

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
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.**

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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
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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Mrs. Regina Davis
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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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Mr. Joseph Scavuzzo
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.



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

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.



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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