

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

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- 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

**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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### 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.



## MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

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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.



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### **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