



## MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

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

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. Joseph Scavuzzo  
Ass't Secretary/Treasurer

### Minutes of the MPWC Monthly Business Meeting January 8, 2015

#### ATTENDEES:

##### Commissioners:

Mr. Patrick Brennan, Vice President  
Mr. G. Burton German, Treasurer  
Mrs. Regina Davis, Secretary  
Mr. Joseph Scavuzzo, Asst Secretary/Treasurer

##### Other Attendees:

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

The Vice President called the meeting to order at 6:00 PM  
All Commissioners were present.  
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

#### ITEMS TO BE DISCUSSED

##### Appointment of Commissioner - Pennsauken Township- George Piperno – 1/5/15

Mr. Brennan stated that Mr. Piperno was appointed to the MPWC on 1/5/15 and that he will be sworn in at the February Commission meeting.

##### 2015 Budget Adoption

Mr. Saraceni stated that he received DCA approval on 1/8/2015. Mr. Saraceni stated that a Resolution needed to be adopted tonight.

##### Review & Discussion – Award of survey for 2015 Main Replacement

Mr. Spafford summarized the 4 quotes submitted by Engineering Consultants and recommended to authorize CES to perform the services based on their quote, which was the lowest at \$6999. Mr. German clarified that since the lowest quote exceeded \$5,000 that staff needed Commission approval which Mr. Spafford confirmed. Mr. German recommended to authorize the award to a maximum of \$7000 under new business.

##### Annual Contracts

- A. **Corrosion Inhibitor** Mr. Spafford informed the Commission that neither of the two alternate bidders attempted to respond to the "or equal" option for a bid submission for this proprietary bid. As such, he recommended awarding the bid to Klenzoid. (Klenphos).
- B. **Generator Maintenance** – Mr. Spafford provided the bid results and recommend award of bid to the lowest bidder, Power Equipment.
- C. **Copper and Ductile Iron Material Supply Bid**  
Mr. Spafford stated that the two bidders, Waterworks complied with the requirements for this proprietary bid and the other bidder failed to comply after being properly informed and invited. Staff recommends rejecting the bid for non-compliance. Mr. Brennan confirmed. Mr. Spafford recommended awarding the bid to Waterworks, General Counsel confirmed the actions.



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### Local Government – 2014 Highlight Presentation

Mr. Brennan stated that last year's highlights were well received. He stated that we need to do the same this year to show the value of the MPWC. He also suggested that we highlight the value of assets by town. Mr. Saraceni was asked to work on the highlights to which he agreed. Mr. Saraceni was also asked to coordinate with the scheduling with both Governments. A discussion ensued over the many 2014 highlights that could be used for the presentation.

Mr. Brennan suggested that there should be a seat reassignment during the February reorganization meeting when Mr. Piperno receives his Oath of Office. Mr. Brennan also suggested that a photo of the new Commission be taken at the February meeting so that the picture could be put on the MPWC website.

### Executive Session: N/A

### Approval of the Minutes

Motion to approve the Minutes of Business Meeting and Executive Session of December 11, 2014 was made by Mr. German, 2<sup>nd</sup> by Mr. Scavuzzo; a **unanimous roll call vote**.

### Payment of Bills

Motion to approve payment of bills dated January 8, 2015. Motion: Mr. German, 2<sup>nd</sup> by Mr. Scavuzzo; a **unanimous roll call vote**.

### Correspondence

Bernhard Kofoet to Commission – Notice of Retirement – December 31, 2014

Mr. Brennan noted that Bernhard Kofoet submitted written correspondence announcing his intent to retire from the Commission, effective 12/31/2014. Mr. McConnell suggested that Mr. Kofoet's retirement be accepted by resolution under new business.

### Public Comment

The meeting was opened for public comment.  
None present.

### Bid Openings

Survey Quotes – 2015 Main Replacement Project were reviewed – see new business

### Staff Reports

C.O.O.

Mr. Saraceni inquired whether the Commissioners had solidified the arrangements for the retirement party for Bernhard Kofoet. Mr. Brennan suggested that arrangements should be on hold until there is a full Commission. Mr. Brennan suggested possibly a February or March date.



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### Old Business

#### 2015 Budget Approval

A motion to adopt 2015 Budget was made by Mr. German, 2<sup>nd</sup> by Mrs. Davis: **a unanimous roll call vote.**

#### Annual Contracts – Award of Bids

Corrosion Inhibitor: A motion to award bid to Klenzoid was made by Mr. German, 2<sup>nd</sup> by Mr. Scavuzzo: **a unanimous roll call vote.**

Generator Maintenance: A motion to award bid to Power Equipment was made by Mr. German, 2<sup>nd</sup> by Mr. Scavuzzo: **a unanimous roll call vote.**

Copper & Ductile Iron Material Supply Bid: A motion to award bid to Waterworks Supply Company was made by Mr. German, 2<sup>nd</sup> by Mr. Scavuzzo: **a unanimous roll call vote**

### New Business:

Motion to authorize CES to perform Survey Work – 2015 Main Replacement. Motion: Mr. German, 2<sup>nd</sup> by Mr. Scavuzzo; **a unanimous roll call vote.**

### Informational

Mr. Brennan stated that the appraisal for Delaware Gardens was \$23,000.00 and the parcel on River Road was appraised at \$250,000.00. Mr. Brennan stated that we only need a small portion of the land and that we should keep this information for later.

### Project Status Table

Mrs. Davis stated that the Cherry Hill tank looks terrible. Mr. Saraceni stated that Mayor Cahn has received complaints about it.

### Commissioners Reports / Discussions / Comments

- Mr. Scavuzzo complimented Mrs. Eisenmann on the article in this month's Waterlines regarding "Adopting a Fire Hydrant". He said it was a good idea.
- Mrs. Davis commented on the quality of the Vulnerability Assessment prepared by the NJSP, noting that some of the issues are minor and easy, such as breaches in the chain link fence/barbed wire.
  - Mr. Saraceni noted that the report is confidential, however, that to have it locked as confidential under the Protected Critical Infrastructure Act that the Commission would need to accept the report and request that the document be protected as such.
- Mr. German stated that the State police report is confidential. Mr. Saraceni stated that it is currently in the Commission Drop box and that a hard copy would be placed in the safe.

A motion was made by Mr. German and 2<sup>nd</sup> by Mr. Scavuzzo to have the report protected – unanimous vote.



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Ass't Secretary/Treasurer

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### **Executive Session:**

N/A

### **Adjournment:**

Motion by Mr. German and 2<sup>nd</sup> by Mr. Scavuzzo; **unanimous voice vote** at 6:42 PM.

Submitted by,  
Carol Feriozzi & Michael Saraceni

**Minutes of the MPWC Monthly Business Meeting  
February 12, 2015**

**ATTENDEES:**

**Commissioners:**

Mr. Joseph Scavuzzo, President  
Mr. Patrick Brennan, Vice President  
Mr. G. Burton German, Treasurer  
Mrs. Regina Davis, Secretary  
Mr. George Piperno, Asst. Secretary/Treasurer

**Other Attendees:**

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

The Vice President called the meeting to order at 6:00 PM

All Commissioners were present.

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

**Oath of Office:** Mr. George Piperno took his oath of office by Mr. McConnell

**Re-Organization:**

A motion was made by Mr. German and 2<sup>nd</sup> by Mrs. Davis to nominate Mr. Scavuzzo as President.

A motion was made by Mr. German and 2<sup>nd</sup> by Mrs. Davis for the remaining members of the Commission to stay in their current positions.

A motion was made by Mr. German and 2<sup>nd</sup> by Mrs. Davis to nominate Mr. Piperno as Assistant Secretary/Treasurer.

**ITEMS TO BE DISCUSSED**

**Borough Water Quality Issues-Progress Report**

Mr. Saraceni stated that there have been several water quality issues lately. Mr. Campbell stated that they performed directional flushing and that the flushing has made a difference. There have not been any complaints in the last 2 weeks. Mr. Brennan questioned Mr. Campbell as to why this may be happening. A discussion ensued. Mr. Brennan recommended that initial steps be taken regarding the addition of a treatment plant at Woodbine Avenue, adding same to the capital budget, staff was directed accordingly.

**Annual Appointed Official Training-Online or at the MPWC.**

Mr. Saraceni informed the commissioners that Employer Liability Insurance class needs to be taken by May 1<sup>st</sup> and that the MPWC will get \$250 off for each commissioner that attends as well as himself. The class is now being offered online or in a classroom. Mr. Saraceni offered that the class could be given at the MPWC an hour before the April or May Commissioners meeting. The Commissioners expressed preference to have the speaker come to the facility for the presentation. Mr. Saraceni acknowledged and will prepare accordingly.

Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
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Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

**Cherry Hill Tank-Approval to Bid-Painting Project**

Mr. Spafford stated that the specs where ready. Mr. McConnell expressed concern that that the parties to the litigation were not forthcoming with acknowledging Special Counsel's notification of intent to re-paint. Mr. Piperno questioned Mr. McConnell whether he can get the order from a judge to provide the required documentation by a specific date - if we have not received the documents. General Counsel is to follow-up with Special Counsel.

**SCADA Software-Budgeted Capital Expense- Authorization to Purchase**

Mr. Spafford informed the Commission that if the current XP software goes down that we will not be able to repair it because it is obsolete. Mr. German motioned to approve the purchase of the budgeted software.

**HomeServe-Service Line Protection-Progress**

Mr. Saraceni stated that the price per month dropped to \$4.99 per month and the percentage was now 8%. Mr. Saraceni stated that the hardship fund and criteria would be handled by HomeServe. A discussion ensued regarding the managing of the hardship fund. Mr. German stated that he would contact Jim Miles to get his input on how to handle this fund.

**MPWC Facebook Page-Ready to Launch**

Mr. Sean Fitzgerald informed the Commissioners that the Facebook page is prepared to launch that evening and that he was ready to answer any last minute questions from the Commission. Sean also stated that he secured the MPWC account on Twitter, Instagram and Youtube if we want to utilize them in the future and this would prevent other parties from attempting to represent us in those formats. Sean explained that the Facebook page will be carefully monitored and that security parameters have been put in. He thanked Brandy and Kent for all their help.

**Verizon-request to bid-National highway & Marion Ave.**

General Counsel is preparing to go to bid on these two sites for additional carrier leases.

**Employee Manual-External Communications Policy-attached**

Mr. Saraceni stated that the External Communications policy is ready for the Commissioners to review and it can be discussed at next month's meeting. Mr. Brennan inquired whether we looked at other public entities. Mr. Saraceni stated that we had. Mr. Brennan also questioned Mr. Saraceni whether JIF had a policy on this subject. Mr. Saraceni stated that he would research and report.

**Employee Manual Updates-Review Process**

Mr. Saraceni stated that he and Angela Waldron had worked on the updates. Mr. Saraceni inquired how the Commissioners would like to proceed in reviewing the updates. It was proposed by Mr. Brennan that the Commissioners would review the policies with nominal, editorial changes and 3 at a time of the policies with substantial amendments being proposed and that the changes be highlighted or in bold type in order to make the review process easier and quicker. Mr. Saraceni acknowledged and will submit accordingly.

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Treasurer

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**NJSP Vulnerability Assessment-Staff Recommendations**

Mr. Saraceni stated that since Mrs. Davis thoroughly reviewed the report on the Commission's behalf, she was asked to meet with staff to review their recommendations regarding the assessment. Mrs. Davis met with the senior staff and shared her notes with them. It was stated that several of the issues listed were already completed. A discussion ensued and the recommendations regarding action items were submitted to the Commission for review and comment.

**Local Government-2014 Highlight Presentations-Township and Borough Dates**

Mr. Saraceni stated that he was currently working on the highlights. He informed the Commissioners that the Pennsauken presentation would be February 18<sup>th</sup> at 5:30PM and Merchantville's presentation would be March 9<sup>th</sup> at 7:30 PM.

**Executive Session: N/A**

**Approval of the Minutes**

Motion to approve the Minutes of Business Meeting of January 8, 2015 was made by Mr. German, 2<sup>nd</sup> by Mrs. Davis; **a unanimous roll call vote and Mr. Piperno abstained, as he was absent for the meeting.**

**Payment of Bills**

Motion to approve payment of bills dated February 12, 2015 minus payments to Pennsauken Township. Motion: Mr. German, 2<sup>nd</sup> by Mrs. Davis; **a unanimous roll call vote.** (Mr. Brennan questioned bill for \$7200 for All Around Pennsauken/Waterlines and it was pulled from the list pending review). Motion to approve payment of bills to Pennsauken Township dated February 12, 2015. Motion: Mr. German and 2<sup>nd</sup> by Mrs. Davis; **a unanimous roll call vote with Commissioner Scavuzzo abstaining.**

**Correspondence**

Mayor Jack Killion to MPWC Employees-Gratitude- Angel Tree Program Support  
Mike Saraceni to George Piperno-welcome

**Public Comment**

The meeting was opened for public comment.  
None present.

**Bid Openings**

**Staff Reports: N/A**

**Old Business**

HomeServe Program –  
Tabled - pending additional review

Facebook Page-Launch

A motion was made by Mr. German and 2<sup>nd</sup> by Mrs. Davis to launch the MPWC Facebook page. **a unanimous roll call vote** and Mr. Piperno abstained.

Mr. Joseph Scavuzzo  
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Secretary

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Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

**New Business:**

Authorization/Approval-Cherry Hill Tank-Painting Bid

A motion was made by Mr. German, 2<sup>nd</sup> by Mrs. Davis to authorize bid; **a unanimous vote.**

Authorization to Purchase-SCADA Software Update

A motion was made by Mr. German, 2<sup>nd</sup> by Mr. Brennan to authorize purchase; **a unanimous vote.**

Authorization/Approval-Signatories for Accounts

A motion was made by Mr. German, 2<sup>nd</sup> by Mr. Brennan to update signatories on accounts; **a unanimous vote.**

**Informational: N/A**

**Project Status Table**

**Commissioners Reports / Discussions / Comments**

Mr. Brennan- Stated that more information was needed about the proposed agreement with Pennsauken Township. He stated that the 3 Pennsauken Township representatives on the board might be able to get some information if they inquired. Mr. Piperno said that he would try to get more information.

Mr. German- none

Mrs. Davis- Stated that the NJSP Vulnerability Assessment meeting went very well and that the staff did a good job.

Mr. Scavuzzo- Thanked the MPWC staff for all their assistance when the Pennsauken Public Works had issues with their gas pump.

Mr. Piperno- Questioned the language in the Pennsauken agreement. He stated that there needs to be clarification. Mr. Piperno also stated that there is a formula that the MPWC could use to figure out if we are giving fair compensation for the services that we receive. Mr. Brennan agreed with Mr. Piperno and Mr. Brennan asked Mrs. Eisenmann if she could look into this following the formula given. Mrs. Eisenmann agreed.

**Executive Session:**

N/A

**Adjournment:**

Motion by Mr. German and 2<sup>nd</sup> by Mr. Brennan; **unanimous voice vote** at 7:56 PM.

Submitted by,  
Carol Feriozzi & Michael Saraceni



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### Minutes of the MPWC Monthly Business Meeting March 12, 2015

#### ATTENDEES:

##### Commissioners:

Mr. Joseph Scavuzzo, President  
Mr. Patrick Brennan, Vice President  
Mr. G. Burton German, Treasurer  
Mrs. Regina Davis, Secretary  
Mr. George Piperno, Asst. Secretary/Treasurer

##### Other Attendees:

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

The President called the meeting to order at 6:00 PM  
All Commissioners were present.  
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

#### ITEMS TO BE DISCUSSED

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

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

##### Offer to Purchase Property – Delaware Gardens (Correspondence)

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

##### Cherry Hill Tank – Bids received

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

##### Hungerford & Terry Pilot – Woodbine Avenue - Status

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

##### Authorization to 2015 Bid Replacement Project

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



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

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

### **HomeServe – Service Line Protection – Research Update**

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

### **Finance Team Adjustments- Bank Signatories & Authorizations**

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

### **Employee Manual-External Communications Policy- Commission Review**

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

### **Employee Manual Updates-Review Process**

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

### **NJSP Vulnerability Assessment-Staff Recommendations**

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

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

### **Approval of the Minutes**

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



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Ass't Secretary/Treasurer

### Payment of Bills

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

### Payment of Bills

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

### Correspondence

Pastor Steven B. Lewis - discussed

### Public Comment

The meeting was opened for public comment.  
None present.

### Bid Openings

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

### Staff Reports:

Chief Operating Officer:

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

Superintendent: N/A

Director of Customer Service:

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

Engineer: N/A

General Counsel:

Discussion will be in Executive Session

### Old Business

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

**HomeServe Program Status-** previously discussed.

### **All Around Pennsauken-authorization to send check**

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



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**Vulnerability Assessment – Staff Recommendations Status-** previously discussed.

### **External Communications Policy- Commission Status**

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

### **Employee Manual-External Communications Policy (1375)**

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

### **New Business:**

#### **Offer to Purchase Delaware Gardens Status**

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

#### **Cherry Hill Tank-Painting Bid**

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

#### **Authorization to Bid 2015 Main Replacement**

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

#### **NJDOT Agreement- Signatures/Resolution**

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

#### **Employee Manual Policies for Review**

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

#### **Bank Officer/Signatories:**

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

#### **New Services:**

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

#### **Informational:**

N/A

Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

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**Minutes of the MPWC Monthly Business Meeting  
April 9, 2015**

**ATTENDEES:**

**Commissioners:**

Mr. Joseph Scavuzzo, President  
Mr. Patrick Brennan, Vice President  
Mr. G. Burton German, Treasurer  
Mrs. Regina Davis, Secretary  
Mr. George Piperno, Asst. Secretary/Treasurer

**Other Attendees:**

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

The President called the meeting to order at 6:00 PM  
All Commissioners were present.  
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

**ITEMS TO BE DISCUSSED**

**NJAWWA Presentation to MPWC**

Local dignitaries, MPWC employees and members of the general public attended the meeting to be part of the presentation, as follows; Pennsauken Mayor Rick Taylor, Merchantville Mayor Ted Brennan, Pennsauken Committeeperson John Figueroa and his spouse, Assistant Superintendent James Garaguso & his spouse and son, Field Supervisors Tom Fimple and Chris Kuchera, Water Quality Specialist Sean Fitzgerald, Customer Service Technician Kevin Laurick, Financial Support Specialist Jeannine Hershey, Plant Operator James Mulholland, retired Commissioner Bernhard Kofoet and Retired MPWC Operator Ed Hill

The Commission was presented with a plaque from the NJAWWA for winning first place in the Annual Best Tasting Water contest. Mr. Scavuzzo accepted the award on behalf of the Commission and MPWC employees. Kathleen Udasco from the NJAWWA stated that the MPWC won first place from among all chapter members who choose to submit as determined by tasting from 300 water professionals in attendance at the New Jersey state chapter Annual conference. The MPWC is now eligible, and was invited to participate in the National Water Works contest in June in Anaheim, California. Mr. Scavuzzo thanked the staff for their hard work. Mr. Brennan added that the staff continues to make the Commissioners look good.

**Meeting Open to the Public at 6:04 PM**

**Comments:**

- Mr. Kofoet congratulated the staff on the NJAWWA award and concurred that the employees are the reason that the MPWC won the award. He also introduced Mr. Hill, who is a retired employee of the MPWC.
- Mayor Ted Brennan stated "keep up the good work". He also thanked the MPWC for the support that the Borough has received from the MPWC.
- Mayor Rick Taylor stated that speaking for Pennsauken Township, the MPWC "makes us look good".
- Tom Fimple spoke to the Commissioners on behalf of the staff and said "thank you for your confidence in us – giving us the ability to do our jobs".

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Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

---

A motion was made by Mr. Scavuzzo and 2<sup>nd</sup> by Mr. Brennan to close the public portion of the meeting at 6:11 PM.

**Cherry Hill Tank – Bids Received**

To be held for a later meeting when the Director of Engineering is present and to be discussed in Executive Session in so far as it involves the ongoing litigation and attorney-client privilege.

**2015 Bid Main Replacement Project- Bids Received**

To be deferred to a later special meeting when the Director of Engineering is present.

**Water Week- May 3-9, 2015 Poster Contest- May Meeting Award**

Mrs. Eisenmann informed the Commissioners that everything was in place for the contest and both Pennsauken and Merchantville will take part. The winners will be recognized at the May Commission meeting.

**Financial Disclosure Statements- April 30<sup>th</sup>**

Mr. Saraceni reminded that Commissioners that the Financial Disclosure Statements are due by April 30, 2015. Mr. Saraceni forwarded the instructions and stated that he is available to assist any of the Commissioners if needed. He also stated that he will monitor that all disclosure forms are filed by the deadline.

**Employee Manual Updates**

To be discussed in New Business

**Executive Session-**

To be held after the Business Meeting.

**Approval of the Minutes**

Motion to approve the Minutes of Business Meeting of March 12, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Brennan; **a unanimous vote.**

**Payment of Bills**

Motion to approve payment of bills dated April 9, 2015. Motion: Mr. German, 2<sup>nd</sup> by Mr. Brennan ; **a unanimous roll call vote.**

**Correspondence**

C.O.O to Pastor Steven B. Lewis- Delaware Gardens Offer  
The background of the Delaware Gardens offer was explained to Mayor Taylor.

**Staff Reports:**

Chief Operating Officer:

Mr. Saraceni informed the Commissioners that he would keep them abreast of all forthcoming information for Arbor Day details.

Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

**Superintendent:**

Mr. Campbell stated that a call was received from Sergeant Duffy of the Pennsauken Police on March 20<sup>th</sup> in which they received an anonymous tip that there was to be a "hit" on one of MPWC properties, it was unknown what that specifically meant. Security was increased at all facilities. There were no apparent incidents that night, however, on April 1<sup>st</sup>, we were notified by AT&T that some of their ground wire was stolen from the Bethel facility and that they already notified Pennsauken Police Department to report the theft. There were no visible signs of forced entry to the property.

Mr. Brennan commented on the pumpage data year-to-date relative to the ten year comparison, noticing that pumpage was slightly lower.

Director of Customer Service: N/A

Engineer: Absent

**General Counsel:**

Service Line Protection – Competitive Contracting

Mr. McConnell informed the Commissioners that he received DCA confirmation regarding the use of competitive contracting for the service line protection program. The competitive bid document needs some modifying and Mr. McConnell would be meeting with both Mr. Saraceni and Mr. Spafford to finalize the documents.

**National Highway Lease - Conrail**

Mr. McConnell informed the Commissioners that he requested an access easement and he forwarded plans to Conrail detailing the exact location requested.

**Old Business: N/A**

**New Business:**

Cherry Hill Tank Bids: Executive Session

Main Replacement Bids: Executive Session

**Policy Manual Amendments:**

A motion was made by Mr. German and 2<sup>nd</sup> by Mr. Piperno to approve Policy 1095 (Attendance) and defer any action of Policy 1230 ( FMLA/NJ Safe Act) until next month, directing Staff to revisit and clarify policy language.

**New Services: N/A**

**Informational: N/A**

**Project Status Table**

Mr. Brennan stated that the Annual Strategic Planning Workshop is a good program and that we should start the process of getting the workshop together for this year. The C.O.O. will address.

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Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

---

**Commissioners Reports / Discussions / Comments**

Mr. Brennan stated that he was proud of the entire team for the NJAWWA award we received.

Mr. German remarked that the staff is sometimes taken for granted, but expressed a "thank you" to the staff as well as to management.

Mrs. Davis - No Comment

Mr. Scavuzzo thanked the staff and also special thanks to Mr. Saraceni for his leadership and guidance.

Mr. Piperno stated that it was a nice honor for the MPWC to be receiving such an award.

**Executive Session:**

Motion by Mr. German and 2<sup>nd</sup> by Mrs. Davis to go into Executive session to Executive Session to discuss matters of ongoing litigation and attorney-client privilege as to 606 Maple Ave. & the Cherry Hill Tank, as well as matters of personnel regarding at 6:33 PM; **a unanimous roll call vote.**

Minutes of the Executive Session are to be made public 6 months after the last appeal date is final with the exception of personnel matters which will not be made public.

The Commissioners returned to public session at 7:29 PM.

**Public Meeting (Resumed): (Resolution to return to Public Session# )**

**Adjournment:**

Motion by Mr. German and 2<sup>nd</sup> by Mr. Piperno to adjourn the meeting at 7:30 PM.

Submitted by,  
Carol Feriozzi & Michael Saraceni

Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting  
May 14, 2015**

**ATTENDEES:**

**Commissioners:**

Mr. Joseph Scavuzzo, President  
Mr. Patrick Brennan, Vice President  
Mr. G. Burton German, Treasurer  
Mrs. Regina Davis, Secretary  
Mr. George Piperno, Asst. Secretary/Treasurer

**Other Attendees:**

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

The President called the meeting to order at 6:00 PM  
All Commissioners were present.  
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

**ITEMS TO BE DISCUSSED**

**2015 Poster Contest- Award Recipients**

The winners of the Water Week poster contest and their families attended the presentation of awards. Mrs. Eisenmann spoke on behalf of the Commission and welcomed the winners and their families and thanked them for their participation in the contest. Mrs. Eisenmann presented the winners with their award and each winner explained the idea behind their poster. Pictures were then taken by employee Julissa Hernandez of the winners and Commissioner Scavuzzo. After congratulations, parents and families were invited to take pictures. The winners were: 1<sup>st</sup> place-Marlena Diaz- Pennsauken Intermediate School, 2<sup>nd</sup>-Charlotte Onkar Merchantville School and Runners-Ups: Ben Katzberg, Kelly Conway and Nina Barlow. After the conclusion of the award ceremony a discussion was started by Mr. Brennan about how the MPWC can reconnect with the schools, possibly giving tours of the facilities to the 5<sup>th</sup> grades of Pennsauken and Merchantville. A discussion ensued and it was surmised that the probable issue would be transportation and the cost. Mr. Brennan stated that the MPWC should be able to provide the transportation costs. Mr. German stated that we should talk to the Boards of Education. Mr. Saraceni stated that staff would pursue.

**Pennsauken High School Scholarships:**

Mr. German stated that the scholarship checks would be signed that evening.  
The winners names will be revealed after they are disclosed at the Graduation.

**AWWA Conference-MPWC Participation**

Mr. Campbell thanked the Commission for sending him and Mr. Fitzgerald to the AWWA National Water Works Conference in Anaheim, California in June. Mr. Brennan stated that this was a perfect time and location for this conference considering the drought situation facing California. Mr. Campbell said that he would be touring one of the larger water treatment plants and that we can learn a lot from the tour. Mr. Scavuzzo concurred that there will be a lot of information to be learned and benefit to be gained from the conference.



## MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

6751 Westfield Avenue, Pennsauken, NJ 08110  
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Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

### 2015 Bid Main Replacement Project- Bids Received

Protests and Threats of Litigation received and circulated.  
Counsel to provide Attorney-Client legal advice in Executive Session

### Meeting Open to the Public:

Meeting was open to the public at 6:27 PM

Present: Mr. Steven Guarino - was in attendance awaiting the outcome of the Main Replacement bids. As such, the Commission agreed to enter an Executive Session

### Executive Session (1):

Motion by Mr. Brennan and 2<sup>nd</sup> by Mrs. Davis to go into Executive Session at 6:29 PM - to receive attorney-Client advice regarding threatened litigation and the minutes to be made public 6 months after the conclusion of the time for all appeals have expired. **A unanimous roll call vote followed.**

The Commissioners returned to public session at 6:47 PM.

A Motion to reject all main replacement bids received based on Commission's desire to make significant modifications to the specifications. Motion: Mr. German, 2<sup>nd</sup> by Mr. Piperno; **a unanimous roll call vote.**

### Service Line Protection Bids

Mr. Saraceni stated that one bid was received and it is now under review. Decision will be deferred until next month to give time to review.

### Employee Manual- Policies 1230 Statutory Leave and 1320-Drug and Alcohol

These are ready for Motions to approve.

### Salary Committee-Progress Report-Recommendations Submitted

To be discussed in Executive Session as a matter of Personnel.

### Vehicle Maintenance- Inter Local Agreement

Mr. Saraceni stated that the agreement is currently under review with Mr. Campbell, Mr. McConnell and himself. Mr. German then questioned the status of the current fuel situation for the MPWC trucks. Mr. Scavuzzo explained that the Pennsauken Township fuel island is getting repaired/replaced. Mr. Campbell stated that the trucks are currently getting fuel from the Pennsauken Police station fuel tank.

### Approval of the Minutes

Motion to approve the Minutes of Business Meeting of April 9, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno; **a unanimous vote.**

### Approval of the Minutes (Executive Session)

Motion to approve the Minutes of Executive Session Meeting of April 9, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno; **a unanimous vote.**

### Approval of the Minutes

Motion to approve the Minutes of the Special Meeting of April 27, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno; **a unanimous vote.**

Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

**Approval of the Minutes (Executive Session)**

Motion to approve the Minutes of Executive Session Meeting of April 27, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno; a **unanimous vote**.

**Payment of Bills**

Motion to approve payment of bills dated May 14, 2015 except Pennsauken Township. Motion: Mr. German, 2<sup>nd</sup> by Mrs. Davis; a **unanimous roll call vote**.

**Payment of Bills**

Motion to approve payment of bills to Pennsauken Township dated May 14, 2015. Motion: Mr. German, 2<sup>nd</sup> by Mrs. Davis; a **unanimous roll call vote with Commissioner Scavuzzo abstaining**.

**Correspondence N/A**

**Staff Reports:**

Chief Operating Officer:

- Mr. Saraceni queried if any Commissioner would prefer Direct Deposit that they are to contact Mrs. Peirce.
- Mr. Saraceni questioned when the Commissioners would like to schedule the next Strategic Planning meeting. It was decided that the meeting would wait until after the AWWA Conference and also after the new Commissioner is appointed and takes their oath of office. Mr. Saraceni then asked the Commissioners whether to continue utilizing Mr. Scardino for the Strategic Planning meeting a brief discussion ensued and Mr. Brennan suggested that the Commission should think about that issue and defer the decision until we get closer to scheduling.
- Mr. Saraceni inquired how the Commissioners would like to handle the wreath laying ceremony for Memorial Day, in both Pennsauken and Merchantville. Mr. Scavuzzo stated that he would attend both ceremonies and would participate in the wreath laying ceremonies. Mr. Saraceni stated that the wreaths would be ordered and given to Mr. Scavuzzo by Friday, May 22<sup>nd</sup>.

Superintendent: N/A

- Mr. German questioned Mr. Campbell about the Woodbine tank pushing oil. A discussion ensued. Mr. Spafford clarified and stated that the problem was minor and that Woodbine was running "so far, so good" since being addressed.

Director of Customer Service: N/A

Engineer: N/A

General Counsel:

- Mr. McConnell stated that we are waiting on Engineering Department specifications or approval from Verizon on Marion Tank and National Hwy. Tank, respectively. This is to our knowledge the only thing and inside Verizon which is delaying the project. Mr. McConnell stated that he has been advised by their Counsel that they will require the Bid to stay Open for 60 days and it would be at earliest August before we could proceed with this.



## MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

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Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

### Comment:

Mr. Brennan questioned the status/progress regarding the back-hoe repair issues. It was stated that it is at least the 4<sup>th</sup> time we placed it out of service for repairs and with the new backhoe and that it is unacceptable. A discussion ensued and it was decided that staff collect and forward all information to General Counsel to pursue.

### Old Business:

#### **Employee Manual Policy 1230-Statutory Leave**

Motion to adopt Employee Manual Policy 1230-Statutory leave. Motion: Mr. German, 2<sup>nd</sup> by Mr. Piperno; a **unanimous roll call vote.**

#### **Employee Manual Policy 1320 Drug and Alcohol**

Motion to adopt Employee Manual Policy 1320-Drug and Alcohol. Motion: Mr. German, 2<sup>nd</sup> by Mrs. Davis; a **unanimous roll call vote.**

### New Business:

Motion to go to re-bid the Main Replacement project. Motion: Mr. German, 2<sup>nd</sup> by Mrs. Davis; a **unanimous roll call vote.**

### New Services:

2428 Rt. 38-Commercial-2" domestic and 4" fire service and 6" Main  
654 Longwood Avenue & 600 Route 38-2-2" Domestic Services

Motion to approve the above-referenced new services; Motion by Mr. German, 2<sup>nd</sup> by Mrs. Davis; a **unanimous vote.**

### Informational: N/A

### Project Status Table

Mr. Brennan reiterated that he would like us to reach out to the surrounding schools (5th grades) to offer tours of the Water Commission. He said we could look into possibly helping with the transportation costs if that is a deterrent. Mr. Saraceni stated staff will pursue and report. Mr. Scavuzzo said that we could also offer the tours to senior citizens. A discussion ensued.

### Commissioners Reports / Discussions / Comments

Mr. Brennan- No Comment

Mr. German- Mr. German stated that the trees purchased for Arbor Day were very small. Mrs. Eisenmann stated that they were the trees that were requested by the Borough. Mr. German also thanked Mr. Saraceni for a good job with the salary recommendations.

Mrs. Davis- Mrs. Davis stated that she wanted to commend the staff for their efforts for Arbor Day.

Mr. Scavuzzo- No Comment

Mr. Piperno- No Comment



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Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

### **Executive Session (2<sup>nd</sup>):**

Motion by Mr. Brennan and 2<sup>nd</sup> by Mrs. Davis to move to 2<sup>nd</sup> Executive Session for Personnel matters and matters of litigation/attorney-client privilege; at 7:02 PM; **a unanimous roll call vote.**

Minutes of the Executive Session are to be made public 6 months after the final date for all appeals have expired with the exception of personnel matters which will not be made public.

### **Public Meeting (Resumed): (Resolution to return to Public Session# )**

The Commissioners returned to public session at 7:21 PM.

The salary committee recommendations were accepted and actions by the Commission, by procedure, will be deferred to the June meeting.

### **Adjournment:**

A motion was made by Mr. German and 2<sup>nd</sup> by Mr. Piperno to adjourn the meeting at 7:22 PM.

Submitted by,  
Carol Feriozzi & Michael Saraceni

Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

**Minutes of the MPWC Monthly Business Meeting  
June 11, 2015**

**ATTENDEES:**

**Commissioners:**

Mr. Joseph Scavuzzo, President  
Mr. Patrick Brennan, Vice President  
Mr. G. Burton German, Treasurer  
Mrs. Regina Davis, Secretary  
Mr. George Piperno, Asst. Secretary/Treasurer

**Other Attendees:**

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

The President called the meeting to order at 6:00 PM

All Commissioners were present.

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

**ITEMS TO BE DISCUSSED**

**Cherry Hill Tank-Special Counsel Attendance- Executive Session-Litigation**

Motion by Mr. German and 2<sup>nd</sup> by Mrs. Davis to move to Executive Session for matters of litigation/attorney-client privilege involving the Cherry Hill Tank: at 6:01PM: **a unanimous roll call vote.**

Minutes of the Executive Session are to be made public 6 months after the final date of all appeals have expired.

**Public Meeting (Resumed):**

The Commissioners returned to public session at 6:26 PM.

**2015 Bid Main Replacement Project- Bids Received**

Mr. Spafford informed the Commission that 5 bids were received with DSC Construction being the lowest at \$396,000.00. The higher bids received were from RTW Construction, Kline Construction, South State and Montana Construction. Mr. Spafford recommended that we award to DSC Construction to which the Commissioners agreed.

**Service Line Protection-Bids- Competitive Contract**

Mr. Spafford informed the Commission that 1 bid was received in response to the Competitive Contracting advertisement. It was from HomeServe and staff recommends awarding to them. The cost will be \$4.59 per month to the customer for exterior water line protection.

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Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

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### **Facebook-update**

Mrs. Eisenmann recommended to the Commissioners that we open the MPWC Facebook page for comments. She advised the Commissioners that the comments that we have received have been overwhelmingly positive and that it would be a good idea to share those with others to see the positive comments. She also acknowledged Mr. Fitzgerald for all of the time and effort he has taken with Facebook. It was agreed by the Commissioners that the comments that are accepted thru the filtered system would have to be closely monitored and reviewed and approved by staff prior to posting for viewing by the public. It was then agreed by the Commissioners that some comments could be accepted and posted on the Facebook page.

### **Backhoe-Status**

Mr. Campbell informed the Commission that Trico has offered to provide an extension to a 4 year or 4,000 hour warranty on the backhoe stemming from our problems with the new backhoe. A discussion ensued and it was agreed upon that we would halt any efforts to pursue further recourse and that we would accept this extension of the warranty but not in settlement of any rights or claims we may have. Mr. Campbell assured that staff is closely monitoring the performance of the backhoe.

### **606 Maple Avenue-Status and Commission Approval**

Mr. McConnell stated that as the Commissioners were aware the MPWC has aggressively pursued the litigation to collect the outstanding debt for 606 Maple Avenue and they had authorized the settlement of the matter. He stated that he would request a formal resolution of settlement of the claim for the \$23,000.00 as any remaining claim of balance due should be removed from the books only through Commission authorization by Resolution.

### **Employee Manual- Policies 1310-MPWC Vehicles and 1365- Video Surveillance**

To be discussed in New Business

### **Salary Committee-Proposal**

To be discussed in New Business

### **Vehicle Maintenance- Inter Local Agreement**

Mr. Saraceni informed the Commissioners that the Inter-Local Agreement has been reviewed with the Superintendent, General Counsel and himself and is ready to be proposed to Pennsauken Township. Mr. McConnell stated that indemnification has been included in the agreement. A discussion ensued on the price included in the agreement. It was agreed upon by the Commissioners to submit the agreement "as is" with the current rate.

### **Approval of the Minutes**

Motion to approve the Minutes of Business Meeting of May 14, 2015 was made by Mr. German, 2<sup>nd</sup> by Mrs. Davis; a **unanimous vote**.

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Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

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**Payment of Bills**

Motion to approve payment of bills dated June 11, 2015 and June 2, 2015. Motion: Mr. German, 2<sup>nd</sup> by Mrs. Davis; a **unanimous roll call vote**.

**Correspondence N/A**

**Meeting Open to the Public:**

Meeting was open to the public at 6:45 PM.

Present: Mr. Ronald Johnson (recently appointed by the Township to the Commission to succeed Mrs. Davis , effective July 1, 2015)

Comments:

The Commissioners welcomed Mr. Johnson who responded by saying he was honored to be appointed and was looking forward to working with everyone and being a help to all Commission efforts.

Meeting was closed to the public at 6:46 PM.

**Bid Openings:**

Main Replacement-Greenleigh/Evergreen/ Essex

To be discussed in Old Business

**Staff Reports:**

Chief Operating Officer:

- Mr. Saraceni proposed that the Commission formally accept Mrs. Davis' retirement and that a Resolution will be needed specifying her receipt of retirement benefits.

Superintendent:

- Mr. Campbell thanked the Commissioners for sending him and Mr. Fitzgerald to the AWWA Conference and he stated that he was proud to represent the MPWC. Mr. Campbell stated that although we did not receive any awards at the conference, it was a good experience. He stated that there were over 12,000 participants with over 500 vendors at the conference. Mr. German questioned if it was worth us participating again next year, to which Mr. Campbell responded definitely. It was agreed upon that the MPWC would participate again next year.

Director of Customer Service: N/A

Engineer: N/A

Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

**General Counsel:**

- Mr. McConnell sought clarification on the standing criteria for pricing minimum bids on new impending antenna leases. He pointed out that this does not fall within the rationale previously expressed by the Commissioners because it is the first renewal of a long time customer if AT&T should win the bid for Woodbine Avenue Tank. AT&T had asked that the minimum be no higher than the \$40,900.00 that they just bid on Marion Ave. They paid \$24,000.00 for this year. Mr. McConnell suggested that we not seek to meet or exceed the highest paying lease on the tower as is our custom. A discussion ensued and the Commission agreed to going out with a minimum bid of 40,900.00 for the initial year with annual increases.
- Mr. McConnell informed the Commission that he posted on the "Informational" file of the Commissioner's "X" Drive, the MPWC Tort Claim Notice approved long ago and was seeking adoption of the MPWC Tort Claim Questionnaire with an update of the Notice's attached Authorization forms so they comply with the more recent HIPPA requirements. A brief discussion ensued and Mrs. Davis asked Counsel to check and see if two words were correct or were typographical errors. The Commissioners approved the use of the forms pending the revisions noted.

**Old Business:**

**Resolution- Approval of Use of Competitive Contract for Service Line Protection-**

Motion to approve and authorize the use of Competitive Contracting for this Award of Concession: Mr. German, 2<sup>nd</sup> by Mrs. Davis; **a unanimous roll call vote.**

**Employee Manual Policy Adoption/Amendments:**

**Policy 1310-MPWC Vehicle Use Policy**

Motion to adopt Employee Manual Policy 1310-MPWC Vehicles. Motion: Mr. German, 2<sup>nd</sup> by Mr. Piperno; **a unanimous roll call vote.**

**Policy 1365- Video Surveillance**

Motion to adopt Employee Manual Policy 1365-Video Surveillance. Motion: Mr. German, 2<sup>nd</sup> by Mr. Piperno; **a unanimous roll call vote.**

**New Business:**

**Resolution 2015-12: Award of Main Replacement Bid-Greenleigh/Evergreen/Essex**

Motion to award DSC Construction for Main Replacement. Motion: Mr. German, 2<sup>nd</sup> by Mr. Piperno; **a unanimous roll call vote.**

**Resolution 2015-13: Award of Service Line Protection Concession**

Motion to award HomeServe for Service Line Protection. Motion: Mr. German, 2<sup>nd</sup> by Mr. Brennan; **a unanimous roll call vote.**

**Resolution 2015-14: Approval of 606 Maple Ave Settlement and discharge of remaining claims**

Motion to accept settlement payment for 606 Maple Ave. Motion: Mr. German, 2<sup>nd</sup> by Mrs. Davis; **a unanimous roll call vote.**

**Resolution 2015-15: Award of Increased Compensation from Salary Committee Recommendations**

Motion to approve salary committees recommended increases to specified employees; Motion: Mr. German, 2<sup>nd</sup> by Mrs. Davis; **a unanimous roll call vote.**

Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
Vice President

Mrs. Regina Davis  
Secretary

Mr. G. Burton German  
Treasurer

Mr. George Piperno  
Ass't Secretary/Treasurer

**Resolution 2015-16: Acceptance of Mrs. Davis retirement and Award of retirement benefits** pursuant to Resolution of April 23, 1998. Motion: Mr. German, 2<sup>nd</sup> by Mr. Brennan; **a unanimous roll call vote.**

**New Services: N/A**

**Informational:**

Inter-Local Agreement-Draft for Commission Review – authorized staff to submit to Township for consideration

**Project Status Table**

Mr. Brennan stated that we should wait until further notice to schedule the Strategic Planning Meeting.

**Commissioners Reports / Discussions / Comments**

Mr. Brennan- Mr. Brennan stated that it was a pleasure and a privilege to work with Mrs. Davis for the past 16 years. He said that Mrs. Davis is gracious and talented and that she always was consistent and diligent.

Mr. German- Mr. German stated it was his pleasure and a privilege to work alongside Mrs. Davis for the past 20 years. He stated that Mrs. Davis was always well-informed and was an asset to the MPWC and that he will miss her.

Mrs. Davis- Mrs. Davis stated that she has been working on the Commission since 1995 and that she was happy to serve on the MPWC. She stated that staffs' expertise made the Commission a better place. Mrs. Davis stated that the MPWC has a strong foundation and she wished everyone luck and happiness.

Mr. Scavuzzo- Mr. Scavuzzo stated that in his short tenure working with Mrs. Davis she has always been gracious and always had a smile on her face. He stated that she was very detail-oriented and that she was very active in reviewing the NJSP Vulnerability Assessment report, working with Staff on the "punch-list".

Mr. Piperno- Mr. Piperno stated that he had worked in the past with Mr. Davis and that he was sorry he didn't have more time serving with Mrs. Davis and that we will all miss her.

**Adjournment:**

A motion was made by Mrs. Davis and 2<sup>nd</sup> by Mr. Brennan to adjourn the meeting at 7:07 PM.

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  
July 9, 2015**

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

The President called the meeting to order at 6:02 PM

All Commissioners were present.

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

**Reorganization**

**Oath of Office:**

General Council administered the Oath of Office to Mr. Ronald S. Johnson of Pennsauken.

**Nomination/Designation of Officers:**

On Motion and unanimous Resolution the Officers are:

President-Joseph Scavuzzo

Vice-President-Patrick Brennan

Secretary-George Piperno

Treasurer-G. Burton German

Assistant Secretary/Treasurer-Ronald Johnson

A motion was made by Mr. German and 2<sup>nd</sup> by Mr. Brennan to hold the titles above; **a unanimous vote.**

**Professional Services Appointments:**

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

The Following were found to be in the Qualified Pool of Engineers available for contracting with the Commission:

- Remington & Vernick, CES, RWD Consultants LLC – Qualified: Motion: Mr. German, 2<sup>nd</sup> Mr. Piperno; **a unanimous roll call vote, Mr. Brennan abstained.**

**Depositories:**

A Resolution to designate Depositories as designated in the respective Resolution. Motion: Mr. German, 2<sup>nd</sup> by Mr. Johnson; **A unanimous roll call vote.**

**Cash Management Plan**

A Resolution to approve the MPWC Cash Management Plan as described in the respective Resolution. Motion: Mr. German, 2<sup>nd</sup> by Mr. Piperno; **A unanimous roll call vote.**

**Designation of Newspapers/Websites**

A Resolution to designate the official newspapers and websites for public notice of the MPWC as designated in the respective Resolution. Motion: Mr. German, 2<sup>nd</sup> by Mr. Piperno; **A unanimous roll call vote.**

**Bank Signatories**

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

**FSA Account and Signatories**

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

**Establishment of Petty Cash Fund**

A Resolution to establish the Petty Cash Fund to be managed by the Financial Director and/or the C.O.O. Motion: Mr. German, 2<sup>nd</sup> by Mr. Brennan; **A unanimous roll call vote.**

**Authorizing Purchases under Contract/Agreement**

A Resolution to authorize purchases under the State Contract and Camden County Cooperative Purchasing Agreement. Motion: Mr. German, 2<sup>nd</sup> by Mr. Brennan; **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: Mr. German, 2<sup>nd</sup> by Mr. Brennan; **A unanimous roll call vote.**

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

A Resolution to authorize the C.O.O. to make applications to the NJDEP and EPA. Motion: Mr. German, 2<sup>nd</sup> by Mr. Brennan; **A unanimous roll call vote.**

**Establishment of Meeting Dates/Times for the Year**

A Resolution to establish the meeting dates and times for the Commission year. Motion: Mr. German, 2<sup>nd</sup> by Mr. Piperno; **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

### Designation of the 2015 Public Employee Awards Committee

A Resolution to appoint Ronald Johnson as co-chair to the 2015 Public Employees Award Committee to fill the vacancy with the current sitting members of Mr. Scavuzzo, Mr. Saraceni, Mrs. Eisenmann and Mrs. Peirce . Motion: Mr. German, 2<sup>nd</sup> by Mr. Brennan; **A unanimous roll call vote.**

### Items to be discussed:

#### Inter-Local Agreement-MPWC-DPW-Vehicle Maintenance-approved by Township

Mr. Brennan stated that everything is in order with the agreement and he moved to sign it. Mr. Scavuzzo recused himself from the discussion/action.

#### Project Status

Mr. Brennan commented that items on the Project Status table should be focused on and that we need to ensure that no projects fall through the cracks. Mr. Johnson was then given a description of what the purpose is of the Project Status table.

#### June 23<sup>rd</sup> Storm Damage-Minor

Mr. Campbell stated that during the June 23rd storm, there were intermittent power outages which affected SCADA, as well as the cameras, but maintained uninterrupted operation. Mr. Brennan raised questions regarding the need for replacing gas/diesel generators with natural gas back-up gas generators. He raised concerns about in a catastrophic situation that fuel availability is limited and electric fuel pumps are down. A discussion ensued and Mr. Spafford stated that he would look into this and suggested that the first should be the Park Ave. facility. He roughly estimated the cost to be approximately \$80,000.00-100,000.00; but he would research it. Mr. Piperno asked that such information be shared with all Commissioners; to which Mr. Spafford agreed.

#### PSA Claim

Mr. German stated that this has previously been discussed and that we will pay the claim.

#### Executive Session- Probable Litigation, Negotiations of Contract and Personnel Matters

To be held after business meeting.

#### Approval of the Minutes

Motion to approve the Minutes of both the Business Meeting and Executive Session of June 11, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Brennan; **a unanimous vote.**

#### Payment of Bills

Motion to approve payment of bills dated July 9,2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno; **a unanimous roll call vote.**

#### Correspondence

Richard Lukasiak to Commission-Letter of Gratitude  
Michael Saraceni to Trico- Backhoe warranty extension

#### Meeting Open to the Public:

Meeting was open to the public at 6:30 PM. None present.

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

**Bid Openings:**

None.

**Staff Reports:**

Chief Operating Officer: N/A

Superintendent:

- Mr. Campbell stated that there is now an issue with the backhoe stabilizer. The stabilizer was damaged that same day, but it was unclear until we receive a final report from the vendor whether that is causing the new "drifting" issue. He will be better prepared to report the status of the backhoe at the next Commission meeting. Mr. Spafford stated that the damage done does not look severe. A discussion ensued on how much down time there has been, where the repairs are done and if we are given a loaner backhoe when our backhoe is being repaired. The Commissioners were advised that all repairs have been the same day on our site; except the one time it went to the Vendor, and they did provide a replacement. It continues to be in service and the vendor has been responsive.

Director of Customer Service: N/A

Engineer:

- Mr. Spafford notified the Commissioners that the Cherry Hill Tank blast started today-July 9, 2015.

General Counsel:

- Mr. McConnell provided a progress report/update on the Antennae lease bids and on the HomeServe proposal. HomeServe's proposed agreement includes sewer line protection and he sought Commissioners direction. A discussion ensued and the Commissioners directed staff to allow 2 weeks to clarify what PSA intends to do regarding HomeServe. Absent some clear direction in that period, the staff was directed to move forward and finalize the contract.

Mr. McConnell also notified the Commissioners that the bid threshold has increased to and provided a resolution, requesting that they consider raising our authorized threshold accordingly.

**Old Business: N/A**

**New Business:**

**New Services:**

1" residential services for 6901 Chestnut, Pennsauken

1" residential service for 538 Third Avenue, Cherry Hill

A motion was made to approve the amendments to the short-term disability policy, with edits expressed by the Commission. Motion: Mr. German; 2<sup>nd</sup> by Mr. Brennan – a unanimous roll call vote.

**Commissioners Reports / Discussions / Comments**

Mr. Brennan – Mr. Brennan informed the Commissioners and staff that there is a major redevelopment going on with the settlement of the Woodcrest Country Club v Cherry Hill Twp. litigation. He asked whether Cherry Hill Township has reached out to us yet regarding the redevelopment because the settlement will have a large

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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

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impact on the MPWC. He requested that we reach out to Paul Striddick from Cherry Hill Township for further details and consideration in implementation. A discussion ensued and Mr. Saraceni said he would discuss with Paul Striddick the proposed redevelopments and the respective implications.

Mr. German-Mr. German stated that the 2014 audit is almost complete. He indicated that an Audit Exit Conference would be held prior to the August monthly meeting.

Mr. Scavuzzo- Mr. Scavuzzo welcomed Mr. Johnson.

Mr. Piperno- reserved comment for an issue to be discussed in Executive Session

Mr. Johnson-Mr. Johnson stated that the staff has been very helpful with his transition. He said that the tours that he was given by Mr. Campbell were very eye-opening. He also stated he had a meeting with Mr. German which was informative. Mr. Johnson stated that most people take water for granted and we need to make the public more aware of its importance.

#### **Executive Session**

A motion was made by Mr. German and 2<sup>nd</sup> by Mr. Johnson to move to Executive Session at 7:22 PM. Minutes of the Executive Session are to be made public 6 months after the last date of appeal for any litigation with the exception of personnel matters

The Commissioners returned to public session at 8:09 PM. Motion: Mr. Brennan, 2<sup>nd</sup> by Mr. German; a **unanimous roll call vote.**

#### **Public Meeting (Resumed):**

**Resolution to return to Public Session at 8:08pm**

#### **Adjournment:**

A motion was made by Mr. German and 2<sup>nd</sup> by Mr. Piperno to adjourn the meeting at 8:10 PM.

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  
August 13, 2015**

**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 6:00 PM

All Commissioners were present.

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

**ITEMS TO BE DISCUSSED**

**BAN- Note Refinancing**

Mr. Saraceni stated that the BAN Note was to rollover soon and verified the 2015 authorized payment to be made on the project notes. Bond Counsel required the execution/adoption of the Bond Resolution. (New Business)

**2014 Draft Audit Report-Resolution and Affidavit Needed**

Mr. German stated that there will be revised projections for Antenna revenues included on the audit. A Resolution would be authorized under New Business.

**Homeland Security- Access Agreement (Resolution Needed)**

Mr. Saraceni stated that he and Mr. Spafford have spoken to Homeland Security and the Deputy US Attorney regarding their need for antennas to be placed on the Woodbine tank for the impending Papal visit. General Counsel has reviewed the proposal and seeks approval subject to the language being negotiated with their counsel. Authorization will be sought under New Business.

**Service Line Protection-PSA Agreement**

Mr. Saraceni stated that samples of the HomeServe market pieces were given to each Commissioner to review and was hoping for an endorsement of them tonight. He also stated that the Pennsauken Sewerage Authority decided to utilize our bid by way of a resolution regarding a shared services agreement. Several questions were raised and it was decided to: lessen to 30 days for time to cure default; to move the provision of phone numbers and e-mail addresses to HomeServe; and to seek clarification of the indemnification language. The Commission approved the agreement subject to the aforementioned changes.

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

### Natural Gas Generator Back-up-Report on Research

Mr. Spafford stated that he has been doing research on the natural gas generator back-up and found that the estimated cost for a retrofit of the generator at Park Avenue would cost approximately \$125,000.00-\$160,000.00. He said the cost of a new natural gas generator would cost approximately \$300,000.00. A discussion ensued over different types of generators available upon current equipment reaching useful life and replacement. Mr. Spafford stated that his research continues and that he has 2 more meetings scheduled.

### Cherry Hill-Community Development-meeting & Project Review

Mr. Saraceni stated that he and Mr. Spafford met with Paul Stridick regarding the Cherry Hill Community Development. Mr. Saraceni stated that the potential growth of residential and townhomes will not be a problem for the MPWC to provide water to them. Mr. Spafford stated that Mr. Stridick will keep us apprised of the situation and that we will also stay in touch with him. Mr. German stated that we are currently under-allocated by \$800,000.00. Mr. Johnson then stated that Pennsauken also has planned expansion progress.

### Project Status-Cherry Hill Tank/Main Replacement

Mr. Spafford stated that the Cherry Hill Tank is progressing quickly and that the tank has started to be filled. Mr. Spafford expects the tank project to be completed by end of week next week. Mr. Spafford then stated that the main replacement is ongoing and that services should be in place next week followed by the paving.

### Executive Session-Litigation and Negotiations

N/A

### Approval of the Minutes

Motion to approve the Minutes of both the Business Meeting and Executive Session of July 9, 2015 was made by Mr. German , 2<sup>nd</sup> by Mr. Piperno ; **a unanimous vote.**

### Payment of Bills

Motion to approve payment of bills dated August 13, 2015 minus Pennsauken was made by Mr. German 2<sup>nd</sup> by Mr. Johnson; **a unanimous roll call vote with Mr. Scavuzzo abstaining.**

### Payment of Bills

Motion to approve payment of Township invoices dated August 13, 2015 was made by Mr. German 2<sup>nd</sup> by Mr. Johnson ; **a unanimous roll call vote.**

### Correspondence -N/A

### Meeting Open to the Public:

Meeting was open to the public at 6:23 PM. None Present.

### Bid Openings:

AT&T-Lease Renewal-Woodbine Avenue Tank-8-13-2015

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 Reports:**

Chief Operating Officer:

- Mr. Saraceni stated that he wanted the Commissioners to confirm that they qualified 3 of the 4 Engineering companies that were previously qualified for Professional Services. Mr. McConnell then stated that all 4 companies have met the minimum criteria in the past. A discussion ensued and it was decided to qualify all 4 Engineering companies.
- Mr. Saraceni then questioned whether we should notify Pennsauken Township or the Borough of Merchantville about the modifications made to the payments. The Commission advised that there was no need to make notifications.

Superintendent:

- Mr. Campbell notified the Commissioners that there another issue with the new backhoe. He stated that hydraulic fluid was found underneath the backhoe. The company was notified and the responded promptly. The backhoe was repaired and returned within 2 hours. The issue was a blown O-ring.

Director of Customer Service:

- Mrs. Eisenmann inquired if the MPWC could sponsor a 5K event called the 9/11 Heroes Run. The event is planned for September 13, 2015 at 9:11 AM. The Commissioners agreed to the event and Mrs. Eisenmann stated that it will be advertised on our webpage and in Waterlines.

Engineer: N/A

General Counsel:

- Mr. McConnell stated that Verizon may need a bid extension. Verizon is concerned that may not get corporate approval on time.

**Old Business: N/A**

**New Business:**

Motion to approve access to Homeland Security subject to agreement language. Motion: Mr. German, 2<sup>nd</sup> by Mr. Brennan ; **a unanimous roll call vote**

Motion to approve 2014 Financial Audit. Motion: Mr. German, 2<sup>nd</sup> by Mr. Piperno ; **a unanimous roll call vote**

Motion to approve BAN –Note Refinancing. Motion: Mr. German, 2<sup>nd</sup> by Mr. Brennan ; **a unanimous roll call vote**

Motion to approve Woodbine Avenue Tank Lease to AT&T Bid. Motion: Mr. German, 2<sup>nd</sup> by Mr. Johnson; **a unanimous roll call vote**

Motion to approve Service Line Protection Agreement with changes discussed. Motion: Mr. German, 2<sup>nd</sup> by Mr. Brennan ; **a unanimous roll call vote**

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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

---

**New Services: N/A**

**Informational**

- PSA Inter-local Agreement
- Draft Audit Report
- BAN – Note Resolution

**Project Status Table**

Mr. Scavuzzo questioned Mr. Saraceni about the Strategic Planning Meeting dates for the Commissioners. Mr. Brennan said to wait another month before scheduling.

**Commissioners Reports / Discussions / Comments**

Mr. Brennan-Mr. Brennan congratulated Mr. Scavuzzo on his marriage.

Mr. German-Mr. German reminded the Commissioners that the 2016 Budget is due on November 1<sup>st</sup>, 2015. He stated that the preliminary budget will be ready for review by the September or October Commission meeting. He then informed the Commissioners that a Special Meeting may need to be scheduled. Mr. Saraceni then stated that a preliminary budget draft should be ready for the September meeting. A discussion ensued on various needs/wants for future capital projects.

Mr. Scavuzzo-N/A

Mr. Piperno- N/A

Mr. Johnson-Mr. Johnson acknowledged Colleen O'Brien and Ryan Magee on their dedication as firefighters in our community as well as dedicated employees of the MPWC.

**Adjournment:**

A motion was made by Mr. German and 2<sup>nd</sup> by Mr. Piperno to adjourn the meeting at 7:11 PM.

Submitted by,  
Carol Feriozzi & Michael Saraceni



## 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

### Minutes of the MPWC Monthly Business Meeting September 10, 2015

#### 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 6:00 PM

All Commissioners were present.

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

#### ITEMS TO BE DISCUSSED

##### MPWC-90<sup>th</sup> Anniversary-2016

Mr. Saraceni introduced Mr. Sean Fitzgerald of the Customer Relations Committee. Mr. Fitzgerald thanked the Commissioners for the opportunity to speak about the projects completed by Mr. Joseph Hutton. Mr. Hutton, while on transitional duty, worked on updating the Hydrant Flushing Program; the Customer Complaint Logs; and documenting, scanning and categorizing over 400 historical photos. Mr. Hutton also found many plaques and certificates. Mr. Fitzgerald also stated that once the MPWC plants are cleaned and painted, he would return the plaques and certificates to their corresponding plants to be displayed.

The Commissioners and staff thanked both Mr. Hutton and Mr. Fitzgerald for their hard work.

It was agreed that the 90<sup>th</sup> Anniversary can be discussed during the Strategic Planning Meeting. Mr. Brennan asked Mr. German if he would give an oral history to the Customer Relations Committee at a later time, to which Mr. German agreed.

##### 2016 Draft Budget-Status

Mr. German stated that the draft budget currently proposed a 6% increase for 2016, and projects to delay 200,000 Radio Meter installs. He suggested that the increase should be 10% to maintain our current budget. Mr. Piperno and Mr. Brennan suggested a possible 8% increase. A discussion ensued regarding anticipated revenues and payments for 2016 and it was agreed that the budget will need to be revised. They agreed further that the Commissioners should meet in the coming weeks so that the 2016 Budget would be ready for the October Commission Meeting or a Special Meeting, if warranted, for final approval. The Commissioners expect high increases for Insurance Benefits in 2016.

With regards to the capital expenses, Mr. Brennan questioned any impending need to install a treatment plant at the Woodbine Avenue site. Mr. Spafford advised that the on-going study seems to indicate a plant is not needed, but it was agreed to await the final results from the pilot test and recommendations from staff.



# 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

## Homeland Security-Status

Mr. McConnell stated that he spoke to the Deputy Attorney General today, and he expressed he had not received any word from his client (Homeland Security) regarding installing equipment on the Woodbine Avenue elevated tank and therefore concluded that there was no time sensitive need.

## Project Status-Cherry Hill Tank/Main Replacement

Mr. Spafford stated that the Cherry Hill Tank is back in service and the punch list is now being worked on. He stated that the mains on Evergreen and Essex were installed. He added that the final paving for Evergreen and Hinchman will be in 4-5 weeks and will require a large change order. Mr. Spafford stated that the paving for the trench on Essex was required to be wider than projected because of the unstable soil conditions found there.

## Executive Session-None

## Approval of the Minutes

Motion to approve the Minutes of the Business Meeting of August 13, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Brennan ; a **unanimous roll call vote.**

## Payment of Bills

Motion to approve payment of bills dated September 10, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno ; a **unanimous roll call vote.**

## Correspondence -N/A

## Meeting Open to the Public:

Meeting was open to the public at 6:43 PM. None present.

## Bid Openings: There were no Bids received for the National Highway Tank Antennae lease.

## Staff Reports: Updates

Chief Operating Officer:

Mr. Saraceni gave an update on the Cardwell family and Frank Benzenhafer. He also told the Commissioners of the thank you cards that Mr. Spafford and Ms. Colleen O'Brien received from Vijay Israni.

The Commissioners settled on November 14 at 9am time for the Strategic Planning Meeting which Mr. Scardino will facilitate.

Mr. Saraceni conveyed a request by a customer to have automated handicapped doors installed in the front of the building. Mr. Spafford estimates a cost of \$5000.00. A discussion ensued and the Commissioners agreed to authorize Mr. Spafford to proceed with the retrofit.

Superintendent: Mr. Campbell reported a main break on Monday, September 7<sup>th</sup> on Route 130 and John Tipton Blvd in Pennsauken of 15 ½ feet of 12 inch main. One lane of Route 130 was closed down during the break. Emergency repaving was needed to meet the N.J Department of Transportation's requirements for restoration.

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  
October 8, 2015**

**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  
James Miles, CPA

The President called the meeting to order at 6:00 PM

All Commissioners were present.

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

**ITEMS TO BE DISCUSSED**

**2016 Draft Budget-Rates/Rate Structure/Hearing-Mr. James Miles, CPA**

Mr. Miles reviewed the budget process and clarified that staff had prepared the budget worksheet. He clarified his role in assisting staff with transferring the data to the State mandated format. A complete draft would be submitted to the Commission for review prior to submitting the document to the State by the November 1<sup>st</sup> deadline. Mr. Saraceni clarified that the budget document was drafted with an 8% proposed increase in rates and that staff would be seeking Commission consideration at the rate hearing scheduled for December.

**Customer Dispute- 2219 39<sup>th</sup> Street**

The customer did not appear to appeal to the Commissioners. Mr. Piperno inquired about the customer dispute (on the agenda, as it was suspected that the customer may attend) at 2219 39<sup>th</sup> Street. Mr. Saraceni and Mrs. Eisenmann provided a synopsis of the account issues, detailing the actions that the MPWC had taken and account status. As the customer did not submit a request for the dispute, nor did they attend the meeting, Mr. McConnell stated that the Commission did not need to take any action as no appeal to them has been raised.

**Reverse 911 Program- Township Use**

All Around Pennsauken was seeking to use the Reverse 911 system to publicize Township events. Mr. Saraceni informed them that he would bring this intended use to the Commissioners for review as he understood this as inconsistent with its prescribed use. Mr. Brennan stated his opposition as this program was intended solely for emergency. The Commissioners stated that the MPWC pays for this program, but allows the Police, Fire and Public Works to utilize it. It was agreed by the Commissioners that Mr. Saraceni was directed to make the necessary notifications to clarify the Commission's policy regarding the use of the program.

**Automatic Electronic Defibrillators**

Mr. Saraceni stated that a majority of the staff had participated in the OSHA required CPR/Emergency Training Classes. He recommended the purchase of two (2) automatic electronic defibrillators (AED's) one (1) each for Westfield Ave and Park Ave. These are portable and can be used when staff is conducting confined space entries. The Commissioners discussed this and authorized the purchase.

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

**Approval of the Minutes**

Motion to approve the Minutes of the Business Meeting of September 10, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno ; **a unanimous roll call vote.**

**Payment of Bills**

Motion to approve payment of the bill dated September 16, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno; **a unanimous roll call vote.**

**Payment of Bills**

Motion to approve payment of bills dated October 8, 2015 excluding Pennsauken Township and E.M.S. was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno; **a unanimous roll call vote.**

**Payment of Bills**

Motion to approve payment of bills dated October 8, 2015 to Pennsauken Township and E.M.S. was made by Mr. German, 2<sup>nd</sup> by Mr. Brennan; **a unanimous roll call vote, with Mr. Scavuzzo abstaining.**

**Correspondence – Kenya James of Pennsauken H.S thank you letter.**

**Meeting Open to the Public:**

Meeting was open to the public at 6:55 PM. None present.

**Staff Reports:** Updates

Chief Operating Officer:

Mr. Saraceni informed the Commissioners that the BAN Loan closing was scheduled for October 14, 2015.

Director of Customer Service:

Mrs. Eisenmann stated that currently there are 53 households that signed up for the HomeServe program.

General Counsel:

Mr. McConnell stated that Mr. Saraceni and Mr. Spafford inspected the fence on the Conrail SWOPE line at National Highway. It was agreed that the fence should remain in its current location.

**Old Business:** N/A

**Informational**

- Revised Draft Budget Document Posted

**New Business:**

Motion approving a new service at 1550 John Tipton Boulevard. Motion: Mr. German, 2<sup>nd</sup> By Mr. Brennan: **a unanimous roll call vote.**

Motion to approve **Draft 2016 Budget.** Motion: Mr. German, 2<sup>nd</sup> By Mr. Brennan: **a unanimous roll call vote.**

**Emergency Procurement Declaration Resolution**

Motion to approve Emergency Procurement Declaration. Motion: Mr. German, 2<sup>nd</sup> By Mr. Piperno: **a unanimous roll call vote.**



## 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

### **PSA Inter-Local Agreement Resolution re: HomeServe**

Motion to approve the PSA Shared Services Agreement. Motion: Mr. German, 2<sup>nd</sup> By Mr. Johnson: a **unanimous roll call vote.**

### **Project Status Table**

Mr. Scavuzzo stated that former Commissioner Davis did an excellent job pursuing the NJSP Vulnerability Report goals. Mr. Scavuzzo proposed that Mr. Johnson assume that responsibility and Mr. Johnson accepted. Mr. Saraceni will provide him with a checklist of progress made on those recommendations.

### **Commissioners Reports / Discussions / Comments**

Mr. Brennan commented that the communication authorized by the Commission to our customers from the HomeServe has been misinterpreted by some as an MPWC program as opposed to a service offered by a third party endorsed by the MPWC. After discussion, it was agreed that our customer relations efforts need to clarify our role as an endorsement. He stated that as an example, we could clarify in Waterlines that this program is not by the MPWC but it is endorsed by the MPWC.

Mr. Brennan also commented that Sean Fitzgerald is doing a great job with Facebook.

Mr. German-Mr. German stated that he enjoyed being interviewed by staff.  
Remaining Commissioners had no report.

### **Adjournment:**

A motion was made by Mr. German and 2<sup>nd</sup> by Mr. Piperno to adjourn the meeting at 7:14 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 Special Meeting  
November 7, 2015**

**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.  
  
Michael Scardino, CPM

The President called the meeting to order at 9:00 AM  
All Commissioners were present.

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

**ITEMS TO BE DISCUSSED**

President Scavuzzo opened the meeting and stated that the purpose of the meeting was to continue with strategic planning & the establishment of short and long term goals. He prefaced the discussion with his involvement in the preceding session (February 8, 2014) was both beneficial but proved effective, referencing some of the Commission's accomplishments. The discussion was turned over to Michael Scardino.

Mr. Scardino asked both Mr. Piperno and Mr. Johnson to provide a brief overview of their backgrounds, as this was their first participation with him as facilitator. After brief comments from both, the balance of the Commissioners likewise provided a brief summary of their qualifications and involvements.

To initiate the discussions, Mr. Scardino commended the Commissioners for investing the time into strategic planning, noting that it was both rare that governmental entities actually put forth this effort but also that they follow through and execute the goals established, once again noting the progress made since the last session.

Subsequent to the meeting, the Commissioners were asked to complete a SWOT (Strengths, Weaknesses, Opportunities & Threats) exercised issued to them. The discussions opened with the facilitator soliciting feedback from the Commissioners, by category, until all information was posted on the white board. (Copy attached to the minutes.)

Once completed, the Commissioners were asked to list the top five (5) immediate priorities facing the MPWC to serve as a basis for identifying and implementing the means to address those priorities. They were as follows;

- 1) Sustainability
- 2) Infrastructure
- 3) Financial Health
- 4) Marketing
- 5) Relationships & Communications



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---

Mr. Joseph Scavuzzo  
President

Mr. Patrick Brennan  
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Mr. George Piperno  
Secretary

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Treasurer

Mr. Ronald Johnson  
Ass't Secretary/Treasurer

---

At the close of the session, Mr. Scardino verified the areas of concern identified that would be addressed as a result of this exercise. The C.O.O. was to ensure that the information was translated to writing to be memorialized and become a part of these minutes. He thanked the Commission for the privilege of being invited to participate and returned the meeting over to the President.

**Adjournment:**

A motion was made by Mr. German and 2<sup>nd</sup> by Mr. Piperno to adjourn the meeting at 11:35 AM. **A unanimous vote.**

Submitted by,  
Carol Feriozzi & Michael Saraceni

## STRATEGIC PLANNING SWOT ANALYSIS

STRENGTHS	WEAKNESSES	OPPORTUNITY	THREATS
<p>AWWA-NJ Award</p> <p>Product- Price (Low Rate/Quality)</p> <p>Social Media</p> <ul style="list-style-type: none"> <li>• Customer Relations</li> </ul> <p>Staff-Diverse</p> <p>Cross-Train:</p> <ul style="list-style-type: none"> <li>• Succession</li> <li>• Licensing</li> </ul> <p>Cooperative/Focus/Values</p> <ul style="list-style-type: none"> <li>• No Agenda</li> <li>• Leadership</li> </ul> <p>Infrastructure</p> <ul style="list-style-type: none"> <li>• Leadership</li> </ul> <p><b>Public Servants Not Politicians</b></p>	<p>*Positive Marketing/Publicity Ownership By Stakeholders</p> <p>*Infrastructure-Aging</p> <ul style="list-style-type: none"> <li>• Resource Allocation</li> <li>• Dead-Ends-Interconnections</li> <li>• Meters-Radio Read</li> <li>• 250 Miles Ave. Age 70 Years</li> <li>• Main Replacement-3K per Year-\$500K</li> </ul> <p>Disconnect with Municipal Groups: Planning/Zoning</p> <p>Road Replacement Costs</p> <p>Extended Responsibility/Limited Funding</p>	<p>Marketable Resource/Business</p> <ul style="list-style-type: none"> <li>• Realtors-graphic</li> <li>• Business-graphic</li> </ul> <p>Athletics/Distribution</p> <p>New Customers</p> <ul style="list-style-type: none"> <li>• Industrial/Commercial</li> </ul> <p>Cost Sharing/Coordination</p> <p>Relining/not Replacement</p> <p>Cost of Money/Interest</p> <p>*Relationships with Neighbors</p> <ul style="list-style-type: none"> <li>• Opening Permits/Fees</li> <li>• Traffic Control</li> </ul> <p>Partnerships-Maple Shade/Collingswood</p> <ul style="list-style-type: none"> <li>• Expand Franchise</li> </ul>	<p>Sale of Utility-Asset</p> <p>Allocation-Possible:</p> <ul style="list-style-type: none"> <li>• Loss of 2016</li> <li>• 800 Million</li> </ul> <p>*Financial Health</p> <p>Politics</p> <p>Regulations</p>

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  
November 12, 2015**

**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 6:00 PM  
All Commissioners were present.  
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

**ITEMS TO BE DISCUSSED**

**Budget Documents sent to State of New Jersey**

Mr. Saraceni stated that the budget documents were sent to the State and that we are now awaiting the State's response. The Budget will be adopted at the December Commission Meeting. Mr. Saraceni also thanked Mr. Johnson for his help in reviewing the budget documents.

**Water Rates/Rate Structure-discussion-Rates/Connection Fee Hearing 12/10/15**

Mr. Spafford stated that staff has been considering various rate structures and that he is continuing to adjust some of the rates/connection fees pursuant to ongoing analysis. The staff's proposal for rate adjustments will be formally presented at the hearing scheduled for December 10, 2015. He further referenced that the definition for owner-occupied, single-family was being clarified to reflect that a critical component was that the customer was "individually metered" which has always been a factor in practice.

A member of the public, Ms. Geri Tabako was in attendance and the President adjusted the agenda to open at this point for public participation. Ms. Tabako questioned regarding the billing as to the condominiums where she resides and the distinction in rate classification. The condominium association, Avignon is the MPWC customer and is billed by the MPWC as a multi-unit facility and therefore the residents are not billed as single family dwellings, though some may be individually owner-occupied as they are billed by the Association. A discussion ensued and it was explained to Ms. Tabako that in order for individual properties to be charged as single family the property and dwelling must be property owned by a single MPWC customer with their own meter. It was then explained that the MPWC provides meters to the single family dwellings but that each property owner is responsible for all piping and plumbing once it leaves our Main.

**Service Line Protection-update**

Ms. Eisenmann stated to-date there are 1062 households enrolled in Service Line protection. She stated that HomeServe's initial projection is to enroll 20% of MPWC customers.

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

### MPWC Article Published-NJAWWA-Pipeline-Social Media

Mr. Saraceni informed the Commissioners shared with the Commissioners the article written by our own Sean Fitzgerald about Social Media published in the NJAWWA paper-Pipeline. It was suggested that the some of the points made in the article could be utilized in future MPWC literature.

### Woodbine Pilot Program-Report

Mr. Spafford stated that the Woodbine Pilot study report was completed and both systems are shut down and are scheduled for removal. He stated that iron and manganese levels are well below NJDEP limits and lower than all of our other plants. Therefore, we recommend not moving forward yet and that he would continue to monitor conditions/results.

### Approval of the Minutes

Motion to approve the Minutes of the Business Meeting of October 8, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno ; **a unanimous roll call vote.**

### Payment of Bills

Motion to approve payment of the bills dated November 12, 2015 with the exception of Pennsauken Township was made by Mr. German, 2<sup>nd</sup> by Mr. Johnson; **a unanimous roll call vote.**

Motion to approve payment of bills dated November 12, 2015 to Pennsauken Township was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno; **a unanimous roll call vote, with Mr. Scavuzzo abstaining.**

### Correspondence – Pennsauken High School Scholarship Letter

### Meeting Open to the Public:

Meeting was Re-opened to the public at 6:28 PM. None present at this time.

### Staff Reports:

Chief Operating Officer:

Mr. Saraceni stated that the NJUA insurance fund paid out dividends to this Commission of \$25,450 for the year. He also stated that he had a meeting on November 13<sup>th</sup> with Connor Strong to discuss healthcare benefits options, providing a status report.

Superintendent:

Mr. Campbell stated that there were 2 water main breaks which occurred at Walnut Ave and Horner/Harvey.

Engineer:

Mr. Spafford stated that each Commissioner was given a handout with proposed Water Regulation Definitions which can be discussed at a later time, in order to give Commissioners time to review.

General Counsel:

Mr. McConnell stated regarding antennae leases that he received an Access Agreement from Verizon to conduct a Phase II environmental at National Highway to which he responded and is currently awaiting Verizon's answers. He no longer is confident that this will go to a bid opening by February.

Mr. McConnell also stated that there was no response on Marion yet and he anticipates delays.

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

### Informational

- HomeServe – marketing pieces in distribution

### New Business:

Motion to go out to Annual Maintenance and Supply Bids necessary for 2016 . Motion: Mr. German, 2<sup>nd</sup> By Mr. Brennan: **a unanimous roll call vote.**

Motion to approve to sell on GovDeals property no longer of use to The MPWC. Motion: Mr. German, 2<sup>nd</sup> By Mr. Johnson: **a unanimous roll call vote.**

Motion to authorization expenditure for Pennsauken High School Scholarships awards. Motion: Mr. German, 2<sup>nd</sup> By Mr. Johnson: **a unanimous roll call vote.**

### New Services:

3539 Finlaw Street-New Residential-1" service

Crescent Memorial Park- 1" irrigation line

7014 Collins Avenue- New residential-1" Service

Motion to approve new services. Motion: Mr. German, 2<sup>nd</sup> By Mr. Brennan: **a unanimous roll call vote.**

### Project Status Table

Mr. Scavuzzo suggested taking the Strategic Planning Meeting off the Project Status Table.

### Commissioners Reports / Discussions / Comments

Mr. Brennan said that he enjoyed the Strategic Planning Meeting and that he learned a lot. He also stated that some MPWC infrastructure is over 100 years old and we need to rebuild the Infrastructure with current low interest rates. He suggested that options be considered and a discussion ensued that concluded that Mr. Saraceni and Staff would identify potential projects and pursue options for long-term financing.

Mr. Johnson and Mr. German each in turn agreed as to the value of that meeting and that the comradery was great. Mr. German stated that he felt rejuvenated regarding his service to the MPWC.

Mr. Piperno echoed those comments. He also asked for and received an explanation of the Superintendent charts (threatened/depleted zones).

Mr. Scavuzzo stated that he enjoyed the Strategic Planning Meeting and then wished everyone a Happy Thanksgiving.

### Executive Session

A motion was made by Mr. Brennan and 2<sup>nd</sup> by Mr. Piperno to go into Executive Session to discuss personnel issues and individual salary recommendations at 7:00 PM. **A Roll call returned a unanimous vote.**

The Commissioners returned to public session at 7:41 PM.

Adjournment:

A motion was made by Mr. German and 2<sup>nd</sup> by Mr. Brennan to adjourn the meeting at 7:42 PM.

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

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**Minutes of the MPWC Monthly Business Meeting  
December 10, 2015**

**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  
James Miles, CPA  
Patricia Croce, Court Stenographer

The President called the meeting to order at 9:42 AM

All Commissioners were present.

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

**ITEMS TO BE DISCUSSED**

**Connection Fee & Rate Hearing**

President Scavuzzo turned the meeting over to Mr. McConnell to conduct the scheduled hearings. The Rate Hearing is memorialized in a verbatim transcript of record with the Commission. No members of the public attended the hearing.

At the Conclusion of the Hearing the Commission resumed its regular monthly meeting.

**Budget-Approved by State of NJ-Adoption Resolution**

Mr. Saraceni stated that the NJ DCA approved the proposed 2016 MPWC budget and therefore it was ready for formal adoption.

**Annual Maintenance & Supply Contracts-Bid Process/Results & Recommendations**

Mr. Spafford summarized the bid results and recommended the low bidders in each instance as reflected on the included Annual Maintenance Bid summary sheet for contract's 16-01,16-02,16-03,16-04,16-05,16-06,16-07,16-11,16-12 and 16-13.

**Authorization to Bid-Carbon Media-Marion Ave. GAC Filter Plant**

Mr. Spafford stated that the GAC Filter needs to be replaced and is seeking permission to go to bid.

**Review of Regulation 1002-Definitions-Proposed Amendments**

Proposed amendments presented at the prior months meeting are presented for adoption.

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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

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### **Longwood Avenue Survey-Main Replacement 2016-RFP Results/Authorization**

Mr. Saraceni stated that the bid (quotes) results would be opened later this morning. Authorization will be completed in New Business. The quotes were received and opened during the course of the meeting and Mr. Spafford recommended award to T&M with the lowest proposal of \$6,875.00.

**2016 Draft Holiday Schedule** was submitted by staff for approval. A discussion ensued and the Commission directed staff to revisit the issue of one date and bring back a recommendation to the Commissioners.

**Customer Relations Committee-Progress Report 2**-The Customer Relations Committee will be focusing in 2016 on the 90<sup>th</sup> anniversary of the MPWC. Ms. Eisenmann commended Sean Fitzgerald for outlining a calendar of activities to commemorate the Anniversary. She explained the difficulties the committee faces providing tours to students and therefore they were proposing that tours can be given to other groups, such as Senior Citizens, Scouts etc. Mrs. Eisenmann reported that the Customer Relations Committee is researching virtual tours motivated a discussion and concluded that the committee should continue its research.

### **Bad Debt-Staff Report & Recommendations**

A report was submitted to the Commission for review and approval regarding the write-off of certain debt.

### **Health Benefits-Open Enrollment-Update**

Mr. Saraceni provided the Commissioners with spreadsheets detailing the 2016 healthcare options. He explained that Horizon will be unveiling in 2016 other healthcare plan options. Mr. Saraceni stated that the Commissioners will be invited to the information sessions.

### **Approval of the Minutes**

Motion to approve the Minutes of the Special Meeting of November 7, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno ; **a unanimous vote.**

Motion to approve the Minutes of the Business Meeting and Executive Session minutes of November 12, 2015 was made by Mr. German, 2<sup>nd</sup> by Mr. Johnson ; **a unanimous vote.**

### **Payment of Bills**

Motion to approve payment of bills dated December 10, 2015 with the exception of Pennsauken was made by Mr. German, 2<sup>nd</sup> by Mr. Johnson ; **a unanimous roll call vote.**

### **Payment of Bills**

Motion to approve payment of bills dated December 10, 2015 to Pennsauken was made by Mr. German, 2<sup>nd</sup> by Mr. Piperno ; **a unanimous roll call vote. Mr. Scavuzzo abstained.**

### **Correspondence**

Eleven Cherry Hill fire hydrants were removed from Cherry Hill Retail Partners in the Racetrack development and turned over to the responsibility of the Cherry Hill Board of Fire Commissioners.

### **Meeting Open to the Public:**

Meeting was open to the public at 10:45 AM. None present.

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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

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**Staff Reports:**

Chief Operating Officer: Mr. Saraceni thanked the Commissioners for the Employee Recognition /Holiday Breakfast and for their support in 2015.

Superintendent: Mr. Campbell also thanked the Commissioners for the Employee Recognition/Holiday Breakfast. The Backhoe forks and fifteen surplus light fixtures were sold on GovDeals. Mr. Campbell is seeking permission to sell 3 Truck Bed covers on Govdeals.

Director of Customer Service: Mrs. Eisenmann wished everyone a Happy Holiday.

Engineer: Mr. Spafford is seeking approval of a \$ 63,176 change order for the Greenleigh/Essex/Evergreen Main Replacement due to additional paving work required by Cherry Hill Township beyond their approved plan.

**Old Business:**

Regulation 1002- Definitions

Motion to approve Regulation1002 - Definitions were made by Mr. German, 2<sup>nd</sup> by Mr. Brennan; **a unanimous roll call vote.**

GovDeals-

A backhoe fork and fifteen lights were sold. Mr. Campbell is seeking to sell three covers on GovDeals in the future.

**New Business:**

Motion to approve 2016 Water Rates at the proposed rate as advertised and recommended by staff. Motion: Mr. German, 2<sup>nd</sup> By Mr. Johnson: **a unanimous roll call vote.**

Motion to approve 2016 Connection Fee Rates as advertised and recommended by staff. . Motion: Mr. German, 2<sup>nd</sup> By Mr. Johnson: **a unanimous roll call vote.**

Motion to adopt 2016 Budget. Motion: Mr. German, 2<sup>nd</sup> By Mr. Piperno: **a unanimous roll call vote.**

Motion to approve annual contracts numbers 16-01,16-02,16-03,16-04,16-05,16-06,16-07,16-11,16-12 and 16-13. Motion: Mr. German, 2<sup>nd</sup> By Mr. Brennan: **a unanimous roll call vote.**

Motion to authorize advertisement for bids for Marion Ave. GAC filter plant media. Motion: Mr. German, 2<sup>nd</sup> By Mr. Piperno: **a unanimous roll call vote.**

Motion to award the Longwood Survey work for 2016 Main Replacement to T&M at (\$6,875). Motion: Mr. German, 2<sup>nd</sup> By Mr. Piperno: **a unanimous roll call vote.**

Motion to approve 2016 Holiday schedule, with the exception of the Christmas Holiday, with staff providing a future recommendation for that one day. Motion: Mr. German, 2<sup>nd</sup> By Mr. Piperno: **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

---

Motion to approve bad debt removal as proposed by staff. Motion: Mr. German, 2<sup>nd</sup> By Mr. Piperno: **all Commissioners voting affirmative except Mr. Scavuzzo abstained.**

Motion to approve change order for Greenleigh/Essex/Evergreen Main Replacement in the amount of \$ 63,176. Motion: Mr. German, 2<sup>nd</sup> By Mr. Johnson: **a unanimous roll call vote.**

**New Services:**

**2261 Rte. 70-Audi-**Motion to approve new service.. Motion: Mr. German, 2<sup>nd</sup> By Mr. Piperno: **a unanimous roll call vote.**

**614 Haddonfield Rd-**Motion to approve new services . Motion: Mr. German, 2<sup>nd</sup> By Mr. Piperno: **a unanimous roll**

**Project Status Table**

The Commissioners approved removing some ongoing projects from the project status table. A discussion concluded that this table serves as a reminder of what projects need to be completed and those that remain pending and should remain posted.

**Commissioners Reports / Discussions / Comments**

Mr. Brennan- Mr. Brennan commended the number of staff members that have acquired licensing and found this emblematic of the quality of the Management of the MPWC that encourages growth. Mr. Brennan received two calls concerning confusion as to the most recent HomeServe letter. A discussion concluded that the MPWC must edit future marketing pieces to better clarify the relationship between the MPWC and the Homeserve program.

Mr. German-Mr. German thanked the staff as he was very appreciative of the jobs that they do. He also wished everyone a Merry Christmas.

Mr. Scavuzzo- Mr. Scavuzzo said that he participated in the Pennsauken Christmas parade and he was proud to be on the MPWC float. He said that this is a worthwhile community event and that it was well-attended.

Mr. Piperno- Mr. Piperno spoke specifically to Mrs. Eisenmann and Mrs. Feriozzi stating that as he had said at the Strategic Planning meeting, that he has noticed and appreciated how friendly and helpful everyone at the MPWC is. He stated that he has worked many places in the past and that the MPWC is the most “user-friendly” staff and management he has ever seen. He asked that this be conveyed to the staff.

Mr. Johnson-Mr. Johnson wished everyone Happy Holidays.

**Executive Session**

A motion was made by Mr. German and 2<sup>nd</sup> by Mr. Piperno to move to Executive Session for personnel matters and litigation at 11:24 AM. A unanimous roll call.

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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

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**The Commissioners returned to the Public Session at 12:02 PM; except Mr. Brennan who had excused himself from the executive session.**

Motion to approve the salary committee recommendations as submitted to the Commission in November.

Motion: Mr. German, 2<sup>nd</sup> By Mr. Johnson: **a unanimous roll call vote of the four Commissioners.**

Motion to authorize awarding the survey for Longwood Avenue to T & M as the lowest quote. Motion: Mr.

German, 2<sup>nd</sup> By Mr. Johnson: **a unanimous roll call vote of the four Commissioners.**

**Adjournment:**

A motion was made by Mr. German and 2<sup>nd</sup> by Mr. Scavuzzo to adjourn the meeting at 12:05. A unanimous vote **of the four Commissioners.**

Submitted by,  
Carol Feriozzi & Michael Saraceni