

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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.



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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

### **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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Mrs. Davis; **a unanimous roll call vote.**

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

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

Approval of new 1" service located at 6146 Irving Avenue. Motion: Mr. German, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Mr. Brennan. **Vote was unanimous.**

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

#### **Adjournment:**

Motion by Mr. German and 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 (1<sup>st</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Mr. Scavuzzo; **a unanimous roll call vote.**



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Treasurer

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Ass't Secretary/Treasurer

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**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, 2<sup>nd</sup> by Mrs. Davis. **Vote was unanimous.**

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

**Adjournment:**

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

Submitted by,  
Michael Saraceni



# Commission Strategic Planning Meeting – February 8, 2014

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## 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

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### 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

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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

**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 24<sup>th</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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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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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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](http://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, 2<sup>nd</sup> by Mr. Brennan. **Vote was unanimous.**

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

### **Adjournment:**

Motion by Mr. Brennan and 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Mrs. Davis; **a unanimous roll call vote.**

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

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

Approval of new 1" service located at 6146 Irving Avenue. Motion: Mr. German, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Mr. Brennan. **Vote was unanimous.**

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

#### **Adjournment:**

Motion by Mr. German and 2<sup>nd</sup> 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 8<sup>th</sup> 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.



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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

### **Approval of the Minutes**

Motion to approve the Business Meeting and Executive Session of March 13, 2014 was made by Mr. German, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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](http://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 Kofoet  
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Vice President

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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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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](http://www.GovDeals.com) for the three vehicles and the bill sealer. Motion: Mr. German, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Mr. Scavuzzo; **a unanimous roll call vote.**

Approval for RFQ for Cherry Hill Tank Project. Motion: Mr. German, 2<sup>nd</sup> 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,

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Mr. Joseph Scavuzzo  
Ass't Secretary/Treasurer

---

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 2<sup>nd</sup> by Mr. Scavuzzo; **unanimous voice vote** at 7:25 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  
May 8, 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**

**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 5<sup>th</sup> 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 9<sup>th</sup> 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.



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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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 30<sup>th</sup> 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 United 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 10<sup>th</sup> 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 9<sup>th</sup> at 9:00 AM until May 19<sup>th</sup> 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, 2<sup>nd</sup> by Mrs. Davis; **a unanimous roll call vote.**

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

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

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

Approval of NJEIT Authorizing Resolution. Motion: Mr. German, 2<sup>nd</sup> 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 place 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 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 1<sup>st</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 13<sup>th</sup> and 20<sup>th</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Mr. Scavuzzo; **a unanimous roll call vote.**

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

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

A Motion to approve a new service for 300 Fifth Avenue. Motion: Mr. German, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 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, 2<sup>nd</sup> by Mr. Scavuzzo. **Vote was unanimous.**

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

##### **Adjournment:**

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

Submitted by,  
Brandy Eisenmann, Angela Waldron & Michael Saraceni



Mr. Bernhard Kofoet  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. Joseph Scavuzzo  
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting  
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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Mr. Scavuzzo; **a unanimous roll call vote.**

**Depositories**

A Resolution to designate Depositories as designated in the accompanying Resolution. Motion: Mr. German, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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.



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

### **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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Mrs. Davis; **a unanimous roll call vote.**

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

Approval of 1" residential service located at 8 Redwood Avenue. Motion: Mr. German, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Mrs. Davis. **Vote was unanimous.**

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

**Adjournment:**

Motion by Mr. German and 2<sup>nd</sup> 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 15<sup>th</sup>.
- 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Mrs. Davis; **a unanimous roll call vote.**

Motion to approve payment of bills for Pennsauken Township, dated August 14, 2014. Motion: Mr. German, 2<sup>nd</sup> 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  
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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, 2<sup>nd</sup> by Mr. Scavuzzo; **a unanimous roll call vote.**

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

Approval of changes to policies 1080 & 1090. Motion: Mr. German, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Mr. Scavuzzo. **Vote was unanimous.**

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

**Adjournment:**

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

Submitted by,  
Colleen O'Brien & Michael Saraceni