**MPWC****MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**6751 Westfield Avenue • Pennsauken, NJ 08110
Ph: 856.663.0043 • Fax: 856.486.7417 • www.mpwc.comMr. Joseph Scavuzzo
PresidentMr. Shakir Ali
Vice PresidentMr. Frank Warwick
SecretaryMr. Patrick Brennan
TreasurerMr. Raymond Woods
Ass't Secretary/ Treasurer**Minutes of the Monthly Business Meeting****August 14, 2025****ATTENDEES****Commissioners:**

Mr. Joseph Scavuzzo, President

Mr. Shakir Ali, Vice President

Mr. Frank Warwick, Secretary

Mr. Patrick Brennan, Treasurer

Mr. Raymond Woods, Asst Secretary/Treasurer

Other Attendees:

Mr. Jack Killion, C.O.O.

Mr. Richard F. Spafford, P.E., Engineering Director

Mr. James Garaguso, Distribution Superintendent

Ms. Angela Waldon, Finance Director

Mrs. Jeannine Hershey, Asst. Finance Director

Mrs. Brandy Eisenmann, Customer Service Director

Ms. Raven Linton, Staff Engineer

Mr. Scavuzzo called the meeting to order at 4:00 PM.

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

A roll call of Commissioners reflected that all were present.

ITEMS TO BE DISCUSSED:**RFP for General Counsel Legal Services**

RFP has been advertised with a return date of August 27, 2025.

Municipal Auction for Vehicles

The auctions have officially closed and the vehicles sold for \$9,600.00 and \$12,100.00

Cuthbert Rd Main Replacement Design - Discussion

Mr. Spafford summarized the information that is currently available for the project regarding potential costs of the design engineer, contractors, etc. and expects the costs to exceed \$600,000.00. Staff will investigate further how to proceed and return next month with more information.

Browning Road Underground Changer – Change Order Status

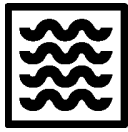
The project will incur a change order of approximately \$100,000.00 for the removal of concrete and bringing in new concrete to build the site back up. This is a preliminary estimate only, staff will have final costs when the change order is invoiced.

Employee Manual Revisions

Commissioners have no further questions or comments on the policies presented last month. The changes to the vacation policy will be reviewed.

Audit Status

Draft audit is expected the week after next and staff anticipates scheduling the exit conference once it is received.

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Ass't Secretary/ Treasurer**Budget Meeting with Treasurer**

Staff recommends scheduling a meeting for the week of September 2, 2025.

100th Anniversary Committee – Marketing Discussion

Committee members reported that they have discussed potentially using Imbue for marketing the Anniversary celebration. The Committee will circulate the minutes/action items to all Commissioners for review. A meeting will be scheduled with Imbue for next month's Committee meeting.

Approval of the Minutes

A motion by Mr. Brennan and 2nd by Mr. Ali to approve the minutes of the reorganization & business meeting of July 17, 2025. **A unanimous roll call vote.**

Approval of the Bills

A motion by Mr. Brennan and 2nd by Warwick to approve payment of bills dated August 14, 2025 in the amount of \$932,263.4, and the P-Card for \$2,607.22, and for IBank wire transfers equaling \$437,390.47. **A unanimous roll call vote.**

A motion by Mr. Brennan and 2nd by Woods to approve payment of bills to Pennsauken Township dated August 14, 2025 in the amount of \$82,586.40. **A roll call vote approval except Mr. Scavuzzo & Mr. Ali who recused themselves.**

A motion by Mr. Brennan and 2nd by Mr. Ali to approve payment of bills dated August 14, 2025 for Merchantville Borough in the amount of \$2,990.00 and for PSE&G for \$17,770.49. **A roll call vote approval except Mr. Woods who abstained.**

Staff Reports**Superintendent**

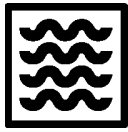
Mr. Garaguso acknowledges that pumpage is down due to the excessive rain over the last month and also potentially impacted by Merchantville Country Club going to well water for irrigation.

New Business

A motion by Mr. Brennan and 2nd by Mr. Woods to approve revisions to employee manual policies for residency and anti-harassment.

A unanimous roll call vote.

A motion by Mr. Brennan and 2nd by Mr. Warwick authorizing staff to proceed with design of the Cuthbert Main project. **A unanimous roll call vote.**

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Commissioner Reports

Mr. Brennan informed the Commissioners of a discussion that took place with the Customer Service Director regarding the due date and penalty on the water bills. Mrs. Eisenmann is currently researching the process for revising the billing template to properly reflect due dates versus penalty dates. Mr. Scavuzzo inquired about project that are coming out of the recent Homeland Security Assessment. Mr. Spafford summarized the findings and what's been done to-date and noted that Ms. Linton is continuing to review and prepare for additional changes/projects.

Adjournment

A motion by Mr. Woods and 2nd by Mr. Ali to adjourn at 4:40 PM. **A unanimous voice vote of all present.**

Submitted By:

Brandy Eisenmann