

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

ATTENDEES:

Commissioners:

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

Other Attendees:

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

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

Reorganization:

Oath of Office:

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

Nomination of Officers

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

Professional Services Appointments

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

Depositories

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

Cash Management Plan

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

Designation of Newspapers/Websites

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

Signatories for Payroll & Operating Accounts

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

Signatories for FSA Account

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

Establishment of Petty Cash Fund

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

Authorizing Purchases under Contract/Agreement

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

Appointment of Public Agency Compliance Officer

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

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

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

Establish Meeting Dates/Times for the Commission Year

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

Designation of 2014 Public Employees Awards Committee

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

ITEMS TO BE DISCUSSED

2013 Audit Status:

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

Project Status:

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

Backhoe Bid Award Discussion:

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

Emergency Purchasing Policy/Procedures – Draft Language:

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

Approval of the Minutes

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

Payment of Bills

Motion to approve payment of bills dated July 10, 2014, other than those payments pulled and addressed below. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote.**

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

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

Correspondence

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

Public Comment

The meeting was opened for public comment.

None present.

Bid Openings

Professional Services – Submissions from RFQ Received

Staff Reports

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

Old Business:

Backhoe Bid

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

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

Mr. Bernhard Kofoet
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. Joseph Scavuzzo
Ass't Secretary/Treasurer

New Business:

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

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

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

Project Status Table

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

Commissioners Reports / Discussions / Comments

Mr. German commented that the Audit went well.

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

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

Executive Session:

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

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

Adjournment:

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

Submitted by,
Colleen O'Brien & Michael Saraceni