



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

6751 Westfield Avenue, Pennsauken, NJ 08110
Ph: 856.663.0043 • Fax: 856.486.7417 • www.mpwc.com

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mrs. Regina Davis
Secretary

Mr. G. Burton German
Treasurer

Mr. George Piperno
Ass't Secretary/Treasurer

Minutes of the MPWC Monthly Business Meeting March 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 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

Annual Appointed Officials Training – April 9, 2015 at 5:00PM –Office

Mr. Saraceni confirmed the date and time of the training with the Commissioners.

Offer to Purchase Property – Delaware Gardens (Correspondence)

Mr. Saraceni informed the Commissioners that an unsolicited offer was made by Pastor Steven B. Lewis to purchase the property at Delaware Gardens. A discussion ensued and a decision was made to decline the offer. Mr. Saraceni will send a letter to the Pastor.

Cherry Hill Tank – Bids received

Mr. Spafford stated that 2 bids were received, one bid was for \$ 486,900 and the other was for \$ 485,000. However, the company with the lower bid did not submit their bid on the correct form that included the alternate bid which was part of addendum #1. Mr. Spafford advised that this company disputes they ever received the addendum and was seeking to protest the bid.. Counsel indicated that aspects of the specifications were also to be discussed given the current litigation and this matter was to be discussed further in executive session. Counsel discussed the appropriate causes for rejection of bids under NJSA 40A:11-13. Mr. German stated that the bids should be rejected and the project re-bid and Mr. Spafford concurred.

Hungerford & Terry Pilot – Woodbine Avenue - Status

Mr. Spafford informed the Commission that H&T was in the process of researching the pilot program and that they are seeking guidance from other companies to assist. We are awaiting the results.

Authorization to 2015 Bid Replacement Project

Mr. Spafford informed the Commissioners that he was in receipt of the surveys and that we are prepared to begin the project.



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NJDOT – Route 70 & 38 Project – Agreement (resolution needed)

Mr. Spafford stated that he is in contact with NJDOT and that NJDOT said that they require an agreement to be signed. They will handle all aspects of the project. Mr. Spafford stated that the agreement stipulated that if we make any purchases, we would buy American. It further stipulated that the NJDOT will be assuming full responsibility for replacing any MPWC equipment (by specification, American made). A discussion ensued and it was agreed that the Commission would adopt a resolution authorizing the C.O.O. to sign the agreement.

HomeServe – Service Line Protection – Research Update

Mr. Saraceni informed the Commissioners that he has been in contact with Mr. Eller. Mr. Saraceni told the Commissioners that we could offer a lower fixed rate to the customers. In doing so, we would not receive any extra money therefore we would not have a hardship fund or collect any extra revenue. It was agreed that we did not want to be responsible for any extra funds. Mr. Saraceni questioned the Commissioners if we need a competitive bid. A discussion ensued as to whether it needed to go to competitive bid or if we can get approval from the DCA in lieu of a competitive bid. It was agreed to pursue competitive contracting.

Finance Team Adjustments- Bank Signatories & Authorizations

Mr. Saraceni stated that the adjustments were needed in order to transfer funds due to the absence of Mrs. Pierce. Mrs. Waldron informed the Commissioners that the signatories were needed to transfer funds from the operating account to the payroll account and also so that she can view the CD's. Mrs. Waldron also recommended to include Mrs. Jeanine Hershey and Mrs. Brandy Eisenmann as signatories to cover in the absence of authorized users.

Employee Manual-External Communications Policy- Commission Review

Mr. Saraceni stated that Mr. Brennan inquired as to whether we had looked at other public entities external communication policy and Mr. Saraceni stated that we had. Mr. Brennan also questioned Mr. Saraceni whether MEL/JIF had a policy on this subject. Mr. Saraceni responded that they did and our policy was directly taken from MEL/JIF.

Employee Manual Updates-Review Process

Mr. Saraceni inquired if sending a few easier policies at a time is still working for the Commissioners. Mr. Brennan stated that it was and he recommended that we continue the process.

NJSP Vulnerability Assessment-Staff Recommendations

Mrs. Davis inquired if we are up to date with repairs listed on the Vulnerability Assessment. It was stated that several projects were already completed. It was asked what project would be next that would fit into the budget. A discussion ensued. The ongoing activity reporting will remain on the Project Status table.

Executive Session- It was agreed that it would be held after the Business Meeting.

Approval of the Minutes

Motion to approve the Minutes of Business Meeting of February 12, 2015 was made by Mr. German, 2nd by Mr. Brennan; a unanimous vote.



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Payment of Bills

Motion to approve payment of bills dated March 12, 2015, except Pennsauken Township. Motion: Mr. German, 2nd by Mrs. Davis; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills to Pennsauken Township dated March 12, 2015. Motion: Mr. German and 2nd by Mrs. Davis; **a unanimous roll call vote with Commissioner Scavuzzo abstaining.**

Correspondence

Pastor Steven B. Lewis - discussed

Public Comment

The meeting was opened for public comment.
None present.

Bid Openings

Cherry Hill Tank Painting- March 10, 2015
Previously discussed – Bids rejected

Staff Reports:

Chief Operating Officer:

Mr. Saraceni informed the Commissioners that Mrs. Pierce and Mrs. Adams are out on medical leave. Mr. Saraceni stated that his team pulled together and is doing an outstanding job in their absences. It was discussed that the absences may be for an extended period of time and Mr. Brennan suggested that we should possibly hire a part-time person to help the office staff. A discussion ensued. It was agreed to monitor closely and if a need arises, the Commission would be contacted.

Superintendent: N/A

Director of Customer Service:

Mrs. Eisenmann highlighted the MPWC Facebook page activities. A discussion ensued on what topics and information can be posted in the future.

Engineer: N/A

General Counsel:

Discussion will be in Executive Session

Old Business

Local Govt-2014 Highlight Presentations- Mr. German and Mr. Piperno stated that the presentations were informative and that Mr. Saraceni did a good job.

HomeServe Program Status- previously discussed.

All Around Pennsauken-authorization to send check

A motion was made by Mr. German, 2nd by Mr. Brennan to send the check; **a unanimous vote.**



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Vulnerability Assessment – Staff Recommendations Status- previously discussed.

External Communications Policy- Commission Status

A motion was made by Mr. German, 2nd by Mr. Piperno to authorize and enact the use of the External Communications Policy; **a unanimous vote.**

Employee Manual-External Communications Policy (1375)

A motion was made by Mr. Brennan and 2nd by Mrs. Davis to approve Policy 1375 to be added to the Employee Manual; **a unanimous roll call vote**

New Business:

Offer to Purchase Delaware Gardens Status

A motion was made by Mr. German 2nd by Mr. Piperno to reject the offer to purchase Delaware Gardens. **a unanimous roll call vote**

Cherry Hill Tank-Painting Bid

A motion was made by Mr. German, 2nd by Mrs. Davis to reject all bids pursuant to NJSA 40A:11-13.2(e) and (d) and to authorize staff to re-bid the project at the appropriate time with appropriate specifications; **a unanimous roll call vote**

Authorization to Bid 2015 Main Replacement

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

NJDOT Agreement- Signatures/Resolution

A motion was made by Mr. German, 2nd by Mrs. Davis to accept the agreement and authorize the C.O.O. to sign the agreement; **a unanimous roll call vote.**

Employee Manual Policies for Review

A motion was made by Mr. German and 2nd by Mr. Brennan to adopt submitted policy amendments for policy numbers; 1010, 1030, 1110, 1180, 1200, 1220, 1230, 1250, 1265, 1270, 1300, 1360, 1370 and Appendix I; **a unanimous roll call vote.**

Bank Officer/Signatories:

A motion by Mr. German and 2nd by Mr. Brennan to authorize additional signatories to bank accounts; **a unanimous roll call vote.**

New Services:

A motion by Mr. German and 2nd by Mr. Scavuzzo to approve 1st new residential service to 2216 39th Street in Pennsauken; **a unanimous roll call vote.**

Informational:

N/A