



**MPWC**

**MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**

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

Mr. Joseph Scavuzzo  
President

Mr. Edward Brennan  
Vice President

Mr. Shakir Ali  
Secretary

Mr. Patrick Brennan  
Treasurer

Mr. Frank Warwick  
Ass't Secretary/ Treasurer

**Minutes of the MPWC Monthly Business Meeting  
July 8, 2021**

**ATTENDEES**

**Commissioners:**

Mr. Joseph Scavuzzo, President  
Mr. Edward Brennan, Vice President  
Mr. Shakir Ali, Secretary  
Mr. Patrick Brennan, Treasurer  
Mr. Frank Warwick, Asst. Secretary/Treasurer

**Other Attendees:**

Jack Killion, C.O.O.  
Jim Garaguso, Assistant Superintendent  
Karl N. McConnell, General Counsel  
Richard Spafford, P.E., Director of Engineering  
Brandy Eisenmann, Customer Service Director

The Mr. Scavuzzo 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.

**ANNUAL STATUTORY REORGANIZATION OF THE MPWC:**

***Merchantville Borough Resolution Appointment & Affidavit of Oath entered into Record.***

General Counsel administered the Oath of Office to Edward F. Brennan, Esq.

**Resol# 2021-14: Nomination/Designation of the Officers:**

On motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Frank Warwick with a unanimous vote, the Resolution was passed appointing Officers as:

President: Joseph C. Scavuzzo  
Vice President: Edward Brennan  
Treasurer: Patrick Brennan  
Secretary: Shakir Ali  
Asst Secretary/Treasurer: Frank Warwick

**Resol# 2021-15: Cash Management Plan**

A Resolution to approve the MPWC Cash Management Plan. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. E. Brennan; a **unanimous roll call vote.**

**Resol# 2021-16: Designating Depositories of Funds for the MPWC**

A Resolution to designate depositories of funds for the MPWC to PNC, Bank of America, TD Bank, BB&T, First Colonial Community Bank, Haddon Savings Bank, Santander Bank, Wells Fargo Bank NA, Republic First Bank, South Jersey Federal Credit Union (aka First Harvest Credit Union), New Jersey Cash Management and any other GUDPA participating bank or financial institution deemed necessary by the Treasurer and approved by the Commission during the year. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Ali; by **unanimous roll call vote.**



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**Resol# 2021-17: Designating Bank Signatories**

A Resolution to approve the signatories for the Operating, Payroll and Legal accounts. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Ali; **a unanimous roll call vote.**

**Resol# 2021-18: 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. P. Brennan and 2<sup>nd</sup> by Mr. Ali; **a unanimous roll call vote.**

**Resol# 2021-19: Designation of the FSA/HRA Account and Signatories**

A Resolution to designate signatories for the Flexible Spending and HRA accounts. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. E. Brennan; **a unanimous roll call vote.**

**Resol# 2021-20: 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 and the Retrospect; MPWC website, Pennsauken Township, Merchantville Borough and Merchantville Community websites. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. E. Brennan; **a unanimous roll call vote.**

**Resol# 2021-21: Designation of Meeting Dates & Times**

A Resolution establishing the meeting dates and times for Commission year 2021-2022. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Warwick; **a unanimous roll call vote.**

**Resol# 2021-22: Appointment of the Public Agency Compliance Officer**

A Resolution to appoint the C.O.O. as the Public Agency Compliance Officer. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Ali; **a unanimous roll call vote.**

**Resol# 2021-23: Authorization to make NJDEP/EPA Applications**

A Resolution authorizing the C.O.O. or Engineer to make applications to the NJDEP and EPA. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Ali; **a unanimous roll call vote.**

**Resol# 2021-24: 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. P. Brennan and 2<sup>nd</sup> by Mr. Warwick; **a unanimous roll call vote.**

**Resol# 2021-25: Approval of Maximum Bid Thresholds and Agents for Purchasing**

A Resolution to approve the maximum State purchasing thresholds and respective agents for purchasing as designated in the Resolution. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Warwick; **a unanimous roll call vote.**

**Resol# 2021-26: Appointment of the NJUA-JIF Fund Commissioner**

A Resolution appointing Sean Fitzgerald as the MEL/JIF Fund Commissioner. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Ali; **a unanimous roll call vote.**



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### **Resol# 2021-27: Designation of the 2021-22 Public Employees Awards Committee**

A Resolution designating members of the Committee. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Warwick; **a unanimous roll call vote.**

### **Resol# 2021-28: Approval & Award of Annual Professional Services Appointments**

A Resolution to award contracts as Fair & Open, the annual professional appointments are as follows:

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

Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. E Brennan; **a unanimous roll call vote.**

**Resol# 2021-29: Approval of Pool of Qualified Bond Counsel for Professional Appointments** for whom may be made professional contract awards. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. E Brennan; **a unanimous roll call vote**

- Parker McCay;
- Dilworth-Paxon

**Resol# 2021-30: Approval of Pool of Qualified Engineers** for whom may be made professional contract awards. Motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Warwick; **affirmative roll call vote, except Mr. E Brennan abstained.**

- Remington & Vernick
- CES
- T&M Associates
- CME Associates
- PS&S

The following items were discussed/addressed:

### **Approval of the Minutes**

A motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Ali to approve the Minutes of the June 10, 2021, Business Meeting **a unanimous roll call vote.**

### **Payment of the Bills**

A motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. E. Brennan to approve payment of the bills dated June 11, 2021; and the HRA-ACH Transfer dated June 29, 2021; and ACH transfer of loans dated July 8, 2021; and the P-card payment dated July 8, 2021, and the bills dated July 8, 2021; **a unanimous roll call vote.**

A motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. E. Brennan to approve payment of the bills for Pennsauken Township dated July 8, 2021. **All voted in the affirmative in a roll call vote, except Mr. Scavuzzo & Mr. Ali who abstained.**

A motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Ali to approve payment of the bills for Remington & Vernick. **All voted in the affirmative in a roll call vote, except Mr. E. Brennan abstained.**

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

The President indicated that the meeting was open for public comment. Seeing no one from the public present, the public session was closed.



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### Staff Reports

The C.O.O. stated that the Standard disability insurance policy was amended, and confirmatory paperwork is pending.

Auditors completed their onsite work and a Final report from Bowman on the 2020 Audit is forthcoming.

The MPWC received an HRA refund of \$85,163.94.

The C.O.O. indicated that a Plant Operator was returning from leave and that a Field Service Tech had been temporarily reassigned as a Plant Operator.

Mr. Killion reminded Commissioners that there are two policies submitted for their consideration: one amending Bereavement Leave; and one regarding the Short-Term Disability Insurance.

The Commissioners indicated that they will address the proposed changes at next month's meeting.

Ms. Eisenmann was asked about the letter sent to customers and there was a discussion regarding the Governor's grace period on utility service terminations and the MPWC's efforts to collect payments and assist customers with extended installment agreements.

Mr. Spafford provided updates on the Woodbine and National Highway Treatment Plant projects.

### New Services

A motion by Mr. Pat Brennan and 2<sup>nd</sup> by Mr. Ali to approve a new 1" services at the following locations: 7553 Forrest Avenue; 715 Northwood Avenue; and 361 N Lincoln Avenue; **a unanimous roll call vote.**

### Commissioners Reports:

Mr. E. Brennan indicated that he was pleased to be reappointed to the Commission and serving another term.

Mr. P. Brennan mentioned that as some current bonds were paid off, new bonds will need to be financed and this should be considered for the upcoming budget season.

### Adjournment

A motion by Mr. P. Brennan and 2<sup>nd</sup> by Mr. Ali to adjourn at 4:35 PM. **A unanimous voice vote of those present.**

### **Submitted By:**

Brandy Eisenmann

Karl McConnell

Jack Killion