

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
January 12, 2017**

ATTENDEES:

Commissioners:

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

Other Attendees:

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

The President called the meeting to order at 4:00 PM
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.
Commissioner Piperno was absent.

ITEMS TO BE DISCUSSED:

Public Hearing – Well Maintenance Contract

Mr. McConnell requested to table this as the Staff is still negotiating certain language in the draft contract. Staff asked the Commissioners for any input regarding this lengthy contract. The Commissioners asked to review the contract documents and will provide Counsel with any comment or concerns within a week.

MPWC – Annual Report to Governments

Mr. Saraceni stated that he will be scheduling the 2016 annual reports to Pennsauken Committee and Merchantville Council shortly and will advise the Commissioners of those dates. It was suggested by Mr. Brennan and Mr. Johnson that the report include an accounting of all services that the MPWC provides to them.

Haddon Pointe Project Development – Application Received

Mr. Saraceni stated that we were in receipt of the application for the Haddon Pointe Project Development. The application was to tie into the 12" and 8" mains on Haddonfield Road. The total fee due is \$204,422.50.

Longwood Avenue Project – Paving – Change Order – Time Extension

Mr. Spafford stated that the contractor requested a 180 day extension for the contract deadline. This is due in part to the weather conditions and availability of asphalt. He recommends the change order.

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Clements Avenue Tank – Pennsauken Police Department Request

Mr. Saraceni stated that the Pennsauken Police Department requested permission to install camera transmitters on the Clements Avenue tank in support of their Westfield Avenue community security program. Mr. Spafford informed Commissioners that there is sufficient room on the tank. Commissioners endorsed approval.

Pennsauken Schools – Lead Testing

Mr. Saraceni stated that a meeting is scheduled with Pennsauken School Officials for 1/17/2017 which includes Richard Spafford, Craig Campbell and himself to lend guidance to the Pennsauken Public Schools in lead testing in the schools. Mr. Saraceni also stated that the MPWC would provide access to the MPWC contracted lab, if necessary. The MPWC would anticipate reviewing the results.

Recruitment Initiatives – Plant Operator/Field Service Technician

Mr. Saraceni stated that several candidates were interviewed for the Plant Operator and Field Service Technician positions. He would like permission to hire 2 Plant operators and a Field Service Technician. Mr. Saraceni also thanked Angela Waldron for all her help with the hiring process.

Approval of the Minutes

Motion to approve the Minutes of the Business Meeting and Executive Session of December 8, 2016 was made by Mr. German, 2nd by Mr. Johnson ; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated January 12, 2017 accept to Pennsauken Township was made by Mr. German, 2nd by Mr. Johnson; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bill dated January 12, 2017 for Pennsauken was made by Mr. German, 2nd by Mr. Brennan; **a unanimous roll call vote except Mr. Scavuzzo abstained.**

Correspondence

Richard Spafford to Haddon Point Manager – Review Letter – Water Application
Mayor John Kneib to MPWC – Letter of Gratitude – Angel Tree Program Participation

Meeting Open to the Public:

Meeting was open to the public. None present.

Staff Reports:

General Counsel:

- Mr. McConnell advised the Commissioners that Verizon has changed their position and will not submit for the National Highway bid that they requested.

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Mr. German commented on an article in the Philadelphia Inquirer today regarding a proposed new standard for PFNA that was just announced and the need to plan for possible changes to testing/reporting responsibilities. A discussion ensued.

Old Business:

2017 Budget Approved by State of New Jersey and Returned

Mr. Saraceni stated that the 2017 adopted Budget has been approved and returned by the DCA.

New Business:

Well Maintenance Contract – Approval

Tabled

Motion to approve the hiring of 2 Plant Operators was made by Mr. German, 2nd by Mr. Brennan; **a unanimous vote.**

Motion to approve the hiring of a Field Service Technician was made by Mr. German, 2nd by Mr. Brennan; **a unanimous vote.**

Motion to approve the application for Haddon Pointe Development was made by Mr. German, 2nd by Mr. Brennan; **a unanimous vote**

Motion to authorize Staff to bid Bethel Avenue Monopole Lease was made by Mr. German, 2nd by Mr. Johnson; **a unanimous vote**

Adjournment:

A motion was made by Mr. German and 2nd by Mr. Brennan to adjourn the meeting at 4:39 PM; **a unanimous vote.**

Submitted by,
Carol Feriozzi & Michael Saraceni

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
February 15, 2017**

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

The President called the meeting to order at 4:02 PM

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

In attendance in the public were Mr. John Romeo from Vornado, and Ricky Lukasiak, and several employees and their relatives.

ITEMS TO BE DISCUSSED:

Customer Account Appeal

Mr. Saraceni introduced Mr. John Romeo, property manager for Vornado on Route 38, Cherry Hill. Mr. Romeo stated that the 2016 4th quarter bill was \$13,925.00 due to an undetected water leak. He was requesting relief from this bill or the penalties. The Commission advised that it was historically consistent that unless the Commission was somehow the cause, that customers must pay for water once it passed through the customer's meter. He was instructed to speak to staff regarding removal of late fees while the appeal was pending and if he wanted a payment plan.

Government Presentations – Township 3/1 – Borough 2/27

Mr. Saraceni stated that the Government deliveries will be at Merchantville borough on 2/27/17 and Pennsauken Township on 3/1/17.

National Highway – Authorization to bid tank painting.

Mr. Spafford requested authorization to go to bid for the National Highway tank painting which will be an overcoat to only the outside of the tank. This project was budgeted for 2017 at \$250,000.

Chapel Avenue Main Replacement – authorization to bid project

Mr. Spafford requested authorization to go to bid for the Chapel Ave. main replacement. This project was budgeted for 2017 at \$650,000.

Mr. Joseph Scavuzzo
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Mr. Ronald Johnson
Ass't Secretary/Treasurer

Park Avenue Tank – Logo – Progress Report

Mr. Scavuzzo reported that Pennsauken Township previously requested to utilize the MPWC Pennsauken's 125 Anniversary logo on Park Ave. tank. Pennsauken had since made a slight alteration to the logo. The Commissions' contractor had already prepared the stencil in the originally approved version and to make the revision would cost an additional \$2000. Commissioners were given both examples of logos (original and the altered). The Commission agreed to maintain the original logo already prepared by the contractor.

Residency Policy – Submitted Proposal

The Commissioners each discussed the proposed amendment to the MPWC residency policy submitted by employee R. Lukasiak. Commissioner Piperno provided an overview and background of his actions taken to research the history of this policy with the MPWC. All information was gathered and shared with all Commissioners prior to this meeting. His summary remarks expressed an unwillingness to amend as requested. The employee, Lukasiak was permitted to comment. The Commission saw no reason to adjust the policy as requested at this time, but acknowledged that the policy will likely continue to be a topic in the future.

Recruitment Initiative – Field Service Technician

Mr. Saraceni reported several candidates were interviewed for a field service technician to replace Glenn Bierbach, who is retiring in May. Mr. Saraceni provided information to the Commissioners for background on the 3 new hires that have already started and were doing well in their new positions.

Approval of the Minutes

Motion to approve the Minutes of the Business Meeting of January 12, 2017 was made by Mr. German, 2nd by Mr. Piperno ; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated February 9, 2017 except Pennsauken Township was made by Mr. German, 2nd by Mr. Johnson ; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bill dated February 9, 2017 for Pennsauken was made by Mr. German, 2nd by Mr. Johnson; **a unanimous roll call vote except Mr. Scavuzzo abstained.**

Meeting Open to the Public:

Meeting was open to the public. None were present having left after addressing the Commission.

Staff Reports:

Chief Operating Officer:

Mr. Saraceni reported the National AWWA Conference will be held in Philadelphia on June 11th-14th 2017 and the Commissioners will be sent the information. The C.O.O. asked the Commissioners to inform him who would chose to attend and on which day. Mr. Saraceni also informed the Commissioners of the NJAWWA Conference will be held in Atlantic City in March if anyone is interested in that conference.

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Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Mr. Saraceni advised about the inability to resolve issues that the Finance Dept. have been having with the new Edmunds accounting software program for the past 5 months. Mr. German noted that our auditors and accounting consultants had also been engaged to assist but without success. Therefore the decision would be to transition back to the updated version of the previous software.

New Business:

Motion to authorize bid for National Highway Tank Painting was made by Mr. German, 2nd by Mr. Piperno; **a unanimous vote.**

Motion to authorize bid for Chapel Ave. main Replacement was made by Mr. German, 2nd by Mr. Johnson ; **a unanimous vote.**

New Services:

28 Overbrook Drive-Cherry Hill-New 1" Service

Motion to authorize new service was made by Mr. German, 2nd by Mr. Piperno; **a unanimous vote.**

Project Status:

Mr. Saraceni stated that the Project status table has been updated with the assistance of Mr. Brennan and upon review as well as for practical reasons certain projects have been removed.

Commissioners Reports:

Mr. German stated that the budget has to be closely monitored by staff and management.

Mr. Scavuzzo suggested a shared service agreement be drafted for asphalt repairs in Pennsauken. Mr. Saraceni stated that a shared service agreement will be drafted and presented to the Commission for feedback. Mr. Brennan requested any agreement include that the MPWC pay as services are rendered as opposed to being paid quarterly, etc.

Mr. Piperno informed the Commission that he had been in contact with Ron Crane from the Township of Pennsauken and that Mr. Crane was finalizing a financial analysis of the MPWC's historical use under the shared services agreement for fuel. Staff is to review the information and report back to the Commission.

Executive Session:

A Motion was made by Resolution to enter Executive Session at approximately 5:30 PM to discuss matters of contracts negotiation regarding the proposed Well Maintenance Agreement & attorney consultation Motion: Mr. German, 2nd by Mr. Piperno. Vote was unanimous.

A Motion was made to re-enter the Public Session at approximately 6:20 PM. Motion: Mr. Brennan, 2nd by Mr. Piperno. Vote was unanimous.

Adjournment:

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

A motion was made by Mr. German and 2nd by Mr. Piperno to adjourn the meeting at 6:21 PM. A unanimous vote.

Submitted by,
Carol Feriozzi & Michael Saraceni

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
March 9, 2017**

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, COO
Craig Campbell, Superintendent
Richard Spafford, P.E.
Karl N. McConnell, General Counsel
Brandy Eisenmann
Carol Feriozzi
Patricia Croce, Stenographer

The President called the meeting to order at 4:00 PM
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED:

Well Maintenance Program – Public Hearing

President Scavuzzo turned the meeting over to Mr. McConnell to conduct the scheduled public hearing. Refer to the Well Maintenance Hearing transcript for complete minutes.

Water Fountain Dedications & Merchantville Historical Society – Public Presentation

Employee Sean Fitzgerald informed the Commissioners that Merchantville's Historical Society would like to dedicate an entire month to MPWC history and he requested permission to speak on MPWC's behalf and to provide MPWC historical pictures for the presentation. The presentation will be held at the Merchantville Community Center on March 22, at 8:00pm. The Commissioners agreed and thanked Mr. Fitzgerald for his participation. Ms. Eisenmann then requested permission to a formal dedication of the donated water fountains on 4/28/17 in coordination with Arbor day. The Commissioners agreed and Ms. Eisenmann stated that she will contact the mayors and committees.

Collingswood Water Utility – Follow-up Discussion

Mr. Brennan informed the Commissioners and staff that the Collingswood Water Utility may be interested in seeking services and assistance from the MPWC. He then requested to proceed with setting up a meeting with Collingswood and MPWC Staff to which it was agreed.

Shared Service Agreement – Township Vehicle Maintenance – Renewal

Mr. Saraceni stated that the Shared Service Agreement for Vehicle Maintenance is up for renewal. Karl McConnell indicated that he would also recommend amending the "Indemnification" clause that the new rate once approved and provided to him would be inserted.

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Mr. George Piperno
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Mr. G. Burton German
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Mr. Ronald Johnson
Ass't Secretary/Treasurer

Shared Services Agreement – Street Opening

Mr. Saraceni reported that he met with Director of Pennsauken Public Works, his Deputy, Mr. Ferriozzi, MPWC Engineer Rich Spafford and General Counsel to discuss a Shared Services Agreement for Street Opening with the Pennsauken Department of Public Works. This agreement would cover Pennsauken only, asphalt only and in Township streets only less than 10' by 10'. A discussion ensued and it was agreed that this new information including all rate information and payment details, will be incorporated into a new draft and distributed prior to the April Commission meeting with an intention for a tentative start date of May 1st, 2017.

Approval of the Minutes

Motion to approve the Minutes of the Business Meeting of February 15, 2017 was made by Mr. German, 2nd by Mr. Johnson; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated March 2nd and 9, 2017 except Pennsauken Township was made by Mr. German, 2nd by Mr. Piperno; **a unanimous roll call vote.**

Motion to approve wire transfer for annual appropriation fee for pensions was made by Mr. German, 2nd by Mr. Piperno; **a unanimous roll call vote.**

Motion to approve payment of bill dated March 9, 2017 for Pennsauken was made by Mr. German, 2nd by Mr. Johnson; **a unanimous roll call vote except Mr. Scavuzzo abstained.**

Correspondence

Mr. Campbell stated that he received a letter from the State of NJ stating that the MPWC is not eligible for the NJ Spill Compensation Fund now and he provided their explanation.

Meeting Open to the Public:

Meeting was open to the public. None were present.

Staff Reports:

Chief Operating Officer:

Mr. Saraceni informed the Commission that;

- Steve Muscilli of Cherry Hill Public Works notified him that the Township of Cherry Hill received approval from New Jersey Transit regarding their Kenilworth Avenue Walkway project easement along the easement for our Elevated Tank. Work will begin shortly.
- The Township intends to begin construction on the apartment units along Hampton Road and that a pre-con meeting would be scheduled shortly for all utilities.

Old Business:

Mr. Spafford recommended to the Commissioners that the 2017 Main Replacement bid be awarded to Mount Construction with a low bid of \$616,404.00. Mr. Spafford also stated that a possible change order may be needed in the future due to the significant anticipated concrete replacement.

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Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Mr. Spafford recommended to the Commissioners that the National Tank Water Tank painting bid be awarded to US Tank Painting with a low bid of \$186,900.00.

New Business:

Motion to authorize bid for Valve Insertion Machine was made by Mr. German, 2nd by Mr. Johnson; a **unanimous vote**.

Motion for authorization to offer employment to Joseph Palumbo was made by Mr. German, 2nd by Mr. Johnson a **unanimous vote**.

Motion to approve Mr. Saraceni and Mr. Spafford as signatories on the legal account made by Mr. German, 2nd by Mr. Scavuzzo; a **unanimous roll call vote**.

Commissioners Reports:

Mr. Brennan stated that Merchantville Mayor Brennan donated copies of the original blue prints of the Park Ave Tank.

Mr. Saraceni informed the Commissioners that Mr. German is now the longest running Commissioner in MPWC history. Frank Gail was previously with 40 years and 8 months. Commissioners and Staff then congratulated Mr. German. Mr. German provided background and history on Frank Gail and the inception of the Commission.

Adjournment:

A motion was made by Mr. Brennan and 2nd by Mr. Johnson to adjourn the meeting at 5:30 PM. A **unanimous vote**.

Submitted by,
Carol Feriozzi & Michael Saraceni

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
April 13, 2017**

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

The President called the meeting to order at 4:00 PM
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED:

Well Maintenance Program – Approve Contract and Authorize Service

The transcript of the public hearing with exhibits were provided in advance for the Commissioners and no public comment was received during the open comment period. Permission was requested to approve the USCI Well Maintenance Services contract and to authorize applications to the State Agencies as required by the relevant Act.

Collingswood Water Utility – Follow-up Discussion

Mr. Brennan and staff met with Collingswood Business Administrator Keith Hastings about a possible shared service agreement. Collingswood is concerned with their succession planning status once the current superintendent retires and is also in need of licensing and treatment expertise. Mr. Hastings will contact Mr. Saraceni to pursue further after he confers with the Superintendent and township officials. A discussion ensued during which Mr. Brennan commented on mutually beneficial potential.

Shared Services Agreement – Street Opening

Mr. Brennan asked that the SSA for Street Openings be amended to specifically say that it applies to Pennsauken Township streets only and Mr. Piperno requested a specific start date be included. General Counsel confirmed the language would be amended accordingly.

Financial Disclosure Forms-

Mr. Saraceni stated that the Financial Disclosure forms are due by April 30th, 2017 and instructions were given to the Commissioners. Mr. Saraceni stated he would assist any Commissioner, if needed.

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Elected/Appointed Officials Annual Training

Mr. Saraceni stated that the MSI training is due by May 1st and provides financial credit incentive against annual liability premiums. Again, he offered any assistance necessary.

Approval of the Minutes

Motion to approve the Minutes of the Business Meeting of March 9, 2017 was made by Mr. German, 2nd by Mr. Piperno; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills dated April 13, 2017 was made by Mr. German, 2nd by Mr. Johnson; **a unanimous roll call vote.**

Meeting Open to the Public:

Meeting was open to the public. None were present.

Bid Openings

Valve Insertion Tool- Mr. Spafford informed the Commissioners that the one bid received was from Water Works Supply Company for a cost of \$56,909.34

Bethel Avenue Monopole Site License- Mr. McConnell informed the Commissioners that Crown Castle, the property manager of AT&T, submitted the sole bid of \$40,593.80 with a 3% escalator for each year of the 10-year term. General Counsel recommended award to them subject to agreement language.

A motion was made by Mr. German and 2nd by Mr. Johnson to accept bid the Crown Castle bid subject to suitable agreement language; **a unanimous roll call vote.**

Staff Reports:

Mr. Saraceni informed the Commissioners of Glenn Bierbach's upcoming retirement. A luncheon will be held on 4/26 at 11:30am and Commissioners are welcome.

Mr. Saraceni advised of staff finding 10 meter failures in the last 2 weeks. The Neptune representative who met with staff advised that Neptune would stand behind the Commission to make whole any damages to our customers. That Vendor will assess those meters and report back. Staff will continue to research to identify any possible causal relationships and will report back upon completion.

Mr. Campbell informed the Commissioners that the MPWC was again the winner of the NJAWWA "Best Tasting Water In NJ" Contest for 2017, just as it was in 2015. Mr. Saraceni stated that we are hoping to have an award presentation at a future Commission meeting.

Ms. Eisenmann advised that the Fountain Dedication and Arbor Day presentations for April 28th have been confirmed with the Mayors of both Merchantville and Pennsauken who will attend respectively starting at 9:00am at the Merchantville site and approx. 9:30 at the Pennsauken site. The tree plantings will be in immediate proximity to each of the fountains.

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Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Mr. Spafford informed the Commissioners that staff expects Capital expenses to exceed budget due to unforeseen circumstances, specifically, due to unplanned replacement of blow-offs with Fire Hydrants.

Old Business:

Residency Policy-Update

Mr. Brennan and Mr. Piperno stated that they would like the draft Residency policy update to be amended to remove the reference to the NJ First Act but to provide more specific information regarding the qualifying criteria utilized and generated by that Act. A discussion ensued. Mr. Saraceni will amend accordingly for consideration at the May meeting.

New Business:

Motion to authorize staff to seek bids for vehicle leases was made by Mr. German, 2nd by Mr. Brennan; **a unanimous vote.**

Motion to exercise the purchase option on the specifically listed leased vehicles was made by Mr. German, 2nd by Mr. Brennan; **a unanimous vote.**

Motion to authorize the internet sale on Gov.deals of the 2007 Explorer was made by Mr. German, 2nd by Mr. Johnson; **a unanimous vote.**

Motion to authorize to purchase of Valve Insertion Machine award to sole bidder, Water Works Supply Company was made by Mr. German, 2nd by Mr. Johnson; **a unanimous vote.**

Motion to authorize approval of SSA for Street Openings, with specified amendments, was made by Mr. German, 2nd by Mr. Piperno; **a unanimous vote.**

Motion to approve the Well Maintenance Services contract with USCI, Inc. subject to and conditioned upon the Approval of Required State Agencies made by Mr. German, 2nd by Mr. Johnson; **a unanimous vote.**

Motion to authorize the filing of the Applications to obtain requisite State Agencies approval for the Well Maintenance Services Contract with USCI, Inc. was made by Mr. German, 2nd by Mr. Brennan; **a unanimous vote.**

Motion to authorize approval of the renewal of the SSA for vehicle repairs was made by Mr. German, 2nd by Mr. Johnson; **a unanimous vote.**

Commissioners Reports:

Mr. Johnson wished staff and their families a Happy Easter.

Mr. German reminded the Commissioners that the salary committee would meet next week to discuss hourly salaries and performance reviews with the intention to submit recommendations for the May meeting. He also wished everyone a Happy Easter.



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

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Adjournment:

A motion was made by Mr. Brennan and 2nd by Mr. Piperno to adjourn the meeting at 4:54 PM. A unanimous vote.

Submitted by,
Carol Feriozzi & Michael Saraceni

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
May 11, 2017**

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

The President called the meeting to order at 4:00 PM
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED:

NJAWWA Presentation – Best Tasting Water in New Jersey 2017

Mr. Scavuzzo accepted on behalf of the Commission a plaque from Nicole Wiley and Brian Carr of the NJAWWA for winning the 2017 Best Tasting Water in New Jersey. The President thanked the staff and expressed that the MPWC won this due to the employees he described as “an amazing team of dedicated professionals.”

Governor’s Safety Award – May 3, 2017

Mr. Saraceni informed the Commission that the MPWC received a Governor’s Safety Award from the Governor’s Occupational Safety and Health Awards Program for no lost work time due to work-related injury or illness. The MPWC was the only Water Utility to receive a Citation of Merit.

2017 Water Week Poster Contest Winners – Presentations

The winners of the 2017 Water Week Poster Contest and their families attended the presentation of awards. The participants were from the 5th grade classes of Pennsauken Intermediate School. Ms. Eisenmann welcomed all and presented the winners with their awards. Photographs of the winners were taken with Commissioner Scavuzzo.

Salary Committee – Recommendations

Mr. German stated that each Commissioner was given a report with recommendations and they were asked to review for discussion at the June Meeting. He requested that any questions be directed to either himself or Commissioner Scavuzzo.

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Employee Manual Policies Submitted for Review:

Residency – Revision-Mr. Saraceni stated that the Residency Policy has been revised and resubmitted for Commission approval.

Stand-by and Overtime- Mr. Saraceni explained that the Field Service Technicians are on a Tuesday- Saturday schedule and this change in the Stand by and Overtime policy change was needed for the new schedule

Vacation – Mr. Saraceni stated that the changes made to the Vacation Policy was needed to clarify the policy with regards to achieving vacation benchmarks and for Plant Operators in which the vacation time was converted to hours for tracking purposes.

Authorization to Recruit Replacement

Mr. Saraceni sought authorization to recruit a replacement for a probationary Plant Operator who had resigned.

Summer Help Program – Recruitment Status

Interviews for the Summer Help Program were held and that Staff propose to employ 5 candidates of which 3 participated last year.

New Employees completion of probation:

Robert Cairns and Brenda Pirillo completed their probation and are recommended for permanent employment.

Insurance Service Office – Pennsauken & Merchantville Assessments

The Insurance Service Office (ISO) requested assistance from the MPWC with regards to updated system information and flow test data for Pennsauken and Merchantville. A discussion concluded that this initiative could serve to benefit both municipalities because of the MPWCs' system and service capabilities.

School House Commons – Account Issues Requiring Commission Review

Mr. Saraceni requested guidance in handling an ongoing issue at School House Commons. A discussion ensued at it was suggested that the Engineer look at the construction at School House Commons with regards to the possibility of installing individual meters. Other options were suggested but it was agreed further discussion was to wait until Mr. Spafford completes his review of the property in question.

Pennsauken OEM – Request access/use of Swiftreach

Mr. Campbell stated that the Pennsauken Office of Emergency Management requested access to MPWC's Reverse 911 system Swiftreach for use in emergencies only. The Commission had no issue, with the usual controls and protocols being applied for the authorization.

Approval of the Minutes

Motion to approve the Minutes of the Business Meeting of April 11,2017 was made by Mr. German, 2nd by Mr. Piperno; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills for \$25.00, \$347,476.39 and \$4000.00 except Pennsauken Township was made by Mr. German, 2nd by Mr. Johnson; **a unanimous roll call vote.**

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Payment of Bills

Motion to approve payment of bill dated May 11, 2017 for Pennsauken was made by Mr. German, 2nd by Mr. Piperno; **a unanimous roll call vote except Mr. Scavuzzo abstained.**

Bid Openings

2017 Vehicle Lease-Mr. Spafford expressed that the bid opening was earlier this date and requested additional time to review the results before reporting, as was granted.

Meeting Open to the Public:

Meeting was open to the public at 4:57. Employees Sean Fitzgerald and Rick Lukasiak were present – no comments made.

Staff Reports:

- Mr. Saraceni raised the Merchantville Memorial Day. The Commissioners agreed that the MPWC would participate with Commissioner attendance. Mr. Saraceni will inquire if Pennsauken will be having a ceremony.
- The Commissioners were reminded the June 6th Primary Polling site would be in this Building.
- Mr. Saraceni and Commissioner Brennan informed the Commissioners of a customer complaint forwarded to Mayor Brennan. They provided a synopsis of the complaint and praised staff for the professional way an error on our part on the Woodbine tank perimeter was translated into a happy resident and a good outcome for both our customer and the MPWC.

Mr. Campbell explained decreased water usage has been influenced by increased rainfall. He anticipates that new construction should increase pumpage. A general discussion occurred regarding the reduction in consumption of water.

Mr. McConnell reported that he and Mr. Spafford presented to the Local Finance Board for the Well Maintenance Contract application hearing on 5/10 and received unanimous approval.

Old Business:

Motion for Residency Policy Amendment was made by Mr. German, 2nd by Mr. Piperno; **a unanimous vote.**

New Business:

Motion to authorize the amendments to the Stand by and Overtime policy was made by Mr. German, 2nd by Mr. Johnson; **a unanimous vote.**

Motion to authorize the amendments to the Vacation policy was made by Mr. German, 2nd by Mr. Piperno; **a unanimous vote.**

New Services:

4720 River Road

Motion for authorization for new service at 4720 River Road was made by Mr. German, 2nd by Mr. Piperno; **a unanimous vote.**

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Project Status:

Mr. Johnson said that the Vulnerability Assessment project should be complete by the end of May and could be removed from the table.

Commissioners Reports:

Mr. Brennan thanked Mr. Saraceni and Mr. Campbell for rectifying an issue with a customer on Volan. Ave. He said he is proud of how the situation was handled.

Mr. Piperno informed the Commissioners that he will be unable to attend the July 13th 2017 Commission Re-organization Meeting.

Mr. Scavuzzo thanked staff for the presentations of the Arbor Day trees and water fountain dedications.

Mr. German informed the Commissioners that the 4''' mains located on the master map may have several mistakes and that staff is in process of correcting those while completing a complete review of the water map for accuracy. A discussion ensued and it was determined that the scope of repairs may exceed in-house capabilities.

Adjournment:

A motion was made by Mr. German and 2nd by Mr. Piperno to adjourn the meeting at 5:31 PM. A unanimous vote.

Submitted by,
Carol Feriozzi & Michael Saraceni

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
May 11, 2017**

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

The President called the meeting to order at 4:00 PM
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED:

NJAWWA Presentation – Best Tasting Water in New Jersey 2017

Mr. Scavuzzo accepted on behalf of the Commission a plaque from Nicole Wiley and Brian Carr of the NJAWWA for winning the 2017 Best Tasting Water in New Jersey. The President thanked the staff and expressed that the MPWC won this due to the employees he described as “an amazing team of dedicated professionals.”

Governor’s Safety Award – May 3, 2017

Mr. Saraceni informed the Commission that the MPWC received a Governor’s Safety Award from the Governor’s Occupational Safety and Health Awards Program for no lost work time due to work-related injury or illness. The MPWC was the only Water Utility to receive a Citation of Merit.

2017 Water Week Poster Contest Winners – Presentations

The winners of the 2017 Water Week Poster Contest and their families attended the presentation of awards. The participants were from the 5th grade classes of Pennsauken Intermediate School. Ms. Eisenmann welcomed all and presented the winners with their awards. Photographs of the winners were taken with Commissioner Scavuzzo.

Salary Committee – Recommendations

Mr. German stated that each Commissioner was given a report with recommendations and they were asked to review for discussion at the June Meeting. He requested that any questions be directed to either himself or Commissioner Scavuzzo.

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Employee Manual Policies Submitted for Review:

Residency – Revision-Mr. Saraceni stated that the Residency Policy has been revised and resubmitted for Commission approval.

Stand-by and Overtime- Mr. Saraceni explained that the Field Service Technicians are on a Tuesday- Saturday schedule and this change in the Stand by and Overtime policy change was needed for the new schedule

Vacation – Mr. Saraceni stated that the changes made to the Vacation Policy was needed to clarify the policy with regards to achieving vacation benchmarks and for Plant Operators in which the vacation time was converted to hours for tracking purposes.

Authorization to Recruit Replacement

Mr. Saraceni sought authorization to recruit a replacement for a probationary Plant Operator who had resigned.

Summer Help Program – Recruitment Status

Interviews for the Summer Help Program were held and that Staff propose to employ 5 candidates of which 3 participated last year.

New Employees completion of probation:

Robert Cairns and Brenda Pirillo completed their probation and are recommended for permanent employment.

Insurance Service Office – Pennsauken & Merchantville Assessments

The Insurance Service Office (ISO) requested assistance from the MPWC with regards to updated system information and flow test data for Pennsauken and Merchantville. A discussion concluded that this initiative could serve to benefit both municipalities because of the MPWCs' system and service capabilities.

School House Commons – Account Issues Requiring Commission Review

Mr. Saraceni requested guidance in handling an ongoing issue at School House Commons. A discussion ensued at it was suggested that the Engineer look at the construction at School House Commons with regards to the possibility of installing individual meters. Other options were suggested but it was agreed further discussion was to wait until Mr. Spafford completes his review of the property in question.

Pennsauken OEM – Request access/use of Swiftreach

Mr. Campbell stated that the Pennsauken Office of Emergency Management requested access to MPWC's Reverse 911 system Swiftreach for use in emergencies only. The Commission had no issue, with the usual controls and protocols being applied for the authorization.

Approval of the Minutes

Motion to approve the Minutes of the Business Meeting of April 11,2017 was made by Mr. German, 2nd by Mr. Piperno; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills for \$25.00, \$347,476.39 and \$4000.00 except Pennsauken Township was made by Mr. German, 2nd by Mr. Johnson; **a unanimous roll call vote.**

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Payment of Bills

Motion to approve payment of bill dated May 11, 2017 for Pennsauken was made by Mr. German, 2nd by Mr. Piperno; **a unanimous roll call vote except Mr. Scavuzzo abstained.**

Bid Openings

2017 Vehicle Lease-Mr. Spafford expressed that the bid opening was earlier this date and requested additional time to review the results before reporting, as was granted.

Meeting Open to the Public:

Meeting was open to the public at 4:57. Employees Sean Fitzgerald and Rick Lukasiak were present – no comments made.

Staff Reports:

- Mr. Saraceni raised the Merchantville Memorial Day. The Commissioners agreed that the MPWC would participate with Commissioner attendance. Mr. Saraceni will inquire if Pennsauken will be having a ceremony.
- The Commissioners were reminded the June 6th Primary Polling site would be in this Building.
- Mr. Saraceni and Commissioner Brennan informed the Commissioners of a customer complaint forwarded to Mayor Brennan. They provided a synopsis of the complaint and praised staff for the professional way an error on our part on the Woodbine tank perimeter was translated into a happy resident and a good outcome for both our customer and the MPWC.

Mr. Campbell explained decreased water usage has been influenced by increased rainfall. He anticipates that new construction should increase pumpage. A general discussion occurred regarding the reduction in consumption of water.

Mr. McConnell reported that he and Mr. Spafford presented to the Local Finance Board for the Well Maintenance Contract application hearing on 5/10 and received unanimous approval.

Old Business:

Motion for Residency Policy Amendment was made by Mr. German, 2nd by Mr. Piperno; **a unanimous vote.**

New Business:

Motion to authorize the amendments to the Stand by and Overtime policy was made by Mr. German, 2nd by Mr. Johnson; **a unanimous vote.**

Motion to authorize the amendments to the Vacation policy was made by Mr. German, 2nd by Mr. Piperno; **a unanimous vote.**

New Services:

4720 River Road

Motion for authorization for new service at 4720 River Road was made by Mr. German, 2nd by Mr. Piperno; **a unanimous vote.**

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Project Status:

Mr. Johnson said that the Vulnerability Assessment project should be complete by the end of May and could be removed from the table.

Commissioners Reports:

Mr. Brennan thanked Mr. Saraceni and Mr. Campbell for rectifying an issue with a customer on Volan. Ave. He said he is proud of how the situation was handled.

Mr. Piperno informed the Commissioners that he will be unable to attend the July 13th 2017 Commission Re-organization Meeting.

Mr. Scavuzzo thanked staff for the presentations of the Arbor Day trees and water fountain dedications.

Mr. German informed the Commissioners that the 4''' mains located on the master map may have several mistakes and that staff is in process of correcting those while completing a complete review of the water map for accuracy. A discussion ensued and it was determined that the scope of repairs may exceed in-house capabilities.

Adjournment:

A motion was made by Mr. German and 2nd by Mr. Piperno to adjourn the meeting at 5:31 PM. A unanimous vote.

Submitted by,
Carol Feriozzi & Michael Saraceni

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting
June 8, 2017**

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, COO
Craig Campbell, Superintendent
Richard Spafford, P.E.
Karl N. McConnell, General Counsel
Carol Feriozzi

The President called the meeting to order at 4:00 PM
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ITEMS TO BE DISCUSSED:

AWWA Conference Philadelphia-6/12-14

Mr. Saraceni discussed the AWWA Conference being attended by several employees and Commissioners. Our Award-winning water will be submitted there for the National Taste Test.

Professional Services-2017-2018-RFP Posted

Mr. Saraceni reported that the coming year's RFP's have been advertised and submissions will be opened June 22nd. Results will be reported at the July 13th Commission Meeting.

Recruitment Initiative- Plant Operator's Position

Mr. Saraceni reported that there were 11 candidates for the 1st round of interviews for the Plant Operator Position and 4 for the 2nd round. Mr. Saraceni is requesting authorization to hire the top candidate.

P-Cards-Authorization to Pursue

Mr. Saraceni requested permission to apply for a P-Card for the MPWC.

Vehicle Lease-Bid

Mr. Spafford stated that specs were advertised for the lease of Ford 150's. Acme was the only bidder and they proposed a substitution of Dodge Ram 1500 trucks. Mr. Spafford explained that the price will be comparable to the Ford 150's and that staff is confident and requesting to award the lease of the Dodge Rams.

Schoolhouse Commons

Mr. Saraceni reported that he and Ms. Eisenmann met with Greg Simpson of the management company managing Schoolhouse Commons about the account delinquency. Mr. Simpson on behalf of the tenants/owners agreed to pay \$500 per month.

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Staff estimates this would meet current usage as well as contribute towards the uncollected debt. It was agreed that the Commission will address the accumulated interest at the end of the payment plan, provided they continue to pay the \$500 monthly. Mr. Spafford reported that individual meters were not possible there.

4" Main Investigation

Mr. Spafford reported that staff has updated the CAD map of our entire system and identified all 4" mains. He indicated that based on the locations and project scope, it may require engineering assistance.

Approval of the Minutes

Motion to approve the Minutes of the Business Meeting of May 11, 2017 was made by Mr. German, 2nd by Mr. Piperno; **a unanimous roll call vote.**

Payment of Bills

Motion to approve payment of bills for \$283,575.96 except Pennsauken Township was made by Mr. German, 2nd by Mr. Johnson; **a unanimous roll call vote.**

Motion to approve payment of bill for \$680.00 to Pennsauken was made by Mr. German, 2nd by Mr. Johnson; **a unanimous roll call vote except Mr. Scavuzzo abstained.**

Correspondence- President Scavuzzo to MPWC Employees- Gratitude for NJAWWA Award

Meeting Open to the Public:

Meeting was open to the public at 4:25. None present.

Staff Reports:

- Mr. Saraceni reported that All Around Pennsauken this month was very positive about the MPWC.
- He also stated that he was asked by J. A. Montgomery to conduct a Safety class at the Safety Expo on June 23rd in Middlesex N.J. and September 29th in Camden County. Sean Fitzgerald will be conducting the June 23rd class while he will deliver the module in September.
- Mr. Campbell gave a status update on: cameras, 1,4 dioxane & filter piping removal at Browning Road.
- Mr. McConnell reported the BPU requested an extension until July 10th to approve our application which was approved and communicated in a letter signed by Mr. Saraceni.

Old Business:

Motion to accept payment arrangement by Schoolhouse Commons was made by Mr. German, 2nd by Mr. Brennan; **a unanimous vote.**

Collingswood

Mr. Saraceni reported that there has been no response to his phone calls and emails from Collingswood and that he will reach out again to Keith Hastings. A discussion ensued. Mr. Brennan offered to help, if necessary.

New Business:

Motion to authorize the hiring of a Plant Operator was made by Mr. German, 2nd by Mr. Johnson; **a unanimous vote.**

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Motion to authorize award of vehicle lease bid was made by Mr. German, 2nd by Mr. Brennan; **a unanimous vote.**

Motion to approve salary committee recommendations was made by Mr. Brennan, 2nd by Mr. Johnson; **a unanimous vote.**

Motion for authorization to apply for P-Card was made by Mr. German 2nd by Mr. Piperno; **a unanimous vote.**

New Services:

4720 River Road

Motion for authorization for new service at 400 Rt. 38- 8" domestic and 2" domestic services was made by Mr. German, 2nd by Mr. Brennan; **a unanimous vote.**

Mr. Saraceni informed the Commission that the Township Administrator and project developer contacted him to advise that they are scheduling a groundbreaking ceremony for the Haddon Point project. He further advised that the MPWC has yet to receive an application for water nor any of the project plans for review. Mr. Brennan emphasized that Mr. Saraceni communicate the need for their submissions and seek written verification of the project implementation plans and associated documents. Mr. Saraceni acknowledged.

Project Status:

Mr. Johnson reported that camera installation reported on the Project Status Report has now been completed and can be taken off that report.

Commissioners Reports:

Mr. Piperno informed the Commission that he had an informal discussion about the awaited accounting of capital expenses associated with fuel consumption from the Township of Pennsauken under that shared services agreement. He said that he and Mr. Scavuzzo had questions with the documentation and that what was presented did not constitute an invoice as specified in the agreement. A discussion ensued. Mr. Piperno and Mr. Scavuzzo indicated that they will continue to work with the Township to obtain clarification prior to the Township submitting to the Commission. General Counsel commented and indicated that the Commission may want to provide written verification to clarify the status under the SSA. Commissioners decided to continue with informal discussions now.

Adjournment:

A motion was made by Mr. Brennan and 2nd by Mr. German to adjourn the meeting at 4:47 PM. A unanimous vote.

Submitted by,
Carol Feriozzi & Michael Saraceni



MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

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

Mr. Joseph Scavuzzo
President

Mr. Patrick Brennan
Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

Minutes of the MPWC Monthly Business Meeting July 13, 2017

ATTENDEES

Commissioners:

Mr. Joseph Scavuzzo, President
Mr. Patrick Brennan, Vice President
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 meeting called to order at 4:00 PM.

There was a roll call of Commissioners all but Mr. German were present.

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

REORGANIZATION OF THE MPWC:

Oath of Office

Mr. McConnell administered the Oath of Office to Mr. Joseph Scavuzzo for his reappointment by the Township of Pennsauken.

Nomination/Designation of Officers:

On motion and unanimous vote the Officers are:

President: Joseph Scavuzzo

Vice President: Patrick Brennan

Secretary: George Piperno

Treasurer: G. Burton German

Asst. Secretary/Treasurer: Ronald Johnson

A motion by Mr. Brennan and 2nd by Mr. Piperno to hold the titles above; **a unanimous roll call vote.**

Cash Management Plan

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

**MPWC****MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**6751 Westfield Avenue • Pennsauken, NJ 08110
Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph Scavuzzo
PresidentMr. Patrick Brennan
Vice PresidentMr. George Piperno
SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Ass't Secretary/Treasurer**Designating Depositories**

A Resolution to designate Depositories as designated in the respective Resolution. Motion by Mr. Brennan, 2nd by Mr. Piperno; **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. Motion by Mr. Brennan, 2nd by Mr. Piperno; **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 by Mr. Brennan, 2nd by Mr. Piperno; **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 Courier-Post, Philadelphia Inquirer, The Retrospect, and All Around Pennsauken. Motion by Mr. Brennan, 2nd by Mr. Piperno; **A unanimous roll call vote.**

Designation of the Meeting Dates and Times

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

Appointment of Public Agency Compliance Officer

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

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

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

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

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

Approval of Maximum Thresholds and Agents for Purchasing

A Resolution to approve the maximum state permitted purchasing thresholds and agents for purchasing as designated in the respective Resolution; Motion by Mr. Brennan, 2nd by Mr. Piperno; **A unanimous roll call vote.**

**MPWC****MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**6751 Westfield Avenue • Pennsauken, NJ 08110
Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph Scavuzzo
PresidentMr. Patrick Brennan
Vice PresidentMr. George Piperno
SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Ass't Secretary/Treasurer**Approval and Award of Annual Professional Services Appointments and of Qualified Engineers**

A Resolution to award as Fair and Open, the annual professional appointments designated in the respective Resolution and the Qualification of the Pool of Engineers on Motion by Mr. Brennan, 2nd by Mr. Piperno ; **A unanimous roll call vote.**

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

The following were found to be in the qualified pool of Engineers available for contracting with the Commission:

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

Designation of the 2016 Public Employees Awards Committee

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

ITEMS TO BE DISCUSSED:**Chapel Avenue Main Replacement Project Status Update**

Rich Spafford informed the Commission that staff would be attending a pre-con meeting with all involved parties at 1:00 PM on Friday 7/14/17. Traffic plans need to be finalized and with the delays, the project would likely not be completed by the end of summer. Mr. Spafford will then provide an updated report.

Sprint Lease Amendment for National Highway

The National Highway tank painting project is underway and on schedule.

Water Quality Accountability Act – Preliminary Impact Projections

Rich Spafford provided the Commission with Staff's position on the possible impact to the MPWC should it be signed by July 27th as anticipated. After a discussion, the Commissioners agree to take a wait-and-see approach, as there will likely be modifications to the legislation before it is passed, Staff acknowledged.

**MPWC****MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**6751 Westfield Avenue • Pennsauken, NJ 08110
Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph Scavuzzo
PresidentMr. Patrick Brennan
Vice PresidentMr. George Piperno
SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Ass't Secretary/Treasurer**OPRA Request – Claim Filed**

A Resolution to enter Executive Session at 4:16 PM to discuss matters of litigation and attorney-client privilege with return to Public Session in 7 minutes and release of minutes 6 months after the last date for any appeal to be filed, but not any Attorney-Client material.; Motion by Mr. Brennan, 2nd by Mr. Johnson; **A unanimous roll call vote.** The Commission returned to the public session at 4:29 PM.

Approval of the Minutes

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve the minutes of the Business meeting minutes of June 8, 2017. **A unanimous roll call vote.**

Payment of the Bills

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve payment of the bills dated July 13, 2017, except for that of Pennsauken Township. **A unanimous roll call vote.**

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve payment of a \$210.00 bill for Pennsauken Township, dated July 13, 2017. **A unanimous roll call vote, except Mr. Scavuzzo abstained.**

Correspondence

Joseph Scavuzzo to Commissioners & Staff of the MPWC

Zoe Dillard to Joyce Peirce – Letter of Gratitude for Scholarship

Daniel Ball to Joyce Peirce – Letter of Gratitude for Scholarship

Gene Padalino to Michael A. Saraceni – Scavuzzo Appointment & Resolution

Staff Reports

Mr. Saraceni thanked Mr. Scavuzzo on behalf of staff for the letter he wrote to the Commissioners and MPWC staff following his reappointment.

New Business**Sprint Amendment**

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve the Amendment to the Sprint National Highway tank Antennae Lease that provides a \$10,245.99 credit against antenna payments due to the Commission in November for the next lease year. **A unanimous roll call vote.**

Well Maintenance Contract – Final Approval / Contract Execution

A motion by Mr. Brennan and 2nd by Mr. Johnson for Final Approval and authorization for the C.O.O. to execute the approved contract for the well maintenance program to begin August 1. **A unanimous roll call vote.**

**MPWC****MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**6751 Westfield Avenue • Pennsauken, NJ 08110
Ph: 856.663.0043 • Fx: 856.486.7417 • www.mppwc.comMr. Joseph Scavuzzo
PresidentMr. Patrick Brennan
Vice PresidentMr. George Piperno
SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Ass't Secretary/Treasurer**Commissioners Reports**

Mr. Johnson thanked Mr. Spafford for accompanying Commissioners to the AWWA National conference and educating him on various items there. He found the conference to be very informative and enjoyed attending.

Mr. Piperno and Mr. Scavuzzo reported on the agreed upon amount of \$4,636.62 that the MPWC would be paying to Pennsauken Township under the Fuel Station Shared Service Agreement for the MPWC's share of the capital improvements to the fuel island. Mr. Saraceni will be sending an email to Mr. Kneib confirming the amount to be paid and it will be added to next month's bill list.

Mr. Brennan thanked Mr. Scavuzzo for the comments in his letter to Commissioners and Staff and congratulated him on his reappointment.

Mr. Scavuzzo discussed that he also enjoyed attending the AWWA National conference and discussed his reappointment, indicating that he was very happy and grateful for the opportunity to continue working with the Commissioners and staff of the MPWC.

Adjournment

A motion by Mr. Brennan and 2nd by Mr. Johnson to adjourn at 4:47 PM. **A unanimous roll call vote.**

**MPWC****MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**6751 Westfield Avenue • Pennsauken, NJ 08110
Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph Scavuzzo
PresidentMr. Patrick Brennan
Vice PresidentMr. George Piperno
SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Ass't Secretary/Treasurer**Minutes of the MPWC Monthly Business Meeting
August 10, 2017****ATTENDEES****Commissioners:**

Mr. Joseph Scavuzzo, President
Mr. Patrick Brennan, Vice President
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
Carol Feriozzi Administrative Assistant

The meeting called to order at 4:00 PM.

There was a roll call of Commissioners all but Mr. German were present.

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

ITEMS TO BE DISCUSSED:**2016 Audit- Draft Report**

Mr. Saraceni stated that an Exit Audit Conference was held on August 4, 2017 with Mr. Scavuzzo and Mr. Brennan, in attendance. Commissioners were each given a copy of the draft audit and were asked to examine it in the upcoming month. Questions or concerns should be addressed with Mr. Brennan. Mr. Brennan expressed that both Merchantville and Pennsauken were asked about extra funding being allocated towards OPEB/Pension liabilities, which neither of them were, consistent with the MPWC's position.

Chapel Avenue- Project Status and Update

Mr. Spafford reported that while milling the tie in at Evergreen and Hampton it lead to the discovery of concrete under the shoulder of the road. A storm drain was also discovered that ran the length of the trench. It was never marked due to Camden County being unaware of it. A meeting was held with Camden County and it was agreed that shared service agreement would be written between the MPWC and Camden County to partner with resolving the challenges to be mutually beneficial. Mr. McConnell stated that a change order would be needed for this and Mr. Spafford expressed that in the final analysis, the MPWC would be saving money over the total project costs.

LFB/DLGS Approval for MPWC Engineer- named as contract administrator

New Business

Approval of the Minutes

A motion by Mr. Piperno and 2nd by Mr. Johnson to approve the Minutes of the Business Meeting of July 13, 2017. **A unanimous roll call vote.**

**MPWC****MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**6751 Westfield Avenue • Pennsauken, NJ 08110
Ph: 856.663.0043 • Fx: 856.486.7417 • www.mppwc.comMr. Joseph Scavuzzo
PresidentMr. Patrick Brennan
Vice PresidentMr. George Piperno
SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Ass't Secretary/Treasurer**Approval of the Executive Session**

A motion by Mr. Piperno and 2nd by Mr. Johnson to approve the Minutes of the Executive Meeting of July 13, 2017. **A unanimous roll call vote.**

Payment of the Bills

A motion by Mr. Brennan and 2nd by Mr. Piperno to approve payment of the bills in amount of \$582,644.63 dated August 10, 2017, except for that of Pennsauken Township. **A unanimous roll call vote.**

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve payment to the township of Pennsauken, dated August 10, 2017 in the amount of \$97,298.88. **A unanimous roll call vote, except Mr. Scavuzzo abstained.**

Correspondence

DCA/LFB to Michael Saraceni- LFB Actions/Approval of USCI Contract

Staff Reports:**Chief Operating Officer**

Mr. Saraceni reported that Summer Help Program will be ending on August 25 and he would like to retain 1 of the summer help to finish a few outstanding projects. He also reported that Field Personnel as well as any other interested employees will be receiving CPR and AED recertification during the month.

Engineer

Mr. Spafford reported the National Highway tank painting was completed. He also said that the Pilot for the advanced oxidation process(AOP) was proving successful at Marion Ave. The design and concept would take approximately 1 year and cost approximately \$500,000 initially and \$100,000 per year to run. Mr. Brennan indicated that as there may be additional treatment technologies required by the NJDEP that it would be prudent to remain prepared but refrain moving forward with design steps until more information from the State becomes available. It was agreed.

General Counsel

Mr. McConnell received an Order form the local Finance Board requiring the MPWC to appoint a contract administrator who will file quarterly reports to USCI. Mr. McConnell requested by resolution that the administrator would be Rich Spafford.

Mr. McConnell requested to amend the March 2017 Business Meeting Minutes which did not reflect that the Commission approved the award of contracts for the National Highway tank painting and the Chapel Ave main replacement project bids.

A motion by Mr. Brennan and 2nd by Mr. Piperno to approve amending the Business Meeting Minutes of March 2017. **A unanimous roll call vote.**

Mr. Piperno inquired why the Township of Pennsauken is not granted the host community benefit for the Pennsauken Country Club, as a part of the municipality, with regards to the water allowance.

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Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph Scavuzzo
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TreasurerMr. Ronald Johnson
Ass't Secretary/Treasurer

A discussion ensued and it was agreed that the MPWC would include the township-owned Pennsauken Country Club in the water allowance benefit. This would include domestic water accounts, the fire service and meter charges. However, the PCC will remain obligated to the irrigation fee for usage only under the re-use program. Mr. Spafford agreed to adjust the account billing accordingly.

A motion by Mr. Piperno and 2nd by Mr. Johnson for Pennsauken Country Club host relief from water charges with the exception of irrigation fees. **A unanimous roll call vote, except Mr. Scavuzzo abstained.**

Mr. Scavuzzo stated that the Shared Service Agreement with the Department of Public Works was incorrect and needed to be amended. The agreement mistakenly displayed the rate as a per hour, as opposed to per square foot as was originally agreed to by the parties. Staff was directed to replace the incorrect page of the agreement with the corrected page.

Old Business:

A motion by Mr. Brennan and 2nd by Mr. Piperno to amend the March 2017 Business Meeting Minutes to reflect the actions taken to award contracts to U.S. Tank for National Highway and to Mount Construction for the Chapel Avenue project that were inadvertently excluded in the final draft.

New Business:

A motion by Mr. Brennan and 2nd by Mr. Johnson for LFB/DLGS approval Rich Spafford as contract administrator - **a unanimous roll call vote.**

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve agreed-upon adjustments to the host community benefit to Pennsauken Township - **a unanimous roll call vote, Mr. Scavuzzo abstained.**

Project Status Table:

Mr. Brennan stated that we need to be cognizant of monitoring security especially Cyber security. The C.O.O. indicated that staff would re-visit the NJSP Vulnerability Assessment report with regards to cyber-security as compared to the recently approved Water Quality Accountability Act requirements.

Commissioners Reports:

Mr. Johnson commended Mr. Scavuzzo and Mr. Piperno on their work with Pennsauken Township.

Adjournment

A motion by Mr. Brennan and 2nd by Mr. Piperno to adjourn at 4:44 PM. **A unanimous roll call vote.**

**MPWC**

MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

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Mr. Joseph Scavuzzo
PresidentMr. Patrick Brennan
Vice PresidentMr. George Piperno
SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Asst. Secretary/Treasurer**Minutes of the MPWC Monthly Business Meeting
September 14, 2017****ATTENDEES****Commissioners:**

Mr. Joseph Scavuzzo, President
Mr. Patrick Brennan, Vice President
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
Carol Feriozzi Administrative Assistant

The meeting called to order at 4:00 PM.

There was a roll call of Commissioners all but Mr. German were present.

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

ITEMS TO BE DISCUSSED:**2016 Audit- Approval**

Mr. Brennan stated that a few questions were raised by Mr. Johnson regarding the 2016 Audit. Mr. Brennan then responded to each question.

2018 Budget Drafts.

Mr. Saraceni stated that Mr. German had consulted with the Director of Finance, the Engineer and the C.O.O. when drafting the Budget. A discussion ensued and concluded with the proposal including a 2% rate increase.

Chapel Ave.-Project Status and Update- Change Order Needed

Mr. Spafford informed the Commissioners of the status of the Chapel Ave project. He sought approval for a change order in the amount of \$95,136.00 as a result of necessary adjustments identified to complete the project.

Connection Fee and Rate Hearing (If Necessary)- October Meeting

The Connection Fee and Rate Hearing will be held on October 12, 2017. The MPWC Auditor and stenographer have been notified. Notifications will be made to ensure timely publication of notice.

Water Meter Program 2017-2018 Expenses

Mr. Spafford sought approval for additional funding through a line item transfer within the 2017 Capital budget for the Water Meter Replacement Project. The request was made to maintain the current pace/schedule of installations. A discussion ensued. It was decided by the Commissioners to approve the request.

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Mr. Joseph Scavuzzo
PresidentMr. Patrick Brennan
Vice PresidentMr. George Piperno
SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Asst. Secretary/Treasurer**Employee Resignation-Replacement Recruitment**

Mr. Saraceni sought authorization to replace Radee Abdullah with a Field Service Technician position.

River Road Acquisition

Mr. Piperno gave background information to the River Road property. It is a 100' x 100' parcel of land on River road and Cove Road. He stated that the MPWC could use for future needs. The Commissioners directed Mr. Saraceni to obtain an appraisal on the parcel in question and to bring findings to the next Commission Meeting.

Approval of the Minutes

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve the Minutes of the Business Meeting of August 10, 2017. **A unanimous roll call vote.**

Payment of the Bills

A motion by Mr. Brennan and 2nd by Mr. Piperno to approve payment of the bills in amount of \$550,866.35 dated August 10, 2017, except for that of Pennsauken Township. **A unanimous roll call vote.**

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve payment to the township of Pennsauken, dated September 14, 2017 in the amount of \$10,322.84. **A unanimous roll call vote, except Mr. Scavuzzo abstained.**

A motion by Mr. Brennan and 2nd by Mr. Piperno to approve payment for Wire Transfer-Peachtree, dated September 14, 2017 in the amount of \$3,279.00. **A unanimous roll call vote.**

Correspondence

Alex Shubert- ISO to Edward Brennan-Merchantville Rating Improvement

Staff Reports:**Chief Operating Officer**

Mr. Saraceni gave a brief status update on Mr. German,

Old Business:

A motion by Mr. Brennan and 2nd by Mr. Piperno to approve the 2016 Audit. **All present voted in the Affirmative, except Mr. Johnson abstained.**

New Business:

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve the Chapel Ave. Change Order in the amount of \$95,136.00. **All present voted in the Affirmative**

A motion by Mr. Brennan and 2nd by Mr. Piperno to approve line item transfers for Meter Replacement Expenditures. **All present voted in the Affirmative.**

**MPWC**

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A motion by Mr. Brennan and 2nd by Mr. Piperno to approve authorization to recruit for the open position. **All present voted in the Affirmative**

A motion by Mr. Brennan and 2nd by Mr. Piperno to approve the Amended Budget. **All present voted in the Affirmative**

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve New Service at 639 Highland Ave. **All present voted in the Affirmative**

Commissioners Reports:

Mr. Brennan gave a brief status report on Mr. German.

Mr. Scavuzzo commended employee Radee Abdullah who recently left the MPWC. It was said that he was a good employee and that he alone did 70-80% of the meter replacements since that program had started. It was also mentioned that he received much praise from customers. He will be missed by all.

Adjournment

A motion by Mr. Brennan and 2nd by Mr. Johnson to adjourn at 4:55 PM. **A unanimous voice vote of those present.**

Submitted By:

Carol Feriozzi & Michael Saraceni

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Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph Scavuzzo
PresidentMr. Patrick Brennan
Vice PresidentMr. George Piperno
SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Ass't Secretary/Treasurer**Minutes of the MPWC Monthly Business Meeting
October 12, 2017****ATTENDEES****Commissioners:**Mr. Joseph Scavuzzo, President
Mr. Patrick Brennan, Vice President
Mr. Ronald Johnson, Asst. Secretary/Treasurer**Other Attendees:**Michael A. Saraceni, C.O.O.
Craig Campbell, Superintendent
Richard Spafford, P.E., Director of Engineering
Brandy Eisenmann Director of Customer Service
Karl N. McConnell, General Counsel
Carol Feriozzi, Administrative Assistant
James Miles, CPA
Pat Croce, Court Stenographer

The meeting called to order at 4:00 PM.

There was a roll call of Commissioners all but Mr. German and Mr. Piperno were present.

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

ITEMS TO BE DISCUSSED:**Connection Fee & Water Rate Hearing**

Mr. Saraceni turned the meeting over to Mr. McConnell to conduct the scheduled hearings. Please refer to Hearing transcript for complete minutes.

2018 Budget Adoption

New Business

Personnel Recruitment-Recommendations

Mr. Saraceni stated that staff interviewed 17 applicants for a replacement for Radee Abdullah's position. Several were qualified for the Field Service Technician position and Mr. Saraceni proposed to hire 2 applicants since another FST was budgeted to be hired in early 2018. He therefore requested to offer employment to two Field Service Technicians from the applicants deemed best by the staff.

Accumulated Absence Reimbursement- DCA proposed regulation change.

Mr. Saraceni informed the Commissioners that NJ DCA has proposed new regulations regarding the calculation of value of accumulated time and effecting how it is used. Comments are being received until 10/20/2017 and he anticipates that this will require some modification of MPWC policies which will be proposed as appropriate.

River Road Acquisition

Tabled until November meeting

**MPWC****MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**6751 Westfield Avenue • Pennsauken, NJ 08110
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SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Ass't Secretary/Treasurer**Merchantville Borough -Condemnations**

General Counsel has presented the Merchantville Solicitor's request that the claims and liens of the MPWC to 29 Volan St. and 309 Plymouth Place be forgiven by the MPWC as a host community benefit as these properties which were condemned by the Borough have no value as the cost to rehabilitate exceeds their assessed value.

Superior Court -Electronic Filing- Judiciary Account Charge System (JACS)

The Camden County Superior Court has instituted mandatory electronic only filing of court documents. This requires that an account be established with the Court and maintained at \$500.00. The bill list includes the required initial deposit of \$500.00 and will need to be maintained at that level. General Counsel suggested that we use the existing Legal Account to fund the JACS account. The Commissioners agreed.

Approval of the Minutes

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve the Minutes of the Business Meeting of September 14, 2017. **A unanimous roll call vote.**

Payment of the Bills

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve payment of the bills in amount of \$745,148.99 dated October 12, 2017, except for that of Pennsauken Township. **A unanimous roll call vote.**

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve payment to the township of Pennsauken, dated October 12, 2017 in the amount of \$530.44 and a bill paid to the DMV in the amount of \$510.00. **A unanimous roll call vote, except Mr. Scavuzzo abstained.**

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve the payment from the Legal Fund of the \$50.00 fee for the motion filed. **A unanimous roll call vote.**

Staff Reports:**Chief Operating Officer**

Mr. Saraceni informed the Commissioners that Conner Strong will present in the Westfield Office on 11/2 to the employees regarding the 2018 medical benefits plans available to them. Commissioners are welcome to attend. Mr. Saraceni informed the Commissioners of the birth of employee Sean Fitzgerald's daughter, Lucy Eleanor.

Engineer

Mr. Spafford informed the Commissioners that the stockpiled soil removed from Chapel Ave has tested positive for metals and oils which will require hazardous waste disposal. Mr. Spafford is soliciting quotations from appropriate contractors for the removal and disposal.

New Business:

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve the 2018 Budget Adoption. **All present voted in the Affirmative**

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SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Ass't Secretary/Treasurer

A motion by Mr. Brennan and 2nd by Mr. Johnson to forgive the Borough the debts for 29 Volan Street and 309 Plymouth Place in support of the Merchantville Condemnation/Rehabilitation actions on these properties. **All present voted in the Affirmative**

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve the amended staff proposal for new Connection fees and new Water Rates & Fees as listed in Exhibit 6 to the Hearing effective January 1, 2018. **All present voted in the Affirmative**

New Services

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve staff all new services. **All present voted in the Affirmative**

Commissioners Reports:

Mr. Scavuzzo inquired when the Park Ave. gate will be repaired and was told it is scheduled for 10/16.

Adjournment

A motion by Mr. Brennan and 2nd by Mr. Johnson to adjourn at 4:47 PM. **A unanimous voice vote of those present.**

Submitted By:

Carol Feriozzi & Michael Saraceni

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Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph Scavuzzo
PresidentMr. Patrick Brennan
Vice PresidentMr. George Piperno
SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Ass't Secretary/Treasurer**Minutes of the MPWC Monthly Business Meeting
November 9, 2017****ATTENDEES****Commissioners:**Mr. Joseph C. Scavuzzo, President
Mr. Patrick Brennan, Vice President
G. Burton German, Treasurer
Mr. George Piperno
Mr. Ronald S. Johnson**Other Attendees:**Michael A. Saraceni, C.O.O.
Craig Campbell, Superintendent
Brandy Eisenmann, Dir. of Customer Service
Karl N. McConnell, General Counsel
Carol Feriozzi, Administrative Assistant
Angela Waldron, Administrative Services Supvr.
Scott Davenport, Sr. Vice President of Conner
Strong & Buckelew

The meeting called to order at 4:00 PM.

There was a roll call of Commissioners all were present.

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

The following items were discussed:

Borough Main Re-lining Pilot- Authorization

Mr. Saraceni requests to perform a main re-lining for a section of main running from Plymouth to Glenwood. A discussion ensued and Mr. Brennan asked staff to research if the cooler weather/freezing would affect the re-lining.

NJDEP Regulations-PFOA and PFNA Regulations

Mr. Campbell stated that the NJ Drinking Water Quality Institute (advisory board for NJDEP) has recommended regulating at lower levels both PFOA and PFNA. The state administration has accepted this recommendation and will implement. Both PFOA and PFNA will now have a regulated MCL (maximum contaminant level). A timeline for implementation has not been released by NJDEP yet. GAC has greater than 90% success with removal and is currently only at the Marion Ave. plant. Additionally, 1,4 dioxane and 1,2,3 TCP are still under review.

Salary Committee-Proposal to Commission

Mr. German stated that the Salary Committee met with Management for recommendations for salaried employees. Each Commissioner was given a copy of the proposal and was asked to review them for the December Meeting. Mr. German stated that he was recommending a 2% increase for all salaried personnel. Commissioners were asked to refer questions to either Mr. German or Mr. Scavuzzo. Commissioners requested a copy of last year's salary increases.

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Vice PresidentMr. George Piperno
SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Ass't Secretary/Treasurer**Conner-Strong Benefits Presentation**

Mr. Saraceni turned the meeting over to Mr. Scott Davenport of Conner Strong & Buckelew who introduced the concept of a revised employee medical benefit plan. The Commissioners were provided an analysis of the reduced costs that could be achieved by all parties. The Commissioners expressed a desire to attempt to structure such a plan to ensure that no beneficiary would be expected to contribute more than they do now. Staff was directed to conduct the necessary assessments and evaluation and report back to the Commission.

Approval of the Minutes

A motion by Mr. German and 2nd by Mr. Johnson to approve the Minutes of the Business Meeting of October 12, 2017. **A unanimous roll call vote.**

Payment of the Bills

A motion by Mr. German and 2nd by Mr. Piperno to approve payment of the bills in amount \$386,138.04 dated 11/9/2017 and the PWT Tax Revision \$3,494.16, except for that of Pennsauken Township dated 10/13/2017. **A unanimous roll call vote.**

A motion by Mr. German and 2nd by Mr. Johnson to approve payment to the Township of Pennsauken, dated November 9, 2017 in the amount of \$98,754.74. **A unanimous roll call vote, except Mr. Scavuzzo abstained.**

Correspondence

Chelyn Frisbey to Joyce Peirce-Pennsauken High School-Scholarship Request

Staff Reports:**Chief Operating Officer**

Mr. Saraceni informed the Commissioners that the MPWC will be participating in both the Pennsauken and Merchantville holiday parades.

New Business:

A motion by Mr. German and 2nd by Mr. Johnson to approve the 2018 Holiday schedule. **All voted in the Affirmative.**

A motion by Mr. German and 2nd by Mr. Johnson to authorize the main relining pilot installation in the Borough (Plymouth to Glenwood). **All voted in the Affirmative**

A motion by Mr. German and 2nd by Mr. Piperno to approve Pennsauken scholarships. **All voted in the Affirmative**

A motion by Mr. German and 2nd by Mr. Johnson to approve authorization to issue a Proprietary Bid in accordance with the report and recommendations of the Engineer as specified. **All voted in the Affirmative.**

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Vice President

Mr. George Piperno
Secretary

Mr. G. Burton German
Treasurer

Mr. Ronald Johnson
Ass't Secretary/Treasurer

New Services

A motion by Mr. German and 2nd by Mr. Piperno to approve new services at 7582 Romeo Road. **All present voted in the Affirmative**

Project Status

Mr. Brennan raised the question regarding the completion of the radio meters replacement program seeking clarification on where the additional funding was coming from. A discussion ensued and Staff was directed to report back to the Commission with regards to the Capital budget status.

Commissioners Reports:

Mr. German thanked staff and Commissioners for the cards and well-wishes.

Mr. Brennan stated that it was nice to have Mr. German back as did Mr. Piperno

Mr. Scavuzzo questioned when the Park Ave. gate would be repaired. Mr. Saraceni responded that we are waiting on the delivery of it now, and that we received the insurance check. He further indicated that payment would be withheld until the work was completed to our satisfaction.

Adjournment

A motion by Mr. Brennan and 2nd by Mr. Johnson to adjourn at 5:13 PM. **A unanimous voice vote of those present.**

Submitted By:

Carol Feriozzi & Michael Saraceni

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Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph Scavuzzo
PresidentMr. Patrick Brennan
Vice PresidentMr. George Piperno
SecretaryMr. G. Burton German
TreasurerMr. Ronald Johnson
Ass't Secretary/ Treasurer**Minutes of the MPWC Monthly Business Meeting
December 14, 2017****ATTENDEES****Commissioners:**Mr. Joseph Scavuzzo, President
Mr. Patrick Brennan, Vice President
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., Director of Engineering
Karl N. McConnell, General Counsel
Brandy Eisenmann, Customer Service Director
Joyce Peirce, Director of Finance
Angela Waldron, Administrative Services Supvr.
Carol Feriozzi, Administrative Assistant

The President called the meeting to order at 9:00 AM.
There was a roll call of Commissioners all but Mr. German were present.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

The following items were discussed:

Uncollectible Debt-Status Report-Recommendations for Removal

Ms. Joyce Peirce presented recommendations to remove excess interest on long inactive accounts known to be effectively "bad debt". The interest accrued has been capped by the Commission at \$500.00. Next year Ms. Peirce and Ms. Eisenmann will seek to identify and bring to the Commissioners recommendations for capping interest on certain active accounts and vacant lots monthly.

NJUA JIF Renewal participation

Mr. Saraceni requested that Commissioners adopt a Resolution to renew the MPWC's participation in the JIF which has paid dividends back to the MPWC this year.

Approval of the Minutes

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve the Minutes of the Business Meeting of November 9, 2017. **All voted in the affirmative in a roll call vote.**

Payment of the Bills

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve payment of the bills in the amount \$363,241.39 dated 12/14/2017 and the Waytek bill for \$4,153.00. **All voted in the affirmative in a roll call vote.**

Correspondence

Richard Spafford to Patricia McNamara-MPWC/Utility Service well maintenance contract-4th quarter report.

Bid Openings

Annual Contracts-December 12, 2017

Staff Reports:**Chief Operating Officer**

Mr. Saraceni thanked the Commissioners for the Employee Breakfast. He then informed the Commissioners of the ongoing OSHA compliant Emergency Evacuation Plans as they would apply to monthly Commission Meetings open to the public. A discussion ensued and staff was asked to investigate further and report back.

General Counsel

General Counsel reported that the Office of the State Comptroller informed us that it has completed its review of the USCI well maintenance contract and has closed its file.

Old Business**Capital Budget-Questions raised regarding Meter Replacement Program expenditures.**

Mr. Scavuzzo said that the Budget YTD report was given to each Commissioner along with the YTD status of the Capital budget, clarifying actions taken throughout the year.

Water Main Relining

Mr. Spafford informed the Commissioners that he expected the relining from Kenilworth to Plymouth Aves should commence in 2-4 weeks. He also stated that cold weather should not preclude the project proceeding.

Police Procedures- During Flushing

The C.O.O. provided clarification as to the use of Police Services during flushing and other routine operations in response to questions raised at the November meeting.

Proposal to modify Medical Benefits Plan

Mr. Saraceni advised there is ongoing research on a high deductible plan that will be provided in January. Commissioners reiterated their comments from last month that they want a proposal without adverse impact employees or retirees. Conner-Strong representative Scott Davenport is including retiree impact along with our ongoing research and analysis.

New Business:

A motion by Mr. Brennan and 2nd by Mr. Johnson to adopt the 2018 Budget Adoption. **All present voted in the Affirmative.**

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve the annual contracts – 1801-1813, excluding 1805, 1808 and 1810. **All present voted in the Affirmative**

A motion by Mr. Brennan and 2nd by Mr. Johnson to authorize the “write-off” the excess interest on the designated long inactive accounts of \$714.59 designated as “bad debts”. **All present voted in the Affirmative.**

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve amended recommendations of the Salary Committee. **All present voted in the Affirmative.**

A motion by Mr. Brennan and 2nd by Mr. Piperno to approve the JIF renewal. **All voted in the Affirmative.**

New Services

A motion by Mr. Brennan and 2nd by Mr. Johnson to approve (3) new services which include Costco at Garden State Park, 702 King Ave., and Stonegate II-6306 Browning Road. **All present voted in the Affirmative**

Commissioners Reports:

Mr. Johnson wished Commissioners and Staff Merry Christmas and a Happy New Year of good health and prosperity.

Mr. Piperno also wished everyone a Merry Christmas and Happy New Year and thanked all Staff for their continued support.

Mr. Brennan thanked Staff for their efforts and observed that the MPWC has come a long way and is an extraordinary place because of the talent here emphasizing the achievement of licensing by so many employees. He offered on behalf of Mr. German and himself, a Merry Christmas and Happy New Year.

Mr. Scavuzzo indicated that there would be no need for an executive session and wished everyone a happy and safe holiday season.

Adjournment

A motion by Mr. Piperno and 2nd by Mr. Johnson to adjourn at 10:06 AM. **A unanimous voice vote of those present.**

Submitted By:

Carol Feriozzi & Michael Saraceni