

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

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

Mr. Joseph Scavuzzo
President

Mr. George Piperno
Vice President

Mr. Ronald Johnson
Secretary

Mr. Patrick Brennan
Treasurer

Mr. Edward Brennan
Ass't Secretary/ Treasurer

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

ATTENDEES

Commissioners:

Mr. Joseph Scavuzzo, President
Mr. George Piperno, Vice President
Mr. Patrick Brennan, Treasurer
Mr. Ronald Johnson, Secretary

Other Attendees:

Michael A. Saraceni, C.O.O.
Craig Campbell, Superintendent
Richard Spafford, P.E., Director of Engineering
Karl N. McConnell, General Counsel
Brandy Eisenmann, Customer Service Director

The President called the meeting to order at 4:00 PM

There was a roll call of Commissioners all were present, except Mr. Edward Brennan.

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

The following items were discussed:

2020 Budget

The C.O.O. reported that the budget has been approved and returned by the DCA of the State of NJ

NJUA 2019 Dividend Check

The C.O.O. reported the Commission received a dividend check in the amount of \$18,931.00 from the Joint Insurance Fund in which the Commission is a participant.

Main Replacement Contract Status

The Engineer reported that the bid under the Water Supply and Wastewater Public-Private Contracting Acts (P.L. 1995, c. 101; P.L. 1995, c. 216) was opened in November and that the only bidding and qualified contractor has proposed \$1.2M. which was within the budgeted amount. The Engineer recommends making the Conditional Initial Public-Private Award to them as they were deemed qualified by the Evaluation Committee. In addition, this is the most efficient way of achieving compliance with WQAA. The process will be to award and then negotiate further terms into a written agreement which will come back to the Commission for conditional award or rejection. That document will need to be put to public hearing as well as approval by state agencies pursuant to the statute. The discussion turned to other projects that would be coming online this year as well, which included discussing the ability of the MPWC field team to handle some of the main replacement in house, but with other projects, the standard workload and emergency work, it would be difficult for the in-house team be dedicated to a significant portion of the WQAA requirements for main replacement. It was noted that with the initiation of this contract and project, the MPWC continues to be 100% in compliance with WQAA to date.

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Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph Scavuzzo
PresidentMr. George Piperno
Vice PresidentMr. Ronald Johnson
SecretaryMr. Patrick Brennan
TreasurerMr. Edward Brennan
Ass't Secretary/ Treasurer**Approval of the Minutes**

A motion by Mr. Piperno and 2nd by Mr. Johnson to approve the Minutes of the Business Meeting of December 12, 2019. **All present voted in the affirmative in a roll call vote.**

A motion by Mr. Piperno and 2nd by Mr. Johnson to approve the Minutes of the Executive Session of the Business Meeting of December 12, 2019. **All present voted in the affirmative in a roll call vote.**

Payment of the Bills

A motion by Mr. Pat Brennan and 2nd by Mr. Piperno to approve payment of the bills in the amount \$771,854.80 and a bill for R&V for \$10,720.00 dated January 9, 2020. **All present voted in the affirmative in a roll call vote. ,**

A motion by Mr. Pat Brennan and 2nd by Mr. Piperno to approve payment of the bills for Pennsauken Township in the amount \$8,782.75 dated January 9, 2020. **All present voted in the affirmative in a roll call vote – Mr. Scavuzzo abstained.**

A motion by Mr. Pat Brennan and 2nd by Mr. Piperno to approve payment of the bills for Merchantville Borough and Remington & Vernick in the amount \$13,392.47 dated June 13, 2019. **All present voted in the affirmative in a roll call vote**

A motion by Mr. Pat Brennan and 2nd by Mr. Johnson to approve payment of the P-card in the amount of \$288.00 dated January 9, 2020. **All present voted in the affirmative in a roll call vote**

Bid Openings

The Engineer distributed a summary of the Low Bids that he was recommending for Award in each category of Annual Contracts for review and recommended the low bidder for each contract which is attached to these minutes.

Staff Reports

Mr. Pat Brennan noted that pumpage was up and the Superintendent noted that overall it was down for the year by less than 1 percent. Mr. Pat Brennan questioned how close to completion is the GIS project. The Engineer summarized the recent activity and indicated that he anticipates the program going live over the next month or two. Mr. Johnson asked about the radio meter installations. Staff indicated that it was near completion. A discussion ensued regarding the redistribution of capital funds and the possibility of looking at fixed network towers in the near future.

New Business

A motion by Mr. Pat Brennan and 2nd by Mr. Johnson to award Annual Bids to all low bids as recommended by Staff on the attached Chart. A full detailed listing shall be attached to the Resolution for record. **All present voted in the affirmative in a roll call vote.**

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Ph: 856.663.0043 • Fx: 856.486.7417 • www.mppwc.comMr. Joseph Scavuzzo
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TreasurerMr. Edward Brennan
Ass't Secretary/ Treasurer

A motion by Mr. Pat Brennan and 2nd by Mr. Piperno to approve new services at 775 Haddonfield Rd, Cherry Hill, which includes three 2" domestic services and three 6" fire services for retail space. **All present voted in the affirmative in a roll call vote.**

A motion by Mr. Pat Brennan and 2nd by Mr. Piperno to Make a Conditional Award Under the Public-Private Water Supply Contract Act for the Main Replacement bid and directed Staff to negotiate with Utility Services for a Agreement. **All present voted in the affirmative in a roll call vote..**

Project Status

A discussion ensued about the National Highway land acquisition. The C.O.O. noted that Pepsi representatives were enthusiastic about Pepsi being placed on the tank and have informed them that the owners are in support of going forward with a partnership involving the transfer of land to the MPWC for placement of a treatment plant. They are working through some operational concerns and will be contacting the MPWC for further discussions soon. Mr. Scavuzzo asked that the project status table be updated to include "status" so that all are aware of next steps or why a project may be on hold. The C.O.O. acknowledged and will amend accordingly.

Commissioners Reports:

Mr. Johnson wished everyone a Happy New year and is looking forward to 2020 with the Commission. Mr. Scavuzzo asked that Commissioners receive notifications when there are significant incidents occurring in town, similarly to the main break notification. This refers to a recent motor vehicle accident that involved a hydrant that was ripped from the main causing the MPWC to perform significant repairs. There was also a discussion regarding that specific accident and the MPWC's insurance claim and what expenses could be recovered. Mr. Piperno asked if there was any discussions with the county regarding paving requirements. Mr. McConnell reminded Mr. Piperno that Mayor Brennan was to meet Mr. Cappelli but that he advised G.C. that that meeting did not occur as of this date.

Adjournment

A motion by Mr. Piperno and 2nd by Mr. Pat Brennan to adjourn at 4:52 PM. **A unanimous voice vote of those present.**

Submitted By:

Brandy Eisenmann & Michael Saraceni

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Treasurer

Mr. Edward Brennan
Ass't Secretary/ Treasurer

**Minutes of the MPWC Monthly Business Meeting
February 13, 2020**

ATTENDEES

Commissioners:

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

Other Attendees:

Michael A. Saraceni, C.O.O.
Craig Campbell, Superintendent
Richard Spafford, P.E., Director of Engineering
Brandy Eisenmann, Customer Service Director

The President called the meeting to order at 4:00 PM
There was a roll call of Commissioners all were present.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

The following items were discussed:

Host Community Annual Presentations

The C.O.O. reported he and the Superintendent will be presenting at Merchantville Borough on March 9, 2020 at 7:30 PM. The date for the Pennsauken Township presentation is still to be determined.

Governmental Affairs Status

The C.O.O. summarized all activity by Commissioners and staff since last meeting. Rich Spafford reported on his attendance at the Water Utility Council (WUC) meeting and also reported on his attendance and Assembly meeting where he provided testimony of the MPWC's position on the Legionnaires bill. The C.O.O. indicated that he was contacted by Borough Councilperson Daniel Sperrazza offering to schedule a meeting with him and Andrew McCallister – who expressed interest in assisting the MPWC – which was scheduled for 2/18/2020. Mr. Ted Brennan reported his discussion with Andrew McCallister and acknowledged that a meeting has been scheduled with Mr. McCallister and MPWC staff. There was a discussion amongst Commissioners and staff regarding next steps. Commissioner Ted Brennan recommends engaging a third party to assist and referred to a previously drafted RFP to be refined. The other Commissioners consented and instructed staff to narrow the scope of the RFP and bring a draft for review to the next meeting. Commissioner Johnson inquired about the forthcoming requirements on lead services and it was noted that the proposed split for financial responsibility is currently at 40/60 and it is proposed that a portion of the utility's responsibility be subsidized.

Marion Avenue Plant Carbon Media Replacement – Authorization to Bid

Staff seeks Commission authorization to go out for bid on the change out of filter media at the Marion Avenue plant.

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TreasurerMr. Edward Brennan
Ass't Secretary/ Treasurer**Browning Road Plant Air Stripper Media Replacement – Authorization to Bid**

Staff seeks Commission authorization to go out for bid on air stripper media for the Browning Road air strippers.

First Amendment Audits

The C.O.O. summarized activity taken place to inform staff of possible encounters and how to appropriately proceed.

85th Annual AWWA Conference

The conference will take place in Atlantic City, NJ beginning March 17 through 20, 2020 and all Commissioners are invited to attend.

Approval of the Minutes

A motion by Mr. Pat Brennan and 2nd by Mr. Johnson to approve the Minutes of the Business Meeting of January 9, 2020, as amended to reflect and include the Engineer's letter to Shannon Chemical rejecting their bid because the bid was non-responsive in that the specifications were not met. **All voted in the affirmative in a roll call vote.**

Payment of the Bills

A motion by Mr. Pat Brennan and 2nd by Mr. Piperno to approve payment of the bills for Pennsauken Township in the amount \$103,863.32 dated February 13, 2020. **All voted in the affirmative in a roll call vote; Mr. Scavuzzo abstained.**

A motion by Mr. Pat Brennan and 2nd by Mr. Piperno to approve payment of the bills in the amount \$483,527.35 - **All voted in the affirmative in a roll call vote.** A motion by Pat Brennan and 2nd by Mr. Piperno for payments to Merchantville Borough for \$12,780.32, and a bill for R&V for \$6,995.00 dated February 13, 2020. **All voted in the affirmative in a roll call vote, except Mr. Edward Brennan who abstained.**

A motion by Mr. Pat Brennan and 2nd by Mr. Piperno to approve payment of the P-card in the amount of \$874.99 dated February 13, 2020. **All voted in the affirmative in a roll call vote.**

Staff Reports

The C.O.O. reminded Commissioners that it was time to complete the annual Personnel Update Forms. He also reported that Haddon Heights High School has contacted the MPWC regarding participation in the annual scholarship award. Date and time of award presentation to be determined. The upcoming Employee Development session will require that all employees participate in a single session. The C.O.O. requested permission from the Commission to close the office for approximately 2.0 hours for the required training on Friday, February 21, 2020.

General Counsel requested the Commissioners pass the NJLM Resolution seeking establishment of a committee to evaluate recently proposed changes to OPRA and OPMA policies for their review and comment. General Counsel also requested authorization from the Commission to designate the C.O.O. as authorized agent to determine public access verses private access areas to plants and facilities owned by the MPWC.

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Ass't Secretary/ Treasurer**Old Business****Customer Dispute – MPWC Regulations**

Regarding the account dispute brought forth by the resident at 8624 Githens Avenue, Pennsauken, NJ. The Commission could find no reasonable justification to amend the current practices or Regulations of the MPWC to accommodate a reduced rate for water lost due to a leak in the property. The Commission instructed staff to remove certain fees and penalties but to bill the customer for the water based on the current rate structure.

County Road Concerns

Commissioner Ted Brennan has arranged for a meeting between the MPWC and County Representatives to discuss paving concerns. The C.O.O. was listed as the contact person.

New Media at Water Treatment Plants

A motion by Mr. Pat Brennan and 2nd by Mr. Johnson to go out for bid for new media at both the Browning Road and Marion Avenue Water Treatment Plants. **All voted in the affirmative in a roll call vote.**

New Services

A motion by Mr. Pat Brennan and 2nd by Mr. Piperno to approve a new 4" service at 617 Hampton Road, Cherry Hill. **All voted in the affirmative in a roll call vote.**

Designate C.O.O.

Resolution # 2020-03 A motion by Mr. Pat Brennan and 2nd by Mr. Johnson to designate the C.O.O. as the Commission's authorized agent for determining which MPWC-owned facilities would be classified as public vs. private property protected by Homeland Security. **All voted in the affirmative in a roll call vote.**

Project Status

Mr. Spafford provided an update on the GIS project and informed that the online map is complete. The Asst. Superintendent has a few days of field work to complete and then it would be a matter of waiting for license to be issued. The Superintendent and Engineering Director will be meeting on Friday with Pepsi representatives to discuss land needs for a new treatment plant. Commissioners inquired about the project completion date listed on the project status table for the Woodbine Avenue plant. Mr. Spafford reported that it can be bid as soon as the permit is back, approximately 6-8 weeks from. The C.O.O. clarified that the I-Bank waiver allows the MPWC to apply to the Local Finance Board for temporary financing, based in the project's ranking, so that the project can move forward.

Commissioners Reports:

Mr. Piperno thanked staff for the lovely plant that was sent during his recovery from recent surgery.

Adjournment

A motion by Mr. Johnson and 2nd by Mr. Pat Brennan to adjourn at 5:02 PM. **A unanimous voice vote of those present.**

Submitted By:

Brandy Eisenmann & Michael Saraceni

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Secretary

Mr. Patrick Brennan
Treasurer

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

**Minutes of the MPWC Monthly Business Meeting
March 12, 2020**

ATTENDEES

Commissioners:

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

Other Attendees:

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

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

Host Community Annual Presentations

Mr. Saraceni stated that the annual presentations to Pennsauken Township and Merchantville Borough were well-received. Mr. Pat Brennan said suggested inviting NJ Legislators to future MPWC tours..

Woodbine Avenue Plant – Financing – Resolution Needed

Mr. Saraceni said a formal Resolution for a BAN was prepared and available to go to the Local Finance Board for approval. Mr. Saraceni advised both the Township and the Borough scheduled to adopt Guarantee Ordinances by April 13th. Mr. Spafford stated permits and final construction documents are still needed to move the project forward.

National Highway – Pepsi Partnership Progress

Mr. Saraceni stated that progress is ongoing with the Pepsi after their most recent questions were answered to their satisfaction. Staff is now awaiting a response from Pepsi regarding the steps needed to move forward.

Government Affairs – Progress and Professional Services RFP

The draft RFP was still being revised and once completed he would be sending the draft to the Commissioners for review. He shared that his March 10th meeting with Public Affairs Consultant Andrew McCallister. R. Spafford and C. Campbell attended had taken place. Councilman Sperazza was unable to attend, but Mr. McCallister attended and seemed interested and raised the spectre of unique possibilities given that persons unique involvement with the legislature.

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SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Pennsauken Township – Pennsauken High School – Deputy Mayor's Initiative**

Mr. Saraceni informed the Commissioners that Pennsauken's Deputy Mayor Marco DiBattista is teaming with the Pennsauken Board of Education to find employment opportunities for those students graduating in the trade fields. Mr. DiBattista met with several Pennsauken Department Heads and Supervisors and asked each to review the trade school's curriculum to ascertain if any company positions align with the curriculum. Mr. Saraceni responded to Mr. Di Battista's request - informing him that there are a few positions that would align.

Financial Disclosure Forms – 2020 Filing – April 30, 2020 deadline date (LFN)

Mr. Saraceni said that Financial Disclosure filing is due by April 30, 2020 and that he will advise the Commissioners of when they can begin filing. He also reminded the Commissioners that MSI training will also be coming and that he would forward information to them so that they can complete their requirements

National Conference – Florida – June 14-17 – two attendees

Mr. Saraceni said that the National Conference in Florida will likely be canceled. He is awaiting official word.

Approval of Minutes:

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve the Business Meeting Minutes of February 13, 2020.
A unanimous roll call vote.

Payment of the Bills:

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bill list in the amount of \$323,252.32 and P-Card in the amount of \$43.62. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bill dated March 12, 2020 to Pennsauken Township in the amount of \$3,942.50. **A unanimous roll call vote. Mr. Scavuzzo abstained.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bill dated March 12, 2020 to Remington and Vernick in the amount of \$7,280.00. **A unanimous roll call vote. Mr. Ted Brennan abstained.**

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve payment of bill for the ACH Transfer-Pension dated March 12, 2020 in the amount of \$286,690.00. **A unanimous roll call vote.**

Bid Openings

Marion Avenue – 3-10-2020 – Media

Mr. Spafford stated that Calgon Carbon was the only bidder with a bid of \$97,447.00.

Browning Road – 3-10-2020 – Media

Mr. Spafford stated that the lowest bidder was JP Smith with a bid of \$ 87,650.00 . The Engineer and Counsel recommended that any objection be rejected as the bid was in compliance with the bid documents and the statutes.

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SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Staff Reports**

Ms. Eisenmann informed the Commissioners that all meter change books were completed with the exception of a few stragglers.

Old Business:

County Roads Moratorium – Mr. Saraceni advised that the Meeting with the Freeholder Director is scheduled for April -14-2020. Mr. Saraceni, Mr. Spafford and Mr. Campbell will attend.

New Business

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve Browning Road Media Bid of JP Smith in the amount of \$87,650.00 **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Ted Brennan to approve Marion Ave. Media bid from Calgon Carbon in the amount of \$97,447.00 **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve the New Jersey League Of Municipalities Recommended Resolution that Requests an OPRA-Study Support Resolution **A unanimous roll call vote.**

Mr. Ted Brennan motioned, 2nd by Mr. Piperno to approve the Woodbine Avenue Plant Financing Resolution for Short Term Financing By a Bind Anticipation Note. **A unanimous roll call vote.**

New Services

Mr. Pat Brennan motioned , 2nd by Mr. Johnson to approve new services at: 2352 West Marlton Pike – Cherry Hill – 3 (2" Domestic) – 1 (6" Fire Service) , 5324 Route 38 – Pennsauken – 1" Service Line, 5407 Route 70 – Pennsauken - tie into existing 1" service and 5211 Route 38 – Pennsauken – 14 – 2" Services. **A unanimous roll call vote.**

Project Status

Mr. Pat Brennan questioned if the G.I.S. program has been completed. Mr. Spafford responded that there was a problem with Hopeworks equipment licensing. Once that is resolved, Hopeworks will meet with staff to update any changes to the original map.

Commissioners Reports:

Mr. Johnson welcomed back Carol Feriozzi

Mr. Ted Brennan wished everyone a Happy St. Patty's Day

Mr. Piperno remarked that during the presentation to Pennsauken, the committee was engaged and interested. He also said that we may want to include the Pennsauken Mayor on our next MPWC facilities tour.

Mr. Pat Brennan requested that the Commissioners be informed of major operational changes before social media.

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Mr. Scavuzzo thanked Mr. Saraceni and Mr. Campbell for their presentation to Pennsauken.

Mr. Pat Brennan informed the Commissioners and staff that 1st Colonial Bank president, Gerry Banmiller, retired and has been replaced by Mr. Robert White. Mr. Brennan reminded staff to monitor rates on CD's and bond anticipation notes and to continue comparing interest rates at other banks going forward.

COVID-19 Outbreak- MPWC Preparedness

Mr. Saraceni briefed the Commissioners of what is taking place at the MPWC to prepare for COVID-19. A discussion ensued and rather than lengthen the discussion, it was decided that the C.O.O. would schedule a conference call early next week to update the Commissioners.

At this point, the President released all staff personnel with the exception of the C.O.O., General Counsel and the Personnel Administrator. The C.O.O. had requested the meeting to continue for an issue not requiring the presence of the other staff members.

The C.O.O. had informed the Commission that the annual personnel update forms were submitted and that there were several that required review. He indicated that it was his understanding he was to continue as in the past with regard to the enforcement of the MPWC's # 1050 on Residency.

Adjournment

A motion by Mr. Pat Brennan to adjourn at 5:40 PM. **A unanimous voice vote.**

Submitted By: Carol Feriozzi & Michael Saraceni

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Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph Scavuzzo
PresidentMr. George Piperno
Vice PresidentMr. Ronald Johnson
SecretaryMr. Patrick Brennan
TreasurerMr. Edward Brennan
Ass't Secretary/ Treasurer**Minutes of the MPWC Emergency Teleconference Call – March 17, 2020**
PARTICIPANTS**Commissioners:**

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

Other Participants:

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

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

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

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

The following items were discussed:

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

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

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

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

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

The following items were discussed:

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

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

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SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Minutes of the MPWC Monthly Business Meeting via Teleconference
April 9, 2020****ATTENDEES/PARTICIPANTS****Commissioners:**

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

Other Attendees:

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

The President called the meeting to order at 4:00PM and asked for indulgence as this was the first attempt at conducting the meeting remotely through technology.

There was a roll call of Commissioners;

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

Approval of Minutes:

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve the Business Meeting Minutes of March 12, 2020 and the teleconference discussion minutes of March 17, 2020 and March 24, 2020. **A unanimous roll call vote.**

Payment of the Bills:

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve the bill list dated April 9, 2020 in the amount of \$455,804.94 and payment of the P-Card in the amount of \$1,363.01 dated April 9, 2020. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve payment of bill dated April 9, 2020 to Remington and Vernick in the amount of \$12,035.00. **All affirmative roll call votes, except Mr. Ted Brennan recused himself.**

MPWC Operations –

Mr. Saraceni related how all operations at the MPWC are being maintained.

OEM Expense Reimbursement –

Mr. Saraceni said that Financial Director Joyce Peirce is submitting weekly expense reports to the OEM for eventual reimbursement.

**MPWC****MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**6751 Westfield Avenue • Pennsauken, NJ 08110
Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph C. Scavuzzo
PresidentMr. George R. Piperno
Vice-PresidentMr. Ronald S. Johnson
SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Woodbine Avenue Plant –Project Status**

Mr. Saraceni explained that the financing for the Woodbine Ave. Plant has been pushed back until late May. Dennis Yoder of R&V is trying to establish the status of the DEP permit. Mr. Spafford stated that he has not received responses regarding the Spill Fund applications for National Highway or Collingswood.

Authorization to bid Browning Road Backwash Tank Replacement

Mr. Spafford requested authorization to bid the Browning Road Backwash Tank Replacement. He explained that the tank has been patched several times and is no longer serviceable. He has completed the specifications for the tank replacement.

404 Curtis Avenue – Service Line Repair

Mr. Saraceni informed the Commissioners of a unique situation regarding a customer service line which Root 24 repaired at 404 Curtis Ave. A discussion ensued and the Commissioners agreed with Mr. Saraceni's management of the situation.

Staff Reports

Mr. Saraceni thanked the Commissioners for their support during this time. He then commended senior staff for keeping the MPWC running smoothly. He also thanked Mr. Spafford for maintaining Collingswood.

Mr. Campbell stated that Maple Shade requested usage of the interconnection for 24 hours next week. He is awaiting more details. Mr. Campbell affirmed that he already contacted the NJDEP.

Mr. McConnell said that he has been monitoring pending Bills in the Legislature, but there has been little activity except the Covid-19 crisis responses bills. He included the summary lists of that legislative activity and bills signed into law.

Mr. Saraceni reminded the Commissioners to file the 2020 financial disclosure notices by April 30, 2020. He then said that Mrs. Feriozzi would be sending an email containing instructions for this plus the required, annual MEL-JIF training.

New Business

Mr. Pat Brennan motioned, 2nd by Mr. Ted Brennan for authorization to bid Browning Road Backwash Tank Replacement. There was a **unanimous roll call vote**.

Project Status

Mr. Pat Brennan questioned why SCADA was down. Mr. Spafford explained that the hard drive failed and that the computer is being rebuilt. A new computer has been ordered, but it will take several months to be delivered. Mr. Spafford said that we are currently operational with the use of a laptop.

Commissioners Report

All Commissioners wished for everyone to stay safe and healthy.

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

Mr. Ted Brennan said that a Covid-19 testing site for field personnel and emergency employees will open on April 15th at Camden County College campus in Blackwood. MPWC field employees would qualify to use this, should they need it. Mr. McConnell said that he received that announcement and that he would forward it to the Commissioners.

Mr. Pat Brennan commented that the MPWC is fully operational and the transition has been seamless. He thanked staff for doing a "fantastic job".

Mr. Scavuzzo expressed that he is proud of the MPWC staff for doing a good job especially under these circumstances.

Mr. Piperno confirmed with Mr. Saraceni that the next teleconference with Commissioners will be April 23rd. More information would be forthcoming.

Adjournment

A motion by Mr. Pat Brennan, 2nd by Mr. Johnson to adjourn at 4:39 PM. **A unanimous voice vote.**

Submitted By:

Carol Feriozzi & Michael Saraceni

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Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph C. Scavuzzo
PresidentMr. George R. Piperno
Vice-PresidentMr. Ronald S. Johnson
SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Minutes of the MPWC Special Teleconference Call
April 23, 2020****ATTENDEES/PARTICIPANTS****Commissioners:**

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

Other Attendees:

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

The President called the meeting to order by way of Zoom video conference at 4:03PM
There was a roll call of Commissioners Participants were noted for the record.
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

Mr. Saraceni updated the Commissioners with the progress of the MPWC while coping with the pandemic and the following issues were discussed;

Mr. Spafford reported an issue at 8143 River Road resulted from our contractor changing a 4" to an 8" main and caused the customer's service line to become clogged. MPWC had Root 24 replace the service at our expense which will be covered by our insurance. Mr. Saraceni explained that we would place the claim with our insurance company once RTW completes changing over all services in case any similar events occur.

Mr. Saraceni stated that safety precautions are being revised and staffing optimization issues are being reviewed on an ongoing basis.

Mrs. Feriozzi advised the Commissioners that certain over-the-counter medications are now being covered using our HRA, and FSA programs. Carol will send each Commissioner the information in an email.

Mr. Saraceni said that preparation for salary adjustments is nearing completion and they will be ready for the Salary Committee comprised of Commissioner Scavuzzo and Commissioner Pat Brennan..

Mr. Spafford advised of a valve failure during the weekend at the Collingswood station and a discovery that the inter-connect with Haddon Twp. had never been completed on Collingswood's side.. He also added that the replacement SCADA computer has been installed and that the backup would be complete in a few days.

Mr. Saraceni affirmed that emails, billing and customer inquiries are being completed by minimal Customer Service staff.

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Ass't Secretary/ Treasurer

Public Participation

At the end of the Agenda, the President inquired if any members of the Public had since joined the call and wanted to be heard. None identified themselves or choose to speak. The public portion was closed.

Mr. Campbell stated that sanitization of the Westfield Ave. office and Park Ave. plant has been completed twice so far. Mr. Saraceni said the sanitization of facilities would be reimbursable through the OEM.

Mr. Campbell then continued that he was still waiting for Maple Shade to inform us of a date and time for the use of the interconnection with the MPWC.

Mr. Spafford advised the Commissioners that there was no new information about Woodbine as we are still awaiting the permit approval from the NJDEP.

A discussion ensued about whether to dis-continue with the bi-weekly meetings. It was decided to do so in favor of the next regular meeting scheduled for May 14th at which time the issue could be re-evaluated if necessary

Mr. Scavuzzo ended the meeting with stating that the MPWC is running at full capacity under difficult and unprecedented circumstances and praised all employees for doing a great job.

Adjournment

A unanimous voice vote to adjournment 4:35.

Submitted By:

Carol Feriozzi & Michael Saraceni

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Treasurer

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

**Minutes of the MPWC Monthly Business Meeting via Teleconference Call
May 14, 2020**

ATTENDEES/PARTICIPANTS

Commissioners:

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

Other Attendees:

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

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

Items to be discussed:

Operations – Progress Report – Defining the New Normal – Safety Protocols

Mr. Saraceni expressed pride and thanks to the leadership and personnel of the MPWC for their outstanding efforts during these trying times.

Woodbine Avenue – Financing – LFB Hearing – May 13, 2020 – Results

Mr. Saraceni said that he and Mr. Spafford attended the LFB Hearing on May 13th with Jeff Winitsky and the MPWC's application for financing was approved. The MPWC is still awaiting permit approval from the DEP. Mr. Pat Brennan advised that the Commission will investigate all options for interest rate for bonds.

Salary Committee Meeting – Committee Recommendations Presented 5/7/20

Mr. Scavuzzo said that he and Mr. Brennan were presented with salary recommendations by staff on May 7th and that those recommendations were sent to the Commissioners for review. Mr. Scavuzzo or Mr. Pat Brennan are available if there are questions. Recommendations will be considered at the June Commission meeting to become effective on July 1, 2020.

Browning Road Backwash Tank – Bid

Mr. Spafford stated that 6 bid packages were requested, but only one (1) bid was received by Mid Atlantic Storage with a bid of \$122,805.00.

RFP – Professional Services – To Be Issued by Month's end

Mr. Saraceni advised that he is currently reviewing criteria for the RFP's which will shortly be advertised and that approval of the RFP's will take place at the July Re-organization meeting. Mr. Pat Brennan requested that he be notified when they will be published, to which Mr. Saraceni confirmed.

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Primary Election – July 7th – Request for Westfield Avenue as a Polling Site

Mr. Saraceni discussed issues caused by the pandemic regarding the use of the Westfield office as a polling site. The C.O.O. will confer with the County Board of Elections and report back to the Commission.

Special Emergency Meetings – Preferences moving forward

It was agreed by all that the bi-weekly Commission Special Meetings would be discontinued unless special circumstances arose.

Public Portion:

The President Opened the Meeting to anyone from the public who chose to identify themselves and speak. No one did so ; and the public portion was closed on a voice vote.

Approval of Minutes:

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve the Business Meeting Minutes of April 9, 2020 and the teleconference Special Meeting of April 23, 2020. **A unanimous roll call vote.**

Payment of the Bills:

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve the bill list dated May 14, 2020 in the amount of \$285,500.15, payment of the P-Card in the amount of \$2,001.89 dated May 14, 2020 and payment of \$ 5,000.00 for high school scholarships dated May 14, 2020. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bill dated May 14, 2020 to Pennsauken in the amount of \$99,295.13. **All affirmative roll call votes, except Mr. Joseph Scavuzzo recused himself.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bill dated May 14, 2020 to Merchantville in the amount of \$13,480.32 and to Remington and Vernick in the amount of \$6,022.50. **All affirmative roll call votes, except Mr. Ted Brennan recused himself.**

Staff Reports

Mr. Saraceni advised the Commissioners the concerns of staff regarding hiring Summer Help this year. After a discussion, it was decided that due to Covid-19, the MPWC would not employ Summer Help this year.

Mr. Pat Brennan inquired as to how many radio meters are left to be changed, to which Mr. Spafford responded that there are approximately 150..

New Business

Mr. Pat Brennan motioned, 2nd by Mr. Ted Brennan to approve the bid by Mid Atlantic Storage in the amount of \$122,805.00 for the Browning Rd. Backwash Tank. **A unanimous roll call vote.**

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Ass't Secretary/ Treasurer

New Services

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve new services at: 7 Oakview Avenue – Cherry Hill-New 1” Residential Service, 9625 River Road – Pennsauken -1” Commercial (Recycling) Service - including a main extension and 800 Hylton Road – Board of Education-Construction of a new Concession Stand – tie in to existing 6” main. **A unanimous roll call vote.**

Commissioners Report

All Commissioners wished the MPWC staff and their families to stay well.

Mr. Pat Brennan commented on the vibrant status of the MPWC finances due to the commitment of the Commissioners to control costs and to operate in a fiscally responsible manner. His remarked upon the progress made since 2017 in moving the organization forward both financially as well as operationally.

Mr. Scavuzzo thanked staff for all their hard work during this difficult time.

Adjournment

A motion by Mr. Pat Brennan to adjourn at 4:42 PM. **A unanimous voice vote.**

Submitted By:

Carol Feriozzi & Michael Saraceni

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PresidentMr. George R. Piperno
Vice-PresidentMr. Ronald S. Johnson
SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Minutes of the MPWC Monthly Business Meeting via Teleconference
June 11, 2020****ATTENDEES/PARTICIPANTS****Commissioners:**

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

Other Attendees:

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

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

NJDEP MCL – PFOS/PFOA – Impact and Actions

Mr. Spafford reported that DEP published its new regulation of 13/ppt for PFOS and 14/ppt for PFOA effective January 1, 2021. He will recommend the MPWC add a treatment plant at National Highway. Mr. Ted Brennan indicated that he would reach out to our legislators regarding the availability of spill fund money for the project. Mr. Spafford was authorized to start the application now for the pilot program while we gather information for such a project.

Field Work – 2019 Audit – Starting June 16, 2020

Mr. Saraceni advised the Commissioners that the 2019 Audit will begin on Tuesday, June 16, 2020. He said that prep work has already been completed remotely. Due to Covid-19, the auditors will be using the Commission Caucus room and they received a copy of our Westfield Avenue safety protocols which they have committed to follow.

Woodbine Avenue Financing

Mr. Saraceni advised the Commissioners to adopt and execute the Note Resolution for financing the Woodbine Avenue Project. Commissioner Pat Brennan clarified that the resolution providing up to \$2.5 million would be moved under new business.

Professional Services RFP Posted – June 26th return date

Mr. Saraceni stated that the RFP deadline is June 26th @ 12:00 noon and the submissions will be ready for Commission review at the July 9th Reorganization.

Neptune Software – Fixed Network Discussion

Mr. Spafford recommended the purchase of Neptune Software for fixed site antennae to automatically collect meter data.

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The cost is \$22,780.00 for the first year and approximately \$30,000.00 for the following years as they come online. A discussion ensued and it was requested by Commissioners that Mr. Spafford reach out to Neptune for more information. Mr. Spafford agreed.

Approval of Minutes:

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve the Business Meeting Minutes of May 14, 2020. **A unanimous roll call vote.**

Payment of the Bills:

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve the transfer of funds for (2) 12-month CD's dated May 26, 2020 in the amount of \$ 1,000,000.00 each and the bill list dated June 11, 2020 in the amount of \$659,709.56. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment to R&V dated June 11, 2020 in the amount of \$1,572.50. **All affirmative roll call votes, except Mr. Ted Brennan recused himself.**

Meeting Open to the Public

President Scavuzzo opened the meeting for public comment, but there was none. He questioned the moderator if any members of the public had signed onto the conference and none had done so. The public portion of the meeting was closed.

Staff Reports

Mr. Saraceni informed the Commissioners of an account issue regarding Camden Catholic High School and an undiscovered leak while it was closed by Governor's Executive Orders resulting in a large water bill. A discussion ensued regarding the circumstances surrounding the leak and excessive water loss. It was agreed that due to the circumstances, amplified by the challenges created by the COVID-19 pandemic and the closure of the school that an adjustment would be authorized. Mr. Saraceni also said that the amount that will be forgiven may be reimbursable through the OEM.

Mr. Saraceni also informed the Commissioners of the current employee staffing and the impending potential of re-opening the office to the public. The Commission authorized Mr. Saraceni and staff to address any necessary preparations and to open the office when ready to do so. They asked only to be informed of the date and any new operational changes.

Mr. McConnell stated that he had completed the contract proposal with Suez and sent it to USGI who then asked for an extension of time to reply. Mr. McConnell said that it would be necessary to move the hearing date to September.

New Business

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to authorize the salary adjustments as proposed. **A unanimous roll call vote.**

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SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer

Mr. Pat Brennan motioned, 2nd by Mr. Ted Brennan to approve the Woodbine Avenue Resolution, as amended, regarding the Project Financing. **All affirmative roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to waive a portion of the water bill to Camden Catholic High School due to the leak and large water loss, undetected during Government closure order due to the Covid-19 Pandemic. **All affirmative roll call vote.**

New Services

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve new services for:

- J & J Snack Foods – 5090 Central Highway – Pennsauken – increase to 2” Service, and
- 2101 Marlton Pike West – Cherry Hill – service size increase – 2” Domestic and a 6” Fire Service, and
- 2240 Marlton Pike West – Cherry Hill – Falcon Salons - service increase – (1” to 2”).

A unanimous roll call vote.

Commissioners Report

All Commissioners wished for the staff and their families to stay safe and healthy.

Mr. Johnson commented that the staff are doing a fantastic job during the MPWC closure and said that we have a “super crew”.

Mr. Ted Brennan also thanked staff for their work and commended them for working in the office and remotely and also thanked them for coordinating with the Commissioners

Mr. Scavuzzo thanked staff for their efforts.

Adjournment

A motion by Mr. Pat Brennan to adjourn at 5:08 PM. **A unanimous voice vote.**

Submitted By:

Carol Feriozzi & Michael Saraceni

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

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

ATTENDEES

Commissioners:

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

Other Attendees:

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

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

ANNUAL STATUTORY REORGANIZATION OF THE MPWC:

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

Nomination/Designation of Officers:

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

President: Joseph C. Scavuzzo

Vice President: George R. Piperno

Treasurer: Patrick Brennan

Secretary: Ronald S. Johnson

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

Cash Management Plan

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

Designating Bank Signatories

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

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SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Designating Depositories**

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

Designation of the Petty Cash Fund

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

Designation of the FSA/HRA Account and Signatories

A Resolution to designate signatories for the Flexible Spending and HRA accounts. Motion by Mr. Pat Brennan, 2nd by Mr. Piperno; **A unanimous roll call vote.**

Designation of Newspapers & Websites of the Commission

A Resolution to designate the official newspapers and websites for public notice of the MPWC as the Courier-Post, The Retrospect and the websites of Pennsauken Township, Merchantville Borough, Merchantville Community web sites and Merchantville-Pennsauken Water Commission web site, and OPMA advance notice designees. Motion by Mr. Pat Brennan, 2nd by Mr. Piperno; **A unanimous roll call vote.**

Designation of the Meeting Dates and Times

A Resolution to establish the meeting dates and times for the 2020-2021 Commission year and in a virtual format. Motion by Mr. Pat Brennan, 2nd by Mr. Piperno; **A unanimous roll call vote.**

Appointment of Public Agency Compliance Officer

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

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

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

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

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

Approval of Maximum Bid Thresholds and Agents for Purchasing

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

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

Approval and Award of Annual Professional Services Appointments (A)

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

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

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

- Information Technology Consultant: All Covered

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

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

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

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

- Commission Bond Counsel: Parker McCay and Dilworth-Paxson

Designation of the 2020-2021 Public Employees Awards Committee

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

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

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

Neptune Software – further discussion

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

T-Mobile Lease Renewal – Park Avenue

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

**MPWC****MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**6751 Westfield Avenue • Pennsauken, NJ 08110
Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph C. Scavuzzo
PresidentMr. George R. Piperno
Vice-PresidentMr. Ronald S. Johnson
SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Westfield Avenue – Polling Site**

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

Travel Restrictions – Governor's Quarantine Protocols

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

Approval of the Minutes

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

Payment of the Bills

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

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

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

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

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

Meeting Open to the Public:

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

Staff Reports:

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

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

New Business:

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

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

Commissioners Reports

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

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

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

Adjournment

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

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PresidentMr. George R. Piperno
Vice-PresidentMr. Ronald S. Johnson
SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Minutes of the MPWC Monthly Business Meeting
August 13, 2020****ATTENDEES****Commissioners:**

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

Other Attendees:

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

The President called the meeting to order at 4:00 PM in a Zoom video conference.

There was a roll call of Commissioners; Participants choosing to identify themselves were noted on record. After the Salute to the Flag, the Open Public Meetings Act Compliance Statement was read.

2019 Audit – Exit Conference – Draft Report

Mr. P. Brennan and Mr. Scavuzzo discussed the exit conference held via Zoom. Mr. Brennan reported that he was pleased as to “no findings” in the Audit. He asked that the Commissioners review the Draft audit for adoption at the September meeting. He offered help to the Commissioners if they had any questions. Mr. Scavuzzo commented that the lack of any finding is testament to a well-run water utility. Mr. Piperno raised a question and a discussion ensued.

Woodbine Avenue – Project/Bid Status

Mr. Spafford reported that the R & V engineer advised him to expect the plans and drawings tomorrow. Once he reviews them he hopes to advertise shortly thereafter.

PFOS/PFOA/PFNA Potential Claim Option

Mr. Saraceni informed the Commissioners that he was contacted by a law firm that specializes in representing water utilities with environmental damage claims from industrial contaminants in their water. Mr. Saraceni asked the Commissioners if the MPWC should pursue this for recovery. A discussion ensued and he was directed to wait to see if National Highway is eligible for spill fund money. Mr. Ted Brennan said that he recently spoke with the majority leader who indicated he would push for the funding for the MPWC.

National Highway – Treatment Options – Costs – See Engineer’s Report

Mr. Spafford discussed the alternative cost estimates he included in his report for temporary treatment options to keep operating National Highway wells. He indicated that the costs appeared to disfavor the NJAW purchase and that operationally he would not know if that would realistically work without first doing a shut-down of National Hwy for testing. MPWC has already received a temporary permit from the NJDEP for the temporary carbon treatment alternative.

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Mr. Spafford expects a new plant completion would take at least 2 years from January 2021. His recommendation is to seek authorization to bid for the temporary carbon treatment.

Suez Contract – Main Replacement – Status

Mr. McConnell informed the Commissioners that negotiations with Suez remain only about the termination clause on the main asset management contract. We are awaiting their response to a two year notice proposal which Mr. Spafford would recommend.

Approval of the Minutes

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve the Business Meeting Minutes of July 9, 2020. A **unanimous roll call vote.**

Payment of the Bills

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of the bills dated August 13, 2020 in amount of \$350,607.28. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bill for Pennsauken Township, dated August 13, 2020 in the amount of \$97,795.13. **Affirmative roll call vote, except Mr. Scavuzzo abstained.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bill for Borough of Merchantville, dated August 13, 2020 in the amount of \$ 13,730.32 and payment to R&V dated August 13, 2020 in the amount of \$3,074.40. **Affirmative roll call vote, except Mr. Ted Brennan abstained.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve P-Card payment in the amount of \$1,122.19. A **unanimous roll call vote.**

Meeting Open to the Public:

The President indicated the meeting was open for public comment, but he received none. He then asked the moderator if any members of the public signed in to the conference and was told none had. The public portion was closed on a voice vote.

Staff Reports:

Mr. Saraceni reminded the Commissioners that several signatures were needed as stated in the email that he had sent to the Commissioners. Printed Audit report copies are available on the table for those Commissioners that are required to come in for signatures. The other Commissioners who want a printed a copy will be sent one. Commissioners E. Brennan and Piperno indicated that an electronic copy would be sufficient.

Mr. McConnell said that T-Mobile and Sprint have merged, and they want to renegotiate their lease for a lower cost because they said that the MPWC is at the high end for lease costs. It was agreed that T-Mobile should be held responsible to the current lease requirements which expires in 2022.

Mr. McConnell asked about the Commissioners preference for a target for the required Suez public hearing date in light of other rate and connection fee public hearings.

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The Commissioners and C.O.O. decided they want to review the proposed agreement before setting a date for advance 60 day notice to state agencies and public for the Commission to hold the public hearing to approve a Public-Private contract.

Mr. Piperno questioned whether the MPWC would have a rate increase this year. A discussion ensued and the Commissioners requested a spreadsheet to be prepared illustrating staff recommendations and a 2% increase for their consideration.

Old Business:**Neptune Software**

Mr. Spafford reported that he spoke to a technician from Rio who reached out to Neptune and he is still waiting on their response regarding software development to integrate with current MPWC software. Once the software design from Neptune is received, we will go forward with installation and training on the software.

Westfield Avenue Polling Site- November and Forward

Mr. Saraceni reported his communications with Mayor Killion. He later received related correspondence from the Township Clerk seeking to continue the site as a polling site going forward, which he discussed with Mr. Scavuzzo. The Commissioners expressed that their primary concerns were due to Covid-19 and for the safety of staff. The Commissioners all agreed that since all concerns were met at the Primary by the Board of Elections and staff would be off for November election day; that the facility should continue to be utilized. All Commissioners agreed.

Regulation 1040- Water Service Leak Adjustments

The Commissioners agreed to table this discussion until next month. Any revisions to this Regulation and proposed edits would be forwarded to Mr. Saraceni who could distribute revised copies to Commissioners.

New Business:

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to authorize the bid for Carbon Pilot System for National Highway. **A unanimous roll call vote.**

New Services:

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve new services for one 1" service at 728 Beechwood Ave. – Cherry Hill, one 1" service at 734 Beechwood Ave. – Cherry Hill and one 1" service at 705 Olive Street. – Cherry Hill. **A unanimous roll call vote.**

Commissioners Reports

Commissioner Johnson thanked staff for doing a fantastic job keeping operations going smoothly and sent his well wishes to staff and their families.

Mr. Ted Brennan thanked staff and Commissioners for their hard work especially with the Audit and to stay healthy and happy.

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Mr. Piperno echoed Mr. Johnson and Mr. Ted Brennan's sentiments. He asked how the MPWC collections were going given the Governor's moratorium on service turn-offs. A discussion ensued regarding the possible continuing impact on the Commission's future revenue. Staff will be monitoring the data closely.

Mr. Scavuzzo thanked staff for the preparation for the Audit and requested that the auditors be thanked also.

Adjournment

A motion was made by Mr. Brennan and 2nd by Mr. Piperno to adjourn at 5:00 PM. **A unanimous roll call vote.**

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Vice-PresidentMr. Ronald S. Johnson
SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Minutes of the MPWC Monthly Business Meeting
September 10, 2020****ATTENDEES****Commissioners:**

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

Other Attendees:

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

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

2019 Audit – Discussion Items - Adoption – Resolution 2020-22 & Affidavit

Mr. Brennan stated that the Audit had no findings and that the figures were consistent with what was reflected. Mr. Piperno had some concerns regarding the Audit and a discussion ensued. Mr. Brennan addressed the concerns to Mr. Piperno's satisfaction. Mr. Saraceni then requested that the Commissioners sign the Resolution and the Audit Affidavit the following day.

Woodbine Avenue Bids – Opening on 9/22

Mr. Spafford said that he had received approximately 15 requests for bid packages and that he fielded several questions regarding the bid. He continued that the bid opening is scheduled for September 22, 2020 at 11:00am.

National Highway Pilot – Bid Opening/Status

Mr. Spafford said the bid opening was held September 9, 2020 and requested to defer discussion until the October meeting, so that he has more time to review it. The Commissioners agreed.

Suez Contract – Main Replacement Agreement – Status

Mr. Saraceni reminded the Commissioners that all Suez agreement and exhibits were posted in the Informational folder in BOX. He continued that he is not requesting for action to take place today, but it is just for review and comment. A discussion ensued. It was agreed by all to discuss the status of the agreement at the October Commission meeting. Staff will continue to work through the details during the interim.

Water Shut-Off Moratorium – October 15th Extension and Discussion

Mr. Saraceni said that October 15th is the end of the NJ water shut-off moratorium, but he and Brandy had some concerns regarding the October 15th deadline. Ms. Eisenmann then said that she would like to begin alerting MPWC customer that collections and penalties would resume and that customers should call the office to review their account and make payments.

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A discussion ensued and it was agreed that the account collections would begin in the new year. Mr. Saraceni indicated that the message to the customers would be sent to the Commissioners for review prior to being sent to the customers and/or posted.

Approval of the Minutes

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve the Business Meeting Minutes of August 13, 2020.

A unanimous roll call vote.

Payment of the Bills

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of the bills dated September 10, 2020 in amount of \$584,977.25. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Ted Brennan to approve payment of bill for Pennsauken Township, dated September 10, 2020 in the amount of \$9,310.00. **Affirmative roll call vote, except Mr. Scavuzzo abstained.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bill to R&V dated September 10, 2020 in the amount of \$3,530.90. **Affirmative roll call vote, except Mr. Ted Brennan abstained.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve P-Card payment dated September 10, 2020 in the amount of \$527.97. **A unanimous roll call vote.**

Correspondence

Brian Maitland to Michael Saraceni – Loss Control Inspection Report – 8-19-2020

Mr. Scavuzzo commended Sean Fitzgerald and staff for their efforts.

Mr. Saraceni thanked the Commissioners for their continued support and their willingness to authorize the purchase of safer and better/ more effective equipment, which in turn contributes to the safety culture at the MPWC.

Meeting Open to the Public:

The President indicated that the meeting was open for public comment. But he received none. He then asked the moderator if any members of the public signed into the conference and was told none had. The public portion was closed on a voice vote.

Bid Openings:

National Highway Pilot – September 9, 2020

Deferred until next month

Staff Reports

Mr. Spafford requested that a Special Meeting be scheduled for the Woodbine bid opening, due to construction timelines and the impending cold weather. The Commissioners agreed and the Special Meeting is tentatively set for September 24, 2020 at 4:00 pm.

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Mr. McConnell informed the Commissioners of a Pennsauken Township tax sale that was incorrectly advertised by an outside vendor that they hired to administer the sale. He referenced that he would add language in the advertisement clarifying that outstanding water liens with the MPWC must be addressed directly with the MPWC. Mr. McConnell said he will notify the towns in our franchise areas to post the corrected information on their websites accordingly.

New Business:

National Highway – Bid-postponed

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to adopt the 2019 Audit. **A unanimous roll call vote.**

Mr. Piperno motioned, 2nd by Mr. Johnson to adopt Regulation 1040 (actual index number will be 1023, not the draft number) -Water Service Leak Adjustments. **A unanimous roll call vote.**

New Services:

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve new services at 7418 Zimmerman Avenue – Pennsauken and Two (2) 1" Services – Residential/Duplex. **A unanimous roll call vote.**

Commissioners Reports

Mr. Johnson commended staff and Commissioners on the Loss Control Report and said that MPWC is always proactive. He also wished for staff and families to stay safe.

Mr. Ted Brennan indicated that he had received word from the Assembly Majority Leader's office that they had received the information regarding the spill fund. They had a conversation about it with the NJ DEP Commission and then followed up with a letter. The Assembly Majority Leader's office is monitoring and once they receive feedback, they will reach out.

Mr. Scavuzzo wished Frank Benzenhafer well for his impending retirement after 42 years with the MPWC.

Adjournment

A motion was made by Mr. Piperno and 2nd by Mr. Johnson to adjourn at 5:03 PM. **A unanimous roll call vote.**



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Minutes of the MPWC Monthly Business Meeting October 8, 2020

ATTENDEES

Commissioners:

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

Other Attendees:

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

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

2021 Operating and Capital Budgets – Draft Document Review Status

The Treasurer, Mr. Pat Brennan relayed that the Budget that was circulated has been placed in the state mandated format. The Budget includes a proposed 2% rate increase and an increase in Capital spending but does not yet reflect that the Woodbine Plant project cost will be at least \$849,514 more than projected. He advised that R&V submitted details of the areas that the bid items exceeded original projections and he was satisfied. He requested that the Budget be amended to reflect that increase to the Capital Budget and be redistributed to the Commissioners for their review. The Commissioners decided to hold a Special Meeting on 10/15 at 4:00pm to address final approval to meet the November 1st deadline.

National Highway Temporary Pilot Plant– Bid Status

Mr. Spafford reported that the low bid came in at \$568,000 by Calgon Carbon for the temporary pilot study.

Woodbine Avenue Bids – Opening on October 7, 2020

Mr. Spafford reported that there were 9 submitted bids and Eagle Construction was the lowest responsible bid at \$5,849,514.00.

Suez Contract – Main Replacement Agreement – Status

Mr. Saraceni indicated that Staff was prepared to move on the Suez contract and would be resuming the statutory process called for under the Water Supply Public-Private Contracting Act." N.J.S.A. 58:26-19 All Commissioners approved for the staff to move forward on the next steps needed for the Suez project.

Employee Manual Policy Updates: Drafts Attached for Commission Review Policy #1015 - Secondary Employment and #1105 – Nepotism

Commissioner's will review these and address at the November meeting.



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Customer Issue – Water Leak

Mrs. Eisenmann reminded the Commissioners of her memo on Turning Point's large water bill which met the criteria for an adjustment under Regulation 1023 and that Turning Point has submitted all needed information. Mr. Scavuzzo inquired if the Commissioners intended that all water leak adjustments would need Commission approval. The Commissioners unanimously agreed that it was not their intent that every request be brought before the Commission for review. They requested that staff make the initial criteria determination on all requests up to a monetary threshold above which would require Commission approval. Mr. Saraceni and Mrs. Eisenmann will bring recommendations to amend the regulation language and include a proposed threshold to the November meeting for review and consideration.

Project Status Table – proposed adjustments

The project status table was discussed by all and it was decided to revamp it entirely and start with a blank canvas. Staff will submit a revised table to the Commission for the November meeting.

Approval of the Minutes

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve the Business Meeting Minutes of September 10, 2020. **A unanimous roll call vote.**

Payment of the Bills

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve payment of bills dated October 8, 2020 in amount of \$284,566.75, the P-Card payment in the amount of \$1,496.25, the ACH Transfer for Sage in the amount of \$2,771.95 and postage in the amount of \$ 3,384.14. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bill to R&V dated October 8, 2020 in the amount of \$38,979.25. **Affirmative roll call vote, except Mr. Ted Brennan abstained.**

Correspondence

Joseph Scavuzzo to Lewis Gantman – Pepsi/National Highway Proposal Correspondence – Mr. Scavuzzo thanked staff for assisting him with the preparation that resulted in this correspondence.

Mr. Saraceni reported that Mr. Gantman has confirmed he has all the information that he needs. Mr. Spafford advised that Pepsi gave permission to the MPWC to enter the property at 2:00 PM tomorrow, (Friday, October 9th) to begin assessing and evaluating the portion of the property.

Meeting Open to the Public:

The President indicated that the meeting was open for public comment and he received none. He asked the moderator if any members of the public signed into the conference and was told none had. The public portion was closed on a voice vote.

Staff Reports

Mr. Saraceni advised that employee Joe Magliari's last day will be October 16, 2020 and that Frank Benzenhafer will be retiring on February 1, 2021. He therefore requested authorization to begin recruitment for these vacancies which would be created, and the Commissioners agreed. Mr. Saraceni informed that checks are available for Commissioner signatures.

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Mr. Campbell reported that the Drinking Water Quality Institute recommended that the DEP create MCL $\frac{1}{4}$ dioxane of .33 ppb. Such treatment technology is planned for in the design of the plants for Woodbine Avenue and National Highway but would need to be added to the remaining three plants. The current estimated cost for upgrades for each plant for both the GAC and the dioxane treatment would be close to 6 million dollars. There is currently no timeline for when dioxane could be made a MCL but he would report to the Commissioners any movement on the recommendation.

Mr. McConnell monitored a hearing on proposed Senate bill 648 which compels training for elected and appointed officials with oversight of water utilities. The bill would require Commissioners to receive formal training on budgeting, asset management and infrastructure. If passed in current form the Commissioners would have 18 months to complete the 5-hour training which would only need to be taken once

New Business:

Commissioners agreed to review the 2021 budget for a Special Meeting that will be held October 15, 2020.

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to award the bid for the National Highway Temporary Pilot Plant to Calgon in the amount of \$568,000. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to award Construction of the Woodbine Treatment Plant construction bid to Eagle Construction at \$ 5,849,514.00 and to reject all other bids. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve account adjustment for Turning Point Restaurant in accordance with Commission regulations. **A unanimous roll call vote.**

Commissioners Reports

- Mr. Saraceni asked Mr. Ted Brennan if there has been any new information on the spill fund to which Mr. Ted Brennan responded that he has received no new information since last month.
- Mr. Johnson said for all to stay safe and healthy.
- Mr. Scavuzzo remarked that he was comfortable with the awarding of the bid for the Woodbine project and that planning for this project had been in process for 2 years and he thanked staff for their hard work.

Adjournment

A motion was made by Mr. Pat Brennan and 2nd by Mr. Piperno to adjourn at 4:58 pm. **A unanimous voice vote.**



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Mr. Joseph Scavuzzo
President

Mr. George Piperno
Vice President

Mr. Ronald Johnson
Secretary

Mr. Patrick Brennan
Treasurer

Mr. Edward Brennan
Ass't Secretary/ Treasurer

Minutes of the MPWC Special Meeting October 15, 2020

ATTENDEES

Commissioners:

Mr. Joseph Scavuzzo, President
Mr. Pat Brennan, Treasurer.
Mr. George Piperno, Vice President
Mr. Ronald Johnson, Secretary
Mr. Ted Brennan, Asst Secretary/Treasurer

Other Attendees:

Michael A. Saraceni, C.O.O.
Richard Spafford, Engineer
Brandy Eisenmann, Customer Service Director
Carol Feriozzi, Personnel Administrator

The President called the meeting to order at 4:02 PM in a Zoom Video Conference
There was a roll call of Commissioners – all present
Salute to the Flag; the Open Public Meetings Act Compliance Statement was read.

The following items were discussed:

Approval of the 2020-2021 Operating and Capital Budget-Approve the Budget

Mr. Saraceni thanked Mr. Johnson for verifying and confirming the Budget numbers and comparing to last year's budgets numbers, validating that all the figures were correct. Mr. Saraceni then informed Mr. Scavuzzo that all instructions for the Internet Website Certification were completed and that it was ready for his signature. Mr. Pat Brennan then said that as a result of the bids for Woodbine Avenue that the budget be increased by \$1,000,000.00. Further, that the projected budget for National Highway be increased by \$1,000,000 as part of the 5-year Capital plan

Mr. Johnson commended Mr. Saraceni and Financial Director, Joyce Peirce for the great job they performed on the budget and thanked them for their efforts.

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve the 2020-2021 Operating and Capital Budget. **A unanimous roll call vote.**

Mr. Saraceni informed the Commissioners that the 2 original Budget documents needed to be signed by Mr. Scavuzzo, Mr. Johnson and himself, tomorrow, Friday, October 16th and once signatures were attained the originals would be sent to the state, for receipt by the November 1st deadline.

Adjournment

A motion was made by Mr. Piperno and 2nd by Mr. Pat Brennan to adjourn at 4:11 PM. **A unanimous voice vote was given.**

Submitted By: Carol Feriozzi & Michael Saraceni

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Ph: 856.663.0043 • Fx: 856.486.7417 • www.mpwc.comMr. Joseph C. Scavuzzo
PresidentMr. George R. Piperno
Vice-PresidentMr. Ronald S. Johnson
SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Minutes of the MPWC Monthly Business Meeting
November 12, 2020****ATTENDEES****Commissioners:**

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

Other Attendees:

Michael A. Saraceni, C.O.O.
Richard Spafford, P.E., Director of Engineering
Craig Campbell, Superintendent
Karl N. McConnell, General Counsel
Brandy Eisenmann, Customer Service Director
Carol Feriozzi, Personnel Administrator
James Miles, CPA
Patricia Croce, Stenographer

The President called the meeting to order at 4:00 PM in a Zoom video conference.

There was a roll call of Commissioners; Participants choosing to identify themselves were noted on record.

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

Annual Connection Fee and Rate Hearing

The President turned the meeting over to General Counsel McConnell to conduct the advertised connection fee and rate hearing. Mr. McConnell presented for sworn oath before the court reporter as witnesses Brandy Eisenmann, Michael Saraceni, Richard Spafford and CPA James Miles from Bowman & Co. as well as exhibits and prior years' testimony transcripts. . There were no members of the public present either physically or virtually.

Staff recommended a 2% rate increase, along with the connection fee adjustments based on the statutory formula as applied by Bowman's analysis and report. At the conclusion there were no questions or comments from the Commissioners. Mr. Miles and Ms. Croce were excused. A verbatim transcript of the hearing will be created and will be on file.

Employee Recognition Program – Format Discussion

Mr. Saraceni proposed that President Scavuzzo present via zoom the annual service awards at the December 10th Commission meeting which will be held at 9:30am. 3 recipients will already be in the commission meeting and Mr. Garaguso will ensure that the remaining recipients are available for the ceremony. The annual breakfast will be held off until a later time due to Covid. Mr. Pat Brennan requested for the Commissioners to be sent a reminder about the timing of this meeting and the service awards ceremony.

Woodbine Avenue Filter Plant – Project & Financing

Mr. Spafford reported that he has received submittals and the site has been surveyed. Mr. Saraceni said that the Borough Joint Board courtesy review will be held via zoom on November 24th at 7:30. Mr. Pat Brennan stated that he cannot participate because he is Chairman of Planning board and a MPWC Commissioner. He did request that Commissioners be sent the link for the meeting. Mr. Saraceni then reported that there were 4 proposals received for the Woodbine Avenue financing and First Colonial was the lowest with .550%. First

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Colonial will coordinate financing with Melon Bank of New York (Trustee) and the closing date is scheduled for December 1, 2020.

Home Serve – Agreement Renewal

Mr. Saraceni informed the Commissioners that the original 5-year agreement with HomeServe is expired and they have proposed a renewal agreement with no change in the rates or terms.

Medical Benefits – Open Enrollment & Renewal

Mr. Saraceni said that Conner-Strong has been working with Horizon on renewal rates and we were informed of a 5.5% rate increase. Next year Conner-Strong will again be seeking comparative rates.

Project Status Table – restructure proposal/draft

Mr. Saraceni requested direction from the Commissioners on the newly formatted project status table. Mr. Scavuzzo reported that the table is exactly as he wanted. Mr. Pat Brennan requested that a Strategic Planning session for the Commissioners be scheduled for some time in 2021, with the date and format to be determined.

Approval of the Minutes

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve the Business Meeting Minutes of October 8, 2020 and the Special Meeting of October 15, 2020. **A unanimous roll call vote.**

Payment of the Bills

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bills dated November 12, 2020 in amount of \$367,259.77, the P-Card payment in the amount of \$323.99. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Ted Brennan to approve payment of bill to Pennsauken dated November 12, 2020 in the amount of \$100,195.63. **Affirmative roll call vote, except Mr. Joe Scavuzzo abstained.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bill to Merchantville dated November 12, 2020 in the amount of \$12,780.31 and R&V dated November 12, 2020 in the amount of \$4,419.50.

Affirmative roll call vote, except Mr. Ted Brennan abstained.

Meeting Open to the Public:

The President indicated that the meeting was again open for public comment and again none were present. He asked the moderator if any members of the public signed into the conference and was told none had. The public portion was closed on a voice vote.

Staff Reports

Mr. Saraceni advised the Commissioners that the checks along with several documents would be ready for signatures tomorrow at the Commission.. He also reminded the Commissioners that he sent them a memo regarding salary committee recommendations which they can review until the next Commission meeting. Mr. Scavuzzo said that if there are any questions about the salaries that they can call Mr. Brennan or himself. Any approved increases will become effective January 1, 2021.

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Mr. Pat Brennan questioned Mr. Campbell the reason why water pumpage has gone down recently. Mr. Spafford responded that it may be because of the closure of the Menu Foods, which was one of our top 10 users.

A discussion ensued regarding Pepsi and that a phone conversation with their project engineer was scheduled for Friday morning (11/13) to continue to review the site issues.

Mr. McConnell informed the Commissioners that there is a need for an amendment to the 125 plan by a Resolution at the December meeting along with a Resolution if the Commissions decide to do a renewal of the concession for HomeServe. He also advised that Verizon has proposed a new lease of only a 5-year term with only one 5-year antennae renewal. He explained that this could simply be a tactic or indicative of changes to antennae lease renewals. It was decided that the parent municipalities should be informed of this possible change in that market.

Old Business:

Regulation 1023–Water Charge Adjustments–Proposed Amendment

Mr. Pat Brennan motioned, 2nd by Mr. Ted Brennan to approve revision of Regulation 1023 to change the threshold to \$1,500.00; **A unanimous roll call vote.**

Employee Manual Policy - 1105 – Secondary Employment and Employee Manual Policy and 1015 – Nepotism

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve Employee Manual Policies 1105-Secondary Employment and 1015- Nepotism; **A unanimous roll call vote.**

New Business

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve the Bowman Proposed connection fee rates and the Staff Recommended water fee rates Increase effective January 1, 2021; **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve the 2021 Budget. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve the 2021 Holiday Schedule. **A unanimous roll call vote.**

Commissioners Reports:

All Commissioner's wished everyone a happy holiday and to stay safe.

Mr. Scavuzzo inquired about the protocols that the MPWC were taking regarding COVID and the increasing number of cases. A discussion ensued and the Commissioners expressed concern regarding our current procedures for entering customer properties. Mr. Saraceni acknowledged and it was agreed to resume the posture of not entering properties unless it was an emergency. Mr. Ted Brennan said that he gets reports from the Police Departments in both municipalities regarding addresses which held reported positive COVID cases and he indicated that he would ascertain if that information could be shared with the MPWC.

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A motion was made to enter Executive Session for a personnel matter at 5:23 PM. Motion by Pat Brennan, 2nd by George Piperno. (Unanimous roll call) The President asked who among staff could be excused and Mr. Saraceni stated that he only needed General Counsel, the Personnel Administrator and himself..

A motion was made by Pat Brennan and 2nd by George Piperno to re-enter the public session at 5:40 PM followed by a unanimous roll call.

With no further business, the President asked for a motion to adjourn.

Adjournment

A motion was made by Mr. Pat Brennan and 2nd by Mr. Piperno to adjourn at 5:23 pm. **A unanimous voice vote.**

Submitted By: Carol Feriozzi and Michael Saraceni

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**Minutes of the MPWC Monthly Business Meeting
December 10, 2020**

ATTENDEES

Commissioners:

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

Other Attendees:

Michael A. Saraceni, C.O.O.
Richard Spafford, P.E., Director of Engineering
Craig Campbell, Superintendent
Karl N. McConnell, General Counsel
Brandy Eisenmann, Customer Service Director
Carol Feriozzi, Personnel Administrator
James Garaguso, Assistant Superintendent
Supervisor, Tom Fimple
Supervisor, Chris Kuchera
Customer Service Representative, Julissa Hernandez

The President called the meeting to order at 9:30AM in a Zoom video conference.

There was a roll call of Commissioners; Participants choosing to identify themselves were noted on record. After the Salute to the Flag, the Open Public Meetings Act Compliance Statement was read.

Employee Recognition & Service Awards

Mr. Scavuzzo presented the Service Awards to:
Superintendent, Craig Campbell-35 years
Assistant Superintendent, Jim Garaguso-35 years
Supervisor, Chris Kuchera-30 years
General Counsel, Karl McConnell- 25 years
Supervisor, Tom Fimple- 20 years
Customer Service Representative, Julissa Hernandez- 5 years
Commissioner, Ron Johnson- 5 years

Mr. Scavuzzo thanked all of the recipients for their service and said that he is grateful for their time and energy and he is proud of them. Mr. Pat Brennan added that he is proud of them and grateful for their hard work.

Pennsauken & Merchantville Scholarships – Authorization to Participate in 2021

Commissioners all agreed to authorize participation for 2021 in Pennsauken and Merchantville scholarships.

1,4 Dioxane – Drinking Water Quality Institute & NJDEP – Comment Period

Mr. Saraceni indicated that he and Mr. Spafford sent position statements to the DEP – as the Safe Drinking Water Institute and NJDEP were considering establishing an MCL for 1,4 Dioxane. Mr. Spafford reported that comments for the 1,4 dioxane are being accepted by the DEP until December 21, 2020. He continued that our position statement to the DEP stated that too much was expected from water utilities in too short of time.

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The DEP responded that others made that same comment. Mr. Saraceni reported that he was notified by NJ American Water that they may have a presence of 1,4 dioxane and since we purchased water from them, they had an obligation for that disclosure. Mr. Ted Brennan said that he would reach out to legislators for more information. Mr. Scavuzzo then questioned whether the new plant will be equipped for 1,4 dioxane to which Mr. Spafford responded that it will.

Home Serve – Agreement Renewal

Mr. Saraceni requested that the Home Serve renewal be tabled until the January meeting as he is waiting for the return of the non-fair and open documents from Home Serve. The Commissioners agreed.

Delta Dental – Fully-Insured Premium Refund Adjustment

Mr. Saraceni stated that the MPWC was given a 3-month reduction in premiums from Delta Dental due to the pandemic. The MPWC is required to return a 1-time adjustment to each participating employee. The total amount returned was a little over \$800.00 (\$828.29), and the adjustments to deductions to all affected will be reflected in this week's check. The adjustments ranged from \$2.00 to \$30.00, or so.

Plan 125 Amendment – increasing FSA Carry-Over by \$50.00

Mr. McConnell informed the Commissioners that the IRS increased the FSA carryover from \$500.00 to 550.00 beginning January 1, 2021. He then stated that this may continue in future years, so he scripted the Resolution to allow for additional amounts for carry over in the future.

Approval of the Minutes

Mr. Piperno motioned, 2nd by Mr. Johnson to approve the Business Meeting Minutes of November 12, 2020 and the Executive Session Minutes of November 12, 2020. **A unanimous roll call vote.**

Payment of the Bills

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to approve payment of bills dated December 10, 2020 in amount of \$345,082.22. **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Ted Brennan to approve payment of bill to Pennsauken dated December 10, 2020 in the amount of \$ 6,482.76. **Affirmative roll call vote, except Mr. Joe Scavuzzo abstained.**

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve payment of the P-Card dated December 10, 2020 in the amount of \$1,256.33 . **A unanimous roll call vote.**

Meeting Open to the Public:

The President indicated that the meeting was again open for public comment and again none were present. He asked the moderator if any members of the public signed into the conference and was told none had. The public portion was closed on a voice vote.

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PresidentMr. George R. Piperno
Vice-PresidentMr. Ronald S. Johnson
SecretaryMr. Patrick Brennan
TreasurerMr. Edward F. Brennan
Ass't Secretary/ Treasurer**Bid Openings**

Mr. Spafford reported that the results of the bids for annual contracts were sent to the Commissioners prior to the Commission meeting and also placed on the shared drive. He remarked that the lowest responsible bidder's bid was significantly higher than anticipated due to increased costs for the contractor to maintain the services. Mr. McConnell injected that one bid was rejected due to the fact that the Consent of Surety was not included with the bid.

Mr. Pat Brennan motioned, 2nd by Mr. Piperno to award the annual contract bids and to reject all others **A unanimous roll call vote.**

Staff Reports

Mr. Saraceni informed the Commissioners that checks are available today for signature or that they could come in tomorrow for signatures. They are located in their usual place. Mr. Johnson's Service Award will be available along with any Resolutions to be signed by Mr. Johnson.

Mr. Spafford reported that he attended a Borough Council meeting for Collingswood via Zoom. A reporter from the Retrospect requested an interview with Mr. Spafford regarding Collingswood. The interview was given with Ms. Peirce observing to bear witness. Mr. Spafford agreed to send the article to the Commissioners when it is published.

New Business

Mr. Pat Brennan motioned, 2nd by Mr. Johnson to approve the Salary Committee recommendations; **A unanimous roll call vote.**

Mr. Pat Brennan motioned, 2nd by Mr. Ted Brennan to approve the Plan 125 Amendment. **A unanimous roll call vote.**

Commissioners Reports:

The Commissioners wished all staff members and their families a Merry Christmas and Happy New Year.

Mr. Piperno asked that it be conveyed to staff that they are commended for their excellent work and the amazing job they did during this year.

Mr. Pat Brennan thanked staff for their hard work, and they exceeded his expectations. He also wished everyone to stay safe.

Mr. Saraceni requested an Executive Session for a personnel matter and dismissed all staff. A motion was made Pat Brennan, 2nd by Ted Brennan to enter into Executive Session for a personnel matter at 10:08AM

The Commission closed the Executive session at 10:33 and re-entered the public portion of the meeting: Mr. Pat Brennan motioned that the Commission authorize a 2.0% cost of living adjustment for all employees for 2021, 2nd by Mr. Piperno. **A unanimous roll call vote.**



MPWC

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Adjournment

A motion was made by Mr. Pat Brennan and 2nd by Mr. Piperno to adjourn at 10:34 AM. **A unanimous voice vote.**

Submitted By: Carol Feriozzi and Michael Saraceni