will serve a regional response. He also indicated that he will be happy to represent the MPWC in December for Pennsauken Fire Department's meeting.

Executive Session:

Resolution to enter Executive Session at 7:32 PM regarding matters of Personnel and Contracts by Mr. Kofeet, 2nd by Mrs. Davis. **Vote was unanimous.**

Commissioners Re-entered Public Session at approximately 8:20 PM.

Adjournment:

Motion by Mr. Brennan and 2nd by Mr. German; **unanimous voice vote** at 8:21 PM.

Submitted by,
Colleen O'Brien & Michael Saraceni



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Minutes of the MPWC Monthly Business Meeting December 11, 2014

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
Carol Feriozzi
Karl N. McConnell, General Counsel

The President called the meeting to order at 9:50 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 Resolutions

Mr. McConnell presented two (2) Resolutions for signature (approved at the November business meeting).

2015 Budget Status

Mr. Saraceni summarized the website compliance updates and informed the Commission that an approval is expected shortly.

MPWC Social Media

Sean Fitzgerald updated the Commissioners on project status and next steps and entertained questions. Testing of the Facebook page will begin shortly and a progress report will be provided for the Commission prior to official launch. The Commissioners thanked Sean for his work and indicated that they are very happy with the progress.

Salary Committee

Mr. German stated that the Salary Committee would meet in Executive Session to address the C.O.O.'s yearly performance evaluation. Mr. German recommended approval of the Committee's recommendations as proposed last month. (absent of the C.O.O.)

Annual Contracts

Mr. Spafford summarized the bid results and recommends award to the lowest bidder for contact #s 15-02, 15-03, 15-04, 15-05, 15-06, 15-07, 15-11 & 15-12. Mr. Spafford seeks approval for an extension on the current contact 15-13 for generator repairs and to go out to bid next month for a new contract. Mr. Spafford recommends holding the proprietary bids for contract #15-09 in order to reject a bidder for Corrosion Inhibitor. Mr. Spafford also recommends holding bid #15-01. And finally, Mr. Spafford recommends award for the Delaware Gardens plant demolition to OTS NJ for the base bid only.



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HomeServe/MPWC Agreements

Mr. Saraceni summarized activity on the ongoing research project. Mr. Saraceni compliments Mr. McConnell for his efforts as he continues to review the contracts. A follow-up meeting is scheduled with HomeServe and the MPWC. Mr. Saraceni indicates that recommendations would likely be brought before the Commission at the next meeting.

Camden City Agreement

Mr. McConnell presented the contract (5 copies) for Commission signature and the commission resolved to approve the contract.

2015 Proposed Holiday Schedule

Submitted by staff for approval.

Bad Debt

A report was submitted to the Commission for review and approval.

Approval of the Minutes

Motion to approve the Minutes of Business Meeting and Executive Session of December 11, 2014 was made by Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills December 11, 2014, 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 Pennsauken Township, dated December 11, 2014. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote, except Mr. Kofeet, who abstained**

Correspondence

No discussion.

Public Comment

The meeting was opened for public comment.
None present.

Staff Reports

C.O.O.

- Mr. Saraceni reported that he is still waiting on appraisals for the Delaware Gardens land. Mr. Saraceni reported that the prospective buyer indicated they would prefer a lease vs. purchase. There was a discussion regarding the agreement for the land (reversionary clause).
- Mr. Saraceni also reported that Cherry Hill Public Works contacted the MPWC regarding a "walk thru" to be constructed on the land near the Cherry Hill tank and they were looking for support/assistance. Mr. Saraceni informed them that the land does not belong to the MPWC.



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Superintendent

- There was a brief discussion with the Superintendent regarding allocation concerns relative to pumpage data reported.

Director of Customer Service

- Mrs. Eisenmann congratulated Mr. Kofoet on his retirement and noted that it has been a pleasure working with and for him over the past 7.5 years.
- Mr. Spafford seconds the congratulations and well wishes to Mr. Kofoet.
- Mr. McConnell echoed the sentiments and expressed his gratitude and pleasure in having the opportunity to work with Mr. Kofoet over many years and in many capacities.
- Mr. Saraceni reminded everyone that a retirement luncheon in Mr. Kofoet's honor was scheduled for Wednesday, December 17, 2014 at 11:30 AM.

New Business:

RESOLUTION # 2014-45 to approve salary adjustments. Motion: Mr. German, 2nd by Mr. Brennan; a **unanimous roll call vote**.

RESOLUTION # 2014-46 to approve annual contract numbers 15-02, 15-03, 15-04, 15-05, 15-06, 15-07, 15-11 and 15-12. Motion: Mr. German, 2nd by Mr. Brennan; a **unanimous roll call vote**.

RESOLUTION # 2014-47 to approve contract extensions on 15-02, 15-03 & 15-07. Motion: Mr. German, 2nd by Mr. Brennan; a **unanimous roll call vote**.

The Commission agreed to hold bids 15-01-1509

A motion to approve advertising the bid for generator maintenance. Motion: Mr. German, 2nd by Mr. Brennan; a **unanimous roll call vote**.

RESOLUTION # 2014-48 award the contract to relocate the main at Delaware Gardens to OTS NJ for \$114,925.00 (base bid only). Motion: Mr. German, 2nd by Mr. Scavuzzo; a **unanimous roll call vote**.

A motion to approve the MPWC 2015 holiday schedule. Motion: Mr. German, 2nd by Mr. Scavuzzo; a **unanimous roll call vote**.

RESOLUTION # 2014-49 to approve the emergency water supply agreement between the MPWC and the City of Camden and authorizing the President and Secretary to sign the agreement. Motion: Mr. German, 2nd by Mr. Scavuzzo; a **unanimous roll call vote**.

Project Status Table

No discussion.



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Commissioners Reports / Discussions / Comments

- Mr. German thanked staff for their cooperation and hard work throughout the year and noted that from those that work in the office to the field employees, the combined efforts are most appreciated. Mr. German thanked Mr. Kofoet and said that he was really going to miss him as part of the Commission.
- Mrs. Davis wished everyone a Merry Christmas and a Happy New Year and shared that she wishes her husband, Bill, was still with us to congratulate and thank Bernie. Mr. Kofoet replied that Mr. Davis was an important part of getting the safety program started at the MPWC.
- Mr. Scavuzzo reminded Mr. Kofoet that the monthly business meeting provides the public with an opportunity for comment and encouraged Mr. Kofoet to please stop by future meetings. Mr. Scavuzzo thanked Mr. Kofoet for all of his assistance when he became the newest Commissioner and said he will continue to rely on what he learned for guidance and wished Mr. Kofoet a very happy retirement.
- Mr. Brennan told Mr. Kofoet that he has been a true inspiration, the model of integrity and a true joy to work with. Mr. Brennan appreciates all of the efforts Mr. Kofoet has made over the years on behalf of the Commission, in always putting the MPWC first, noting that his successors will struggle to keep up. Mr. Kofoet thanked all Commissioners and staff individually for their contributions and well wishes.
- Mr. Kofoet also noted that the MPWC had dedicated confined space rescue equipment to Pennsauken FD at their recent meeting and discussed the importance of the gear, stating that with the old gear, it took approximately 10 minutes to get into the gear vs. less than one minute to gear up with the donated equipment. He noted that Pennsauken FD was one of two Fire Departments in the area that support this rescue discipline making this is an extremely important contribution to all of the surrounding communities as well.

Executive Session:

Resolution to enter Executive Session at 10:57 AM regarding matters of personnel by Mr. German, 2nd by Mr. Scavuzzo. **Vote was unanimous.**

Commissioners Re-entered Public Session at approximately 11:17 AM.

A motion to offer a specified bonus and salary adjustment to the C.O.O. for his service and performance in 2014. German and seconded by Mr. Scavuzzo; Motion: Mr. German, seconded: Mr. Scavuzzo; a unanimous roll call vote.

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous voice vote** at 11:18 AM.

Submitted by,
Brandy Eisenmann, Carol Feriozzi & Michael Saraceni