

**Minutes of the MPWC Monthly Business Meeting
February 12, 2015**

ATTENDEES:

Commissioners:

Mr. Joseph Scavuzzo, President
Mr. Patrick Brennan, Vice President
Mr. G. Burton German, Treasurer
Mrs. Regina Davis, Secretary
Mr. George Piperno, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, COO
Craig Campbell, Superintendent
Karl N. McConnell, General Counsel
Richard Spafford, P.E.
Brandy Eisenmann
Carol Feriozzi

The Vice 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.

Oath of Office: Mr. George Piperno took his oath of office by Mr. McConnell

Re-Organization:

A motion was made by Mr. German and 2nd by Mrs. Davis to nominate Mr. Scavuzzo as President.
A motion was made by Mr. German and 2nd by Mrs. Davis for the remaining members of the Commission to stay in their current positions.
A motion was made by Mr. German and 2nd by Mrs. Davis to nominate Mr. Piperno as Assistant Secretary/Treasurer.

ITEMS TO BE DISCUSSED

Borough Water Quality Issues-Progress Report

Mr. Saraceni stated that there have been several water quality issues lately. Mr. Campbell stated that they performed directional flushing and that the flushing has made a difference. There have not been any complaints in the last 2 weeks. Mr. Brennan questioned Mr. Campbell as to why this may be happening. A discussion ensued. Mr. Brennan recommended that initial steps be taken regarding the addition of a treatment plant at Woodbine Avenue, adding same to the capital budget, staff was directed accordingly.

Annual Appointed Official Training-Online or at the MPWC.

Mr. Saraceni informed the commissioners that Employer Liability Insurance class needs to be taken by May 1st and that the MPWC will get \$250 off for each commissioner that attends as well as himself. The class is now being offered online or in a classroom. Mr. Saraceni offered that the class could be given at the MPWC an hour before the April or May Commissioners meeting. The Commissioners expressed preference to have the speaker come to the facility for the presentation. Mr. Saraceni acknowledged and will prepare accordingly.

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Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. George Piperno
Ass't Secretary/Treasurer

Cherry Hill Tank-Approval to Bid-Painting Project

Mr. Spafford stated that the specs where ready. Mr. McConnell expressed concern that that the parties to the litigation were not forthcoming with acknowledging Special Counsel's notification of intent to re-paint. Mr. Piperno questioned Mr. McConnell whether he can get the order from a judge to provide the required documentation by a specific date - if we have not received the documents. General Counsel is to follow-up with Special Counsel.

SCADA Software-Budgeted Capital Expense- Authorization to Purchase

Mr. Spafford informed the Commission that if the current XP software goes down that we will not be able to repair it because it is obsolete. Mr. German motioned to approve the purchase of the budgeted software.

HomeServe-Service Line Protection-Progress

Mr. Saraceni stated that the price per month dropped to \$4.99 per month and the percentage was now 8%. Mr. Saraceni stated that the hardship fund and criteria would be handled by HomeServe. A discussion ensued regarding the managing of the hardship fund. Mr. German stated that he would contact Jim Miles to get his input on how to handle this fund.

MPWC Facebook Page-Ready to Launch

Mr. Sean Fitzgerald informed the Commissioners that the Facebook page is prepared to launch that evening and that he was ready to answer any last minute questions from the Commission. Sean also stated that he secured the MPWC account on Twitter, Instagram and Youtube if we want to utilize them in the future and this would prevent other parties from attempting to represent us in those formats. Sean explained that the Facebook page will be carefully monitored and that security parameters have been put in. He thanked Brandy and Kent for all their help.

Verizon-request to bid-National highway & Marion Ave.

General Counsel is preparing to go to bid on these two sites for additional carrier leases.

Employee Manual-External Communications Policy-attached

Mr. Saraceni stated that the External Communications policy is ready for the Commissioners to review and it can be discussed at next month's meeting. Mr. Brennan inquired whether we looked at other public entities. Mr. Saraceni stated that we had. Mr. Brennan also questioned Mr. Saraceni whether JIF had a policy on this subject. Mr. Saraceni stated that he would research and report.

Employee Manual Updates-Review Process

Mr. Saraceni stated that he and Angela Waldron had worked on the updates. Mr. Saraceni inquired how the Commissioners would like to proceed in reviewing the updates. It was proposed by Mr. Brennan that the Commissioners would review the policies with nominal, editorial changes and 3 at a time of the policies with substantial amendments being proposed and that the changes be highlighted or in bold type in order to make the review process easier and quicker. Mr. Saraceni acknowledged and will submit accordingly.

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NJSP Vulnerability Assessment-Staff Recommendations

Mr. Saraceni stated that since Mrs. Davis thoroughly reviewed the report on the Commission's behalf, she was asked to meet with staff to review their recommendations regarding the assessment. Mrs. Davis met with the senior staff and shared her notes with them. It was stated that several of the issues listed were already completed. A discussion ensued and the recommendations regarding action items were submitted to the Commission for review and comment.

Local Government-2014 Highlight Presentations-Township and Borough Dates

Mr. Saraceni stated that he was currently working on the highlights. He informed the Commissioners that the Pennsauken presentation would be February 18th at 5:30PM and Merchantville's presentation would be March 9th at 7:30 PM.

Executive Session: N/A

Approval of the Minutes

Motion to approve the Minutes of Business Meeting of January 8, 2015 was made by Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote and Mr. Piperno abstained, as he was absent for the meeting.**

Payment of Bills

Motion to approve payment of bills dated February 12, 2015 minus payments to Pennsauken Township. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.** (Mr. Brennan questioned bill for \$7200 for All Around Pennsauken/Waterlines and it was pulled from the list pending review). Motion to approve payment of bills to Pennsauken Township dated February 12, 2015. Motion: Mr. German and 2nd by Mrs. Davis; **a unanimous roll call vote with Commissioner Scavuzzo abstaining.**

Correspondence

Mayor Jack Killion to MPWC Employees-Gratitude- Angel Tree Program Support
Mike Saraceni to George Piperno-welcome

Public Comment

The meeting was opened for public comment.
None present.

Bid Openings

Staff Reports: N/A

Old Business

HomeServe Program –
Tabled - pending additional review

Facebook Page-Launch

A motion was made by Mr. German and 2nd by Mrs. Davis to launch the MPWC Facebook page. **a unanimous roll call vote** and Mr. Piperno abstained.

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New Business:

Authorization/Approval-Cherry Hill Tank-Painting Bid

A motion was made by Mr. German, 2nd by Mrs. Davis to authorize bid; **a unanimous vote.**

Authorization to Purchase-SCADA Software Update

A motion was made by Mr. German, 2nd by Mr. Brennan to authorize purchase; **a unanimous vote.**

Authorization/Approval-Signatories for Accounts

A motion was made by Mr. German, 2nd by Mr. Brennan to update signatories on accounts; **a unanimous vote.**

Informational: N/A

Project Status Table

Commissioners Reports / Discussions / Comments

Mr. Brennan- Stated that more information was needed about the proposed agreement with Pennsauken Township. He stated that the 3 Pennsauken Township representatives on the board might be able to get some information if they inquired. Mr. Piperno said that he would try to get more information.

Mr. German- none

Mrs. Davis- Stated that the NJSP Vulnerability Assessment meeting went very well and that the staff did a good job.

Mr. Scavuzzo- Thanked the MPWC staff for all their assistance when the Pennsauken Public Works had issues with their gas pump.

Mr. Piperno- Questioned the language in the Pennsauken agreement. He stated that there needs to be clarification. Mr. Piperno also stated that there is a formula that the MPWC could use to figure out if we are giving fair compensation for the services that we receive. Mr. Brennan agreed with Mr. Piperno and Mr. Brennan asked Mrs. Eisenmann if she could look into this following the formula given. Mrs. Eisenmann agreed.

Executive Session:

N/A

Adjournment:

Motion by Mr. German and 2nd by Mr. Brennan; **unanimous voice vote** at 7:56 PM.

Submitted by,
Carol Feriozzi & Michael Saraceni