

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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Approval of the Minutes

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

Payment of Bills

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

Motion to approve payment of bills for Hibrett Puratex, Municipal Maintenance, Pennsauken Township, and Arnold's Safe & Lock dated March 13, 2014. Motion: Mr. German, 2nd by Mr. Scavuzzo; **a unanimous roll call vote, except Mr. Kofoet, who abstained**

Correspondence

No discussion.

Public Comment

The meeting was opened for public comment.
None present.

Bid Openings

Currently no Bid Openings.

Staff Reports

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

Old Business:

Service Line Protection

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

Career Path Development

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

New Business:

Resolution to approve 30 day extension to the Park Avenue Tank Painting Project. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

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

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

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

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

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

Customer Support Center – Telephones/Staffing

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

Project Status Table

No Discussion.

Commissioners Reports / Discussions / Comments

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

Executive Session:

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

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

Adjournment:

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

Submitted by,
Colleen O'Brien & Michael Saraceni