

**North Wales Water Authority
Board of Directors Meeting
Minutes of 01/8/2014**

Call to order:

A regular business meeting of the NWWA Board of Directors was held at the NWWA Offices, 200 W. Walnut Street, North Wales, PA., 19454, and was called to order at 5:00 p.m. by Executive Director Robert C. Bender.

Pledge of Allegiance:

Mrs. Nagel led all in attendance in the Pledge of Allegiance and asked Mr. Bender to temporarily assume the Chair for initial reorganizational activities.

Annual Reorganization

The Executive Director requested a motion for Board of Director positions.

Upon motion by member Tenney, seconded by member Mengel, the Board voted to reappoint all members to their existing positions as follows:

Joan H. Nagel, Esq., - Chair
Dr. Albert J. Tenney - Vice Chair
Donna L Mengel - Secretary
Herbert Kavash - Treasurer
Gregory J. D'Angelo - Assistant Secretary/Treasurer

Mrs. Nagel then resumed the Chair, asking for and receiving motions to reappoint various NWWA professional staff members, as follows:

Upon a motion by member Mengel, seconded by member D'Angelo the Board voted to reappoint the following professionals pursuant to the terms and conditions outlined in their individual letters of engagement.

Michael P. Clarke, Esq. - Rudolph Clarke LLC - pursuant to the terms and rates as outlined within the engagement letter dated January 2, 2014.

Kenneth E. Heydt PE - Carroll Engineering Corp - pursuant to the terms and rates as outlined within the engagement letter dated December 19, 2013.

Christopher Gibbons of Concord Public Finance - pursuant to the terms and rates as outlined within the engagement letter dated December 20, 2013.

Lopez Teodosio Larkin LLC., - Auditors, pursuant to the rates and terms of their existing auditing agreement, for a new three year term to expire October 31, 2016.

Howard Woods & Associates - pursuant to the terms and rates as outlined within the engagement letter dated January 2, 2014.

Meeting Dates:

Upon motion of Kavash, seconded by member Tenney, the Board voted to establish the regular business meetings of the NWWA Board of Directors as the 2nd and 4th Wednesdays of each month - excepting the month of December being the 1st and 3rd Wednesdays - with all meetings starting at 5:00 p.m., to be held at the Authority business office, unless otherwise advertised.

Roll Call:

Roll call was taken and recorded as follows;

<u>Attendee Name</u>	<u>Organization</u>	<u>Title</u>	<u>Status</u>
Joan Nagel	NWWA	Chair	Present
Albert Tenney	NWWA	Vice Chair	Present
Donna Mengel	NWWA	Secretary	Present
Herbert Kavash	NWWA	Treasurer	Present
Gregory D'Angelo	NWWA	Asst. Sec/Treasurer	Present
Robert C. Bender	NWWA	Executive Director	Present
Raymond J. Berry	NWWA	Director of Operations	Present
Christine Lezoche	NWWA	Director of Finance	Present
Michael Clarke, Esq.	Rudolph Clarke	Authority Solicitor	Present
Kenneth Heydt PE	Carroll Engineering	Authority Engineer	Present

Executive Session Report

None Occurred

Approval of Minutes:

The Board considered approval of the Minutes of 12/04/2013. Upon a motion of member Mengel, seconded by member Kavash, the minutes were approved as presented.

Vote Record

<input checked="" type="checkbox"/> Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel	Initiator	x			
	Mr. Kavash	Seconded	x			
	Mr. D'Angelo		x			

Public Comment:

No comment offered at the meeting.

Resolutions:

Ratification of Resolution 2013-07 PLGIT Change of Merchant Services Vendor – It was explained that the Authority uses the PLGIT third party system to authorize and process customer payments received by credit card, for security reasons. Upon a motion by member Tenney and seconded by member Kavash, the Resolution was approved as presented.

Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Ms. Mengel		x			
	Mr. Kavash	Seconded	x			
	Mr. D'Angelo		x			

Resolution 2014-01 was presented which formally implements a 10% sewer rate reduction that was included in the approved NWWA operating budget, to take effect as of January 2014. The Board requested that Mr. Bender send notice to all sewer customers as soon as possible. Upon motion by member Tenney, seconded by member Mengel, the Resolution was approved.

Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Ms. Mengel	Mengel	x			
	Mr. Kavash		x			
	Mr. D'Angelo		x			

Bids and Contracts: None this meeting

Solicitors Report:

Mr. Clarke thanked the Board for his reappointment. He also reported that they continue to work on the transmission line project, addressing issues that occur during construction.

Engineers Report:

Mr. Heydt asked the Board to ratify Payment Application #5 for Almeida & Hudak in the amount of \$1,113,913.65. Upon a motion by member Tenney, seconded by member Kavash, the payment was ratified.

Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Ms. Mengel		x			
	Mr. Kavash	Seconded	x			
	Mr. D'Angelo		x			

Mr. Heydt asked the Board to ratify Payment Application #6 for Ronca & Sons Inc. in the amount of \$623,384.36. Upon a motion by member Mengel, seconded by member D'Angelo, the payment was ratified.

☐ Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel	Initiator	x			
	Mr. Kavash		x			
	Mr. D'Angelo	Seconded	x			

Mr. Heydt asked the Board to approve and ratify Change Order 5 for Ronca and Sons in the amount of \$17,934.45 to relocate a water main that is owned by Chalfont and is in conflict with the new line being installed for the FPLEP. Upon a motion by member Mengel, seconded by member Kavash, the change order was approved

☐ Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel	Initiated	x			
	Mr. Kavash	Seconded	x			
	Mr. D'Angelo		x			

Mr. Heydt asked the Board to approve and ratify Change Order 6 for Ronca and Sons in the amount of \$6,222.19 for relocation of a sanitary lateral located at the former Chalfont firehouse location, as it was in conflict with the new water line being installed for the FPLEP.

Upon motion by member D'Angelo, seconded by member Tenney, the change order was approved

☐ Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Seconded	x			
	Ms. Mengel		x			
	Mr. Kavash		x			
	Mr. D'Angelo	Initiated	x			

Mr. Heydt asked the Board to approve and ratify Change Order 7 for Ronca and Sons in the amount of \$8,129.01 and a one (1) day timetable increase required for moving and replacing a sewer interceptor line owned by Chalfont-New Britain Sewer Authority that was in conflict with the new water line being installed for the NWWA transmission line project.

Upon a motion by member D'Angelo, seconded by member Tenney, the change order was approved as presented.

☑ Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Seconded	x			
	Ms. Mengel		x			
	Mr. Kavash		x			
	Mr. D'Angelo	Initiated	x			

Mr. Heydt asked the Board to approve and ratify Change Order 8 for Ronca and Sons in the amount of \$10,827.89 for repair of a water main owned by Aqua that was in conflict with excavation by Ronca and in conflict with the new line being installed for the FPLEP. Upon a motion by member Tenney, seconded by member Mengel, the change order was approved as presented.

☑ Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Initiated	x			
	Ms. Mengel	Seconded	x			
	Mr. Kavash		x			
	Mr. D'Angelo		x			

Mr. Heydt then presented Payment Application 6 for Ronca & Sons in the amount of \$489,960.22 for approval and processing. Upon a motion by member Tenney and seconded by member Mengel

☑ Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Initiated	x			
	Ms. Mengel	Seconded	x			
	Mr. Kavash		x			
	Mr. D'Angelo		x			

Mr. Heydt gave an updated on the new transmission line installation progress. He reported that Almeida and Hudak are making good progress and are nearly to Route 611. He said that they are installing approximately 4000 feet of new pipe per day. He said that Ronca has started a second crew and are now headed toward the stream crossing on Schoolhouse Road. He noted that there have been some issues with PennDOT in regards to the use of hot mix paving materials; however this issue seems to be working towards satisfactory resolution.

Mr. Heydt also thanked the Board for his Reappointment.

Bills & Requisitions Approval:

Mrs. Lezoche noted that there were no payments or activities out of the ordinary upon the bills listings, recommending and requesting approval to pay all invoices, process all refunds, and to transfer and/or requisition funds, as presented.

- a. **Ratify the Processed Bills , Refunds, Transfers and Requisitions List dated: 12/5/2013**
- b. **Ratify the Processed Bills , Refunds, Transfers and Requisitions List dated: 12/11/2013**
- c. **Approve and process the Bills , Refunds, Transfers and Requisitions List dated: 12/20/2013**
- d. **Approve and process the Bills , Refunds, Transfers and Requisitions List dated: 12/31/2013**
- e. **Approve and process the Escrow Release for the Pileggi Project/ J & S Development E-990 in the amount of 3,193.23**

Payment of the bills presented was approved by the Board in accordance with the following vote:

☑ Vote Record

x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel		x			
	Mr. Kavash	Initiator	x			
	Mr. D'Angelo	Seconded	x			

Executive Directors Report:

- Mr. Bender provided the Board with an update on the I&I program.
- He next asked the Board to confirm our existing policy of not including frozen water service line repairs in our Water Lateral Maintenance Program, and suggested that we specifically call out the exclusion of frozen pipes within our brochures. The Board agreed.
- He next advised the Board of a pending newspaper article about roadway potholes – suggesting that our County Line Road work could generate some comments.
- Mr. Bender then asked the Board to approve the request of the Warwick Township Water and Sewer Authority for an extension to the initial implementation of the Minimum Daily Purchase requirement of 100,000 gallons, as requested by the WTWSA. He explained Warwick recently connected to our system and that they are now experiencing technical difficulties with coordinating their new SCADA system and that they will not be able to accept the minimum flows at this time. We will offer technical assistance to them, and believe that they will be ready to accept minimum flows by April 30, 2014.

Upon a motion by member Mengel and seconded by member Tenney, the Board approved an amendment to the Contract dated December 7, 2011, that will extend the Minimum Daily requirement charge clause to be in effect April 30, 2014. Mr. Bender will notify WTWSA.

Vote Record						
x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Seconded	x			
	Ms. Mengel	Initiated	x			
	Mr. Kavash		x			
	Mr. D'Angelo		x			

Member Mengel commented upon the major construction projects and initiatives now in progress, including the new transmission line and I&I program, and expressed concern that we keep our professional staff in place over this term, if possible. As such, she presented a motion to extend the approved one year appointments of the following professionals to instead include a three year term through 2016, if such extended term is not inconsistent with the Municipal Authorities act and state law. The remaining Board members agreed that continuity in staff is important and made similar comment. The professional staff included is:

- Solicitor Rudolph Clarke - Michael Clarke, Esq.
- Mr. Kenneth Heydt, PE, Carroll Engineering Corporation
- Water System Finance and Operations Consultant - Howard Woods.

Mr. Clarke stated that he would review the issue report back to the Board if there is any prohibition on multi-year appointment.

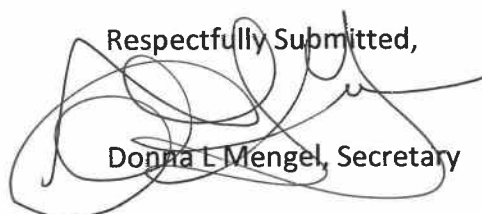
Upon a motion by member Mengel, seconded by member D'Angelo, the Board voted to approve, as permitted the extended appointments of the above referenced professional staff, for 3-year term, subject to any rate increases after 2014 requiring approval of the Board.

Vote Record						
x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel	Initiator	x			
	Mr. Kavash		x			
	Mr. D'Angelo	Seconded	x			

Adjournment:

There being no further business to be brought before the Board, upon motion by member Kavash, seconded by member Tenney the meeting was adjourned at 5:55 pm.

All present voted in favor.

Respectfully Submitted,

 Donna L. Mengel, Secretary