

**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. George Piperno
Vice PresidentMr. Ronald Johnson
SecretaryMr. Patrick Brennan
TreasurerMr. Edward Brennan
Ass't Secretary/ Treasurer**Minutes of the MPWC Emergency Teleconference Call – March 17, 2020**
PARTICIPANTS**Commissioners:**Mr. Joseph Scavuzzo, President
Mr. George Piperno, Vice President
Mr. Patrick Brennan, Treasurer
Mr. Ronald Johnson, Secretary

Mr. Edward Brennan, Asst. Secretary/Treasurer

Other Participants:Michael A. Saraceni, C.O.O.
Richard Spafford, P.E., Director of Engineering

The President initiated the discussion in order at 10:15 AM – all Commissioners connected

President Scavuzzo announced that as a result of the Township, County, State and Federal declarations of “States of Emergency” and in light of emergency actions already in place, as well as the need to enact additional emergency actions, the Commission has identified that in the interest of the public good, a discussion between the five (5) Commissioners and Chief Operating Officer was of paramount necessity. The Chief Operating Officer included the Director of Engineering (Executive Assistant) in the discussion.

President Scavuzzo turned the discussion over to the C.O.O. to present the “situation status” and to receive any guidance and direction from the Commission as a result of such status.

The following items were discussed:

- The C.O.O. and Director of Engineering provided a status report update of all staffing and operational adjustments currently in place for the protection of employees, the general public and the sustainability of the essential services provided.
- Pursuant to the Governor’s orders, water shut-offs were suspended
- Spring Flushing Schedule – cancellation (postponement) – will notify the public
- Questioned: Are MPWC Personnel who are required to enter customer properties for emergency services equipped with CDC approved respiratory protection masks? (Being secured now)
- The Commission authorized the C.O.O. to continue to make decisions/changes as deemed necessary and directed him to apprise the Commissioners of any changes taking place.
- A discussion ensued regarding the Open Public Meetings Act and directed the C.O.O. to ascertain from General Counsel of what steps need to be taken to properly document these emergency discussions.
- The Commission also had a discussion regarding the manner in which they can conduct the next regularly scheduled Open Public Meeting remotely. (Under research and review)
- It was agreed that the C.O.O. would provide periodic and “as-needed” e-mail reports to the Commissioners and that information presented would determine whether or not a meeting should be called for actions to be taken.
- All five (5) Commissioners voted in the affirmative in support of the above actions taken.

The conference call was terminated by consensus at 10:48 AM.

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Ass't Secretary/ Treasurer**Minutes of the MPWC Emergency Teleconference Call – March 24, 2020**
PARTICIPANTS**Commissioners:**Mr. Joseph Scavuzzo, President
Mr. George Piperno, Vice President
Mr. Patrick Brennan, Treasurer
Mr. Ronald Johnson, Secretary**Other Participants:**Michael A. Saraceni, C.O.O.
Richard Spafford, P.E., Director of Engineering

The President initiated the discussion in order at 11:00 AM – all Commissioners, except Ted Brennan connected.

Mr. Saraceni expressed what actions have taken place as a result of a teleconference call with Department heads on Monday morning, March 23, 2020. He reported that everything is currently stable and essential services all intact.

The following items were discussed:

- It was suggested by Commissioner Pat Brennan that we publish a public notice which confirms that service terminations have been ceased as per the Governor's Executive Order.
- Pat Brennan expressed that the Borough's public meeting last evening (March 23rd) was their first video-conference public meeting and asked if we could ascertain if we could do the same at our April meeting.
- A question arose regarding how to handle any emergency expenses. Mr. Saraceni expressed that past practice was; contact the Treasurer, he authorizes, the check is prepared, appropriate signatures are obtained and then the expenditure/date are listed on the Meeting agenda for the next regular monthly meeting to formally approve. It was agreed to maintain this practice going forward.
- Rich provided a status of MPWC emergency operations that have taken place along with expressing that the routine work could back up but would be addressed during the return to normalcy.
- Rich Spafford provided an update on the Collingswood Flushing Program and system status issues
- Mr. Saraceni mentioned that he has solicited "Return to Normalcy" bullets from the Department Heads (per the memo circulated to Department heads, copied to Commissioners) and that it the info will likely be distributed for the April meeting.
- Mr. Piperno questioned if the deadline requirement to take the mandatory annual Elected/Appointed Officials training would be pushed back. Mr. Saraceni expressed likely, but he will verify when he can – but believed we will have plenty of time to complete the training.
- It was lastly discussed that we make the necessary postings regarding the discussion and once the minutes are approved – they would be posted as well.

The discussion was terminated at 11:25 AM after scheduling the next teleconference call for Tuesday, March 31st – time to be determined.