

**North Wales Water Authority
Board of Directors Meeting
Minutes of 1/11/2017**

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 5:05 p.m.

Pledge of Allegiance:

Mrs. Nagel led all in attendance in the Pledge of Allegiance

Reorganization:

Mrs. Nagel asked Mr. Bender to temporarily assume the Chair for the purpose of initial reorganization functions pertaining to Board positions. Mr. Bender then requested nominations for 2017 Board positions.

Upon motion by member Mengel, seconded by member Tenney, and as there were no further nominations presented, the Board voted to reappoint all Board members to their prior and existing positions as follows:

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

• Vote Record

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

Mrs. Nagel reassumed the position of Chair, and requested any further nominations.

Upon motion by member D'Angelo, seconded by member Mengel, the Board voted to reappoint authority consulting professionals, and to approve the terms and rates outlined within their engagement letters, as follows:

Solicitor: Rudolph Clarke LLC, Michael P. Clarke, Esq.
 ERISA Solicitor: Curtin & Heefner, LLP Kyong Ha Growney Esq.
 Consulting Engineers: Carroll Engineering, Kenneth E. Heydt, P.E.
 Financial Consultant: Concord Public Finance, Christopher Gibbons
 Water/Sewer System Consultant: Howard Woods & Associates, Howard Woods
 Auditors: Lopez, Teodosio & Larkin, LLC
 Trustee of NWWA BRIF Account TD Bank Wealth Management
 Approved Banks: TD Bank –Royal Bank- Uninvest Bank
 Insurance Broker: GMG Insurance Agency

• Vote Record

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

Mrs. Nagel then asked for appointments to the Forest Park Operating Committee. All members were in agreement to keep the members as they were.

Appointment to Forest Park Operating Committee: Joan H Nagel
 Herbert Kavash
 Albert Tenney- Alternate

Upon motion by member Tenney, seconded by member Kavash, the Board voted to establish the regular business meetings of the NWWA Board of Directors for 2017/2018, as follows, with all meetings starting at 5:00 pm, and held at the Authority business office, unless otherwise publicly advertised.

January 11 & 25

February 8 & 22

March 8 & 22

April 12 & 26

May 10 & 24

June 14 & 28

July 19

August 16

September 14 & 27

October 11 & 25

November 15

December 14th

January 10 2018 – Reorganization Meeting

The reorganizational portion of the meeting was concluded at this point.

Regular Business Meeting.

Roll Call:

Roll call was taken and recorded as follows;

<u>Attendee Name</u>	<u>Organization</u>	<u>Title</u>	<u>Status</u>
Joan H. Nagel	NWWA	Chair	Present
Albert S. Tenney	NWWA	Vice Chair	Present
Donna L. Mengel	NWWA	Secretary	Present
Herbert W. Kavash	NWWA	Treasurer	Present
Gregory J. D'Angelo	NWWA	Asst. Sec/Treasurer	Present
Robert C. Bender	NWWA	Executive Director	Present
Brad S. Fisher, P.E.	NWWA	Director of Eng. / Ops.	Present
Christine Lezoche	NWWA	Director of Finance	Present
Michael Clarke, Esq.	Rudolph Clarke	Authority Solicitor	Present

Melissa Fiala, Esq.	Rudolph Clarke	Authority Solicitor	Absent
Kenneth Heydt, P.E.	Carroll Engineering	Authority Engineer	Present

Executive Session Report

None at prior meeting

Approval of Minutes:

The Board next considered approval of the Minutes of 12/14/2016. Upon a motion of member Tenney, seconded by member Mengel, the minutes were approved.

• Vote Record

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

Public Comment:

There was no public comment.

Resolutions:

None scheduled for action this meeting

Bids and Contracts:

Mr. Bender presented the revised Lower Gwynedd Township Operations Agreement for approval. This agreement is now directly with the Township instead of the Authority.

Upon a motion by member Tenney, seconded by member D'Angelo the agreement was approved as recommended.

• Vote Record

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

Mr. Bender presented the Harris Computer Software agreements for approval. These agreements are for the Licensing, Implementation, Maintenance and Support of the new Billing CIS software package. Our current Billing/ CIS software system is no longer supported and is almost 20 years old. The new software is compliant in all aspects of customer information security and has the ability to integrate with our other software systems. Upon a motion by member Tenney, seconded by member D'Angelo the agreements were approved as recommended.

• Vote Record

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

Solicitors Report:

Mr. Clarke thanked the Board for reappointment and updated the board on current actions items.

Engineers Report:

Mr. Heydt also thanked the Board for reappointment.

Mr. Heydt presented the Final Change Order #2 for Bid Contract 530-16-08 Virginia Drive Project from Vollers for approval. This change order will result in a credit of \$40,339.46 to the contract. The original project was for 3 bridge crossings and due to difficulties the contract was stopped after 2 crossings. There will be a final payment application at the next meeting to complete the bid contract. The remaining bridge will be included with the Townships bid contract for completion by their contractor in the spring.

Upon a motion by member Mengel, seconded by member D'Angelo the Change Order was approved as recommended.

• Vote Record

x	Approved			Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel		x			

Failed	Mr. Tenney		x			
	Ms. Mengel	Originator	x			
	Mr. Kavash		x			
	Mr. D'Angelo	Seconded	x			

Mr. Heydt presented Payment Application #1 for Joao & Bradley Construction, in the amount of \$112,780.67, for work completed pursuant to Contract 530-16-10 Gwynedd Manor Rd Project.

Upon motion of member Kavash, seconded by member Mengel, the motion was passed, as presented.

• Vote Record

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

Mr. Heydt presented Payment Application #1 James D Morrissey, in the amount of \$88,982.40 for work completed pursuant to Contract 530-16-11 Sumneytown Pike Resurfacing Project.

Upon motion of member Tenney, seconded by member D'Angelo, the motion was passed, with Ms. Mengel Abstaining due to a potential conflict, explaining that she sometimes uses that firm for business work.

• Vote Record

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

Operations Report:

Mr. Fisher reviewed the monthly operations report, and then further updated the Board on the following:

We have applied for the 2 new grants for the following projects:

Elm Ave Sewer Main Replacement

Inter-linking of the several small water systems in Bucks County

Bills & Requisitions Approval:

Mrs. Lezoche reported that the Auditors have completed their field work and we should have a draft audit report fairly soon.

Mrs. Lezoche then reported that there were no payments or activities out of the ordinary on the bills listings and recommended and requested approval to pay all invoices, to process all refunds, and to transfer and/or requisition funds, as presented.

- a. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 12/09/2016**
- b. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 12/14/2016**
- c. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 12/21/2016**
- d. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 12/28/2016**

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

• Roll Call Vote Record

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

Executive Directors Report:

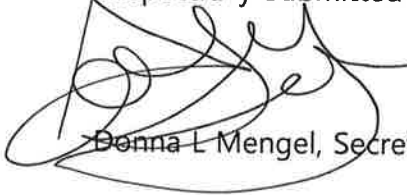
Mr. Bender thanked the Board for their continued support and reappointment as the Executive Director.

Adjournment:

There being no further business to be brought before the Board, upon motion by member Kavash, seconded by member D'Angelo the meeting was adjourned at 5:37 pm.

All present voted in favor.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Donna L Mengel', is written over the printed name. The signature is stylized and somewhat cursive.

Donna L Mengel, Secretary