

**MPWC****MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**

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

Mr. Joseph C. Scavuzzo
President

Mr. George R. Piperno
Vice-President

Mr. Ronald S. Johnson
Secretary

Mr. Patrick Brennan
Treasurer

Mr. Edward F. Brennan
Ass't Secretary/ Treasurer

**Minutes of the MPWC Monthly Business Meeting
July 9, 2020**

ATTENDEES

Commissioners:

Mr. Joseph C. Scavuzzo, President
Mr. George R. Piperno, Vice President
Mr. Patrick Brennan, Treasurer
Mr. Ronald S. Johnson, Secretary
Mr. Edward Brennan, Asst. Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, C.O.O.
Richard Spafford, P.E., Director of Engineering
Karl N. McConnell, General Counsel
Brandy Eisenmann, Customer Service Director
Carol Feriozzi, Personnel Administrator

The President called the meeting to order at 4:00 PM by way of Zoom video conference. There was a roll call of Commissioners; All participants choosing to identify themselves were noted on record. Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

ANNUAL STATUTORY REORGANIZATION OF THE MPWC:

Pennsauken Twp. Committee has not made a new appointment and therefore Commissioner Johnson's term continues.

Nomination/Designation of Officers:

On motion by Mr. Pat Brennan and 2nd by Mr. Johnson with a unanimous vote, the Officers are::

President: Joseph C. Scavuzzo

Vice President: George R. Piperno

Treasurer: Patrick Brennan

Secretary: Ronald S. Johnson

Asst. Secretary & Asst. Treasurer: Edward F. Brennan

Cash Management Plan

A Motion by Mr. P. Brennan for Resolution to approve the new MPWC Cash Management Plan was 2nd by Mr. Piperno; **A unanimous roll call vote.**

Designating Bank Signatories

A Resolution to designate the signatories for the Operating, Payroll and Legal Accounts on Motion by Mr. P Brennan, 2nd by Mr. Piperno; **A unanimous roll call vote.**

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Vice-PresidentMr. Ronald S. Johnson
SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Designating Depositories**

A Resolution to designate Depositories of Funds for MPWC to PNC; Bank of America; TD Bank; ; First Colonial Community Bank; Haddon Savings Bank; Santander Bank; Wells Fargo Bank, N.A.; Republic First Bank; South Jersey Federal Credit Union; New Jersey Cash Management, and any other GUDPA participating Bank/Financial institutions deemed necessary by the Treasurer and approved by the Commission during the year. Motion by Mr. Pat Brennan, 2nd by Mr. Piperno; **A unanimous roll call vote.**

Designation of the Petty Cash Fund

A Resolution authorizing the Petty Cash Fund of \$500.00 managed by the Finance Director and/or the C.O.O. Motion by Mr. Pat Brennan, 2nd by Mr. Piperno; **A unanimous roll call vote.**

Designation of the FSA/HRA Account and Signatories

A Resolution to designate signatories for the Flexible Spending and HRA accounts. Motion by Mr. Pat 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 the Courier-Post, The Retrospect and the websites of Pennsauken Township, Merchantville Borough, Merchantville Community web sites and Merchantville-Pennsauken Water Commission web site, and OPMA advance notice designees. Motion by Mr. Pat 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 2020-2021 Commission year and in a virtual format. Motion by Mr. Pat Brennan, 2nd by Mr. Piperno; **A unanimous roll call vote.**

Appointment of Public Agency Compliance Officer

A Resolution to appoint the C.O.O. as the Public Agency Compliance Officer. Motion by Mr. Pat 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. or the Engineer to make applications to the NJDEP and EPA. Motion by Mr. Pat Brennan, 2nd by Mr. Piperno; **A unanimous roll call vote.**

Authorization of Purchases Under the State Contract and Approved Co-Ops

A Resolution to authorize staff to make purchases utilizing state contracts and co-ops approved by the Commission. Motion by Mr. Pat Brennan, 2nd by Mr. Piperno; **A unanimous roll call vote.**

Approval of Maximum Bid Thresholds and Agents for Purchasing

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

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TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Approval and Award of Annual Professional Services Appointments (A)**

A Resolution to award contracts as Fair and Open, the annual professional appointments. Motion by Mr. Pat Brennan 2nd by Mr. Johnson. **A unanimous roll call vote.**

- Auditor: Bowman & Company LLC
- Accounting Services (Consultant): Your Part Time Controller
- Insurance Broker of Record: Connor, Strong & Buckelew
- Broker of Record for Employee Benefits: Connor, Strong & Buckelew

A Resolution to award as Fair and Open, the annual professional appointments. Motion by Mr. Pat Brennan 2nd by Mr. Piperno. **A unanimous roll call vote.**

- Information Technology Consultant: All Covered

Approval of Pool of Qualified Engineers For Professional Appointments (B)

A Resolution to Approve as Qualified these responding Engineers as recommended by staff evaluators. Motion by Mr. Pat Brennan 2nd by Mr. Johnson; **Affirmative roll call vote, except Mr. Ted Brennan abstained.**

- Remington & Vernick, CES, T&M, CME and PS&S.

Approval Of Pool of Qualified Bond Counsel for Professional Appointments from whom may be made professional contract awards. Motion by Mr. Pat Brennan 2nd by Mr. Ted Brennan. **A unanimous roll call vote.**

- Commission Bond Counsel: Parker McCay and Dilworth-Paxson

Designation of the 2020-2021 Public Employees Awards Committee

A Resolution to reappoint the current sitting members of the committee for the 2020/2021 Commission year as set forth in the formal Resolution. Motion by Mr. Pat Brennan, 2nd by Mr. Piperno; **A unanimous roll call vote.**

ITEMS TO BE DISCUSSED:**Customer Service – Leak Adjustment Regulations (see attached)**

Mr. Saraceni advised Commissioners that the Commission package contained a draft regulation for leak adjustments which he and Mrs. Eisenmann collaborated on as a result of last month's discussion regarding leak adjustments. The Commissioners wanted additional time to evaluate the regulation which was tabled until the August or September meeting. Mr. Ted Brennan requested a word copy be sent to him to which the C.O.O. confirmed.

Neptune Software – further discussion

Mr. Spafford inquired of Neptune regarding their cybersecurity in their new proposed software and they confirmed it is double encrypted and meets military protocols. A discussion ensued and it was decided that staff was authorized to purchase the Neptune software to initiate the next step of technology for meter reading.

T-Mobile Lease Renewal – Park Avenue

Mr. McConnell was contacted by T-Mobile seeking an early renewal for their antennae lease which expires in 2022. Mr. McConnell requested permission to negotiate terms and to then go out to bid early for the renewal of that lease to which the Commissioners agreed.

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Westfield Avenue – Polling Site

Mr. Saraceni indicated that several of the Commissioners expressed concerns regarding our Headquarters serving as a polling site in the November Presidential election. The Commissioners directed Mr. Saraceni to speak to Pennsauken Township Mayor Killion and Acting Administrator Palumbo to discuss our concerns.

Travel Restrictions – Governor's Quarantine Protocols

Mr. Saraceni informed the Commissioners of the complications posed by the Governor's Travel Advisories regarding quarantines. Mr. Saraceni modified our policy regarding such 'hotspots' as designated by the Governor requiring employees to identify their vacation travel on their vacation requests, which may cause him to deny the requests unless the Commission opposed that position. A discussion ensued and the Commissioners determined that the C.O.O. needed to make such staffing and policy applications and interpretations.

Approval of the Minutes

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve the Business Meeting Minutes of June 11, 2020. **A unanimous roll call vote.**

Payment of the Bills

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of the bills dated July 9, 2020 in amount of \$396,469.62. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bill for Pennsauken Township, dated July 9, 2020 in the amount of \$17,601.61. **Affirmative roll call vote, except Mr. Scavuzzo abstained.**

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve payment of bill for Borough of Merchantville, dated July 9, 2020 in the amount of \$ 2,100.00 and payment to R&V date July 9, 2020 in the amount of \$1,397.50 **Affirmative roll call vote, except Mr. Ted Brennan abstained.**

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve P-Card payment in the amount of \$1,408.50. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Ted Brennan to approve loan transfer payments in the amount of \$235,608.78 for 2001 Loan, \$23,462.94 for 2003 Loan, \$65,307.39 for 2007 Loan, \$52,425.58 for 2010 Loan and \$100,280.57 for 2014 Loan. **A unanimous roll call vote.**

Meeting Open to the Public:

The President asked the moderator if any members of the public have signed in to the conference and the answer was no. The public portion was closed on a voice vote.

Staff Reports:

Mr. Saraceni requested that all Commissioners come into the Westfield office to for signatures for the CD renewal, in addition to the check signatures and resolutions requiring signatures.

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Mr. Spafford said that DEP had now established MCLs of 14ppt for PFOA and 13ppt for PFOS and will require all public water systems to begin monitoring for these within the first quarter of 2021. He therefore will recommend that National Highway will require a new treatment plant since it has at times been close to those limits. He already has applied for a pilot study with the NJDEP and also reached out to NJAW to inquire about the sale of water through the interconnection and for a comparison of fees and a timeline of how long it would take. Mr. Spafford said that we are still waiting on the permit for Woodbine because of delays at the NJDEP. Mr. Brennan asked that the Commissioners be kept aware of the situation and that due to time being of the essence, staff was authorized to bid the project as soon as the permit is received.

New Business:

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to authorize purchase of Neptune software. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to authorize bid for the Woodbine plant once the permit is received. **A unanimous roll call vote.**

Commissioners Reports

Commissioner Johnson thanked staff for their hard work and told staff to stay safe.

Mr. Ted Brennan indicated that hoped everyone had a Happy 4th of July.

Mr. Scavuzzo inquired as to whether we would be conducting the flushing program this summer to which Mr. Spafford indicated that the program will continue to be deferred until further notice.

Adjournment

A motion by Mr. Brennan and 2nd by Mr. Piperno to adjourn at 5:17 PM. **A unanimous roll call vote.**