

**Minutes of the MPWC Monthly Business Meeting
July 14, 2016**

ATTENDEES

Commissioners:

Mr. Joseph Scavuzzo, President
Mr. Patrick Brennan, Vice President
Mr. G. Burton German, Treasurer
Mr. George Piperno, Secretary
Mr. Ronald Johnson, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, C.O.O.
Craig Campbell, Superintendent
Richard Spafford, P.E.
Karl N. McConnell, General Counsel
Brandy Eisenmann, Customer Service Director

The President called the meeting to order at 4:00 PM.

All Commissioners were present.

Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

REORGANIZATION OF THE MPWC:

Oath of Office

The President welcomed Mayor Edward Brennan, who was on-hand to administer the Oath of Office to G. Burton German for his reappointment by the Borough of Merchantville. In addition, Mr. German was honored for his outstanding service of over 40 years with a special proclamation from Merchantville Borough and read by Mayor Brennan.

Nomination/Designation of Officers:

On motion and unanimous Resolution the Commissioners the Officers for the Commission year are:

President: Joseph C. Scavuzzo

Vice President: Patrick Brennan

Secretary: George R. Piperno

Treasurer: G. Burton German

Asst. Secretary/Treasurer: Ronald S. Johnson

A motion was made by Mr. German and 2nd by Mr. Brennan and a **unanimous vote** be cast for the entire slate.

Cash Management Plan

A Resolution to approve the MPWC Cash Management Plan as described in the respective resolution; Motion made by Mr. German and 2nd by Mr. Brennan with **A unanimous roll call vote**.

Designating Bank Signatories

A Resolution to designate signatories for the Operating, Payroll and Legal Accounts as designated in the respective Resolution. Motion by Mr. German, 2nd by Mr. Brennan and **A unanimous roll call vote**.

Designating Depositories

A Resolution to designate Depositories as designated in the respective Resolution. Motion made by Mr. German, 2nd by Mr. Piperno with **A unanimous roll call vote.**

Designation of the Petty Cash Fund

A Resolution to establish the Petty Cash Fund to be managed by the Finance Director and/or the C.O.O. and increased to \$500.00 a month. Motion by Mr. German, 2nd by Brennan; **A unanimous roll call vote.**

Designation of the FSA Account and Signatories

A Resolution to designate signatories for the Flexible Spending Account as designated in the respective Resolution. Motion made by Mr. German, 2nd by Brennan; **A unanimous roll call vote.**

Designation of Newspapers & Websites of the Commission

A Resolution to designate the official newspapers and websites for public notice of the MPWC as designated in the respective Resolution. Motion made by Mr. German 2nd by Brennan; **A unanimous roll call vote.**

Designation of the Meeting Dates and Times

A Resolution to establish the meeting dates and times on the attached Resolution for the Commission year on the second Thursdays of the month with a change in regular meeting time. Motion made by Mr. German 2nd by Brennan; **A unanimous roll call vote.**

Appointment of Public Agency Compliance Officer

A Resolution appointing the C.O.O. as the Public Agency Compliance Officer. Motion made by Mr. German, 2nd by Brennan; **A unanimous roll call vote.**

Authorization of C.O.O. to make NJDEP/EPA Applications

A Resolution designating the C.O.O. to make applications to the NJDEP and EPA. Motion made by Mr. German, 2nd by Brennan; **A unanimous roll call vote.**

Authorization of C.O.O. to make NJDEP/EPA Applications

A Resolution to authorize purchases by use of state contract and approved co-ops as designated in the respective Resolution. Motion made by Mr. German 2nd by Mr. Brennan; **A unanimous roll call vote.**

Approval of Maximum Thresholds and Agents for Purchasing

A Resolution to approve Commission contracting Agent Saraceni to purchase up to the maximum State Bid thresholds as designated in the respective Resolution. Motion made by Mr. German, 2nd by Mr. Brennan; **A unanimous roll call vote.**

Professional Services Appointments

- Auditor: Bowman & Company LLC: Motion by Mr. German, 2nd by Mr. Brennan; **A unanimous roll call vote.**
- Accounting Services (Consultant): Your Part Time Controller: Motion by Mr. German, 2nd by Mr. Brennan; **A unanimous roll call vote.**
- Insurance Broker of Record: Connor, Strong & Buckelew: Motion by Mr. German, 2nd by Mr. Brennan; **A unanimous roll call vote.**
- Broker of Record for Employee Benefits: Connor, Strong & Buckelew: Motion by Mr. German, 2nd by Mr. Brennan; **A unanimous roll call vote.**
- Commission Bond Counsel: Parker McCay: Motion by Mr. German, 2nd by Mr. Brennan; **A unanimous roll call vote.**

The following submitting engineers were found to be qualified and therefore constitute the pool of Engineers available for contract by the Commission for this year:

- Remington & Vernick, Consulting Engineer Services, T&M Associates, and Pennoni Associates, Inc. Motion by Mr. German, 2nd by Mr. Brennan; **A unanimous roll call vote.**

Designation of the 2016 Public Employees Awards Committee

A Resolution proposed to reappoint the current sitting members of the committee for the 2016 Commission year. Motion made by Mr. German, 2nd by Brennan; **A unanimous roll call vote.**

ITEMS TO BE DISCUSSED:

Project Status

Rich Spafford summarized the status of the Clements Ave tank painting project, which is near completion and reported that the Longwood Avenue main replacement project drilling will begin the following week.

Service Line Replacements

Mr. Saraceni reported that 5 service line replacements were completed.

HomeServe-Proposed Materials for Next Mailing

Brandy Eisenmann presented the Commissioners with the proposed materials for the next promotion. HomeServe removed the MPWC logo from the exterior envelope but proposes using 'Merchantville-Pennsauken Water Commission' in typeface. The Commissioners were strongly opposed, citing the Commission's need to protect the organization's ability to communicate official critical business of the MPWC via mailing pieces and feels that customers may discount official mailings as solicitations. The Commission instructed the Customer Service Director to go back to HomeServe and inform them that all future offers/correspondence must remove the MPWC logo as the return address and replace it with the HomeServe logo, to avoid the appearance that the information is an official and critical communications from the MPWC, as that would impair our ability to ensure critical information was read by MPWC customers.

Employee Policy Amendment

The Commissioners have received and reviewed a new proposed policy regarding employees dating employees as proposed by MEL-JIF.

Recruitment of Plant Operator - Recommendation

Mr. Saraceni reported that a number of candidates were interviewed and considered and that the interview panel has recommended the Commission hire Philip Scarfo, Jr. for the position of Plant Operator.

Approval of the Minutes

A motion was made by Mr. German and 2nd by Mr. Johnson to approve the minutes of the Business meeting and Executive sessions of June 9, 2016. **A unanimous roll call vote was taken.**

Payment of the Bills

A motion was made by Mr. German and 2nd by Mr. Piperno to approve payment of the bills dated July 14, 2016, with the exception of a bill for Pennsauken Township resulted in **A unanimous roll call vote.**

A motion by Mr. German and 2nd by Mr. Piperno to approve payment of a bill for Pennsauken Township dated July 14, 2016. **A unanimous roll call vote, except Mr. Scavuzzo abstained.**

Correspondence

Ray Bukowski – NJDEP to Craig Campbell – Inspection Letter of Compliancy
Richard Huynh to Joyce Peirce – Letter of Gratitude for Scholarship
Ling Ling Lu to Joyce Peirce – Letter of Gratitude for Scholarship
Fatima Talebi to Joyce Peirce – Letter of Gratitude for Scholarship

Staff Reports

Brandy Eisenmann reported that the Customer Relations posted a FaceBook message reminding customers who may be playing Pokemon Go to please refrain from entering MPWC property. Mrs. Eisenmann initiated a discussion with the Commissioners regarding an initiative proposed under the 90th Anniversary plans, and asked for permission to move forward with plans to donate drinking fountains to the Borough and Township. The Commissioners authorized staff to move forward with the project.

Rich Spafford reported that preparations are underway for the next phase of the dead-end tie-in project on Roosevelt Avenue (at Garfield and Baker Avenues) and that capital funds would cover the approximate \$35K costs.

New Business

Approval to Hire Philip Scarfo, Jr. as a Plant Operator

A motion was made by Mr. German and 2nd by Mr. Johnson to hire Philip Scarfo, Jr. for the position of Plant Operator. **A unanimous roll call vote was taken.**

Employee Manual Amendment

A motion was made by Mr. German and 2nd by Mr. Johnson to approve and adopt the proposed employee manual amendment. **A unanimous roll call vote was taken.**

Commissioners Reports

Mr. Piperno reported on ongoing discussions regarding Commissioners salaries. It was noted that Commissioner salaries haven't increased since the early 2000's. Mr. Piperno spoke with PSA officials who believe they have the discretion over their compensation. Mr. McConnell advised that the MPWC enabling statute and our founding documents address the issue and he will provide Mr. Piperno with the necessary research and report so that the Commissioners can be duly informed regarding procedures.

Mr. Piperno inquired and questioned about the Commissioners address a relaxed the dress code for Commission meetings during summer months. He was advised by other Commissioners that they have no official dress code.

Mr. Brennan congratulated Mr. German on 40 years with the MPWC and reported that he's been honored to be working with him and that the MPWC has become a better place due in a good part to Mr. German's contributions.

Mr. Johnson echoed those sentiments then thanked Mr. Brennan for sharing a recent article with Commissioners and staff.

Mr. German stated that the MPWC should start preparing for likely additional regulations and treatment requirements that could require mean large capital projects. In preparation, Mr. German recommends that the balance of the loan on the building be paid off this year.

Mr. Scavuzzo related that he was aware that the State has announced procedures and funding intentions regarding mandatory lead testing in schools. He commended the decision by the MPWC to hold off on its program to offer assistance ahead of the state's requirements. Mr. Scavuzzo also thanked Mr. German for his many years of service to the Commission and looks forward to continuing to learn from him while working together.

Adjournment

A motion by Mr. German and 2nd by Mr. Brennan to adjourn at 4:54 PM. **A unanimous roll call vote.**