

Board Meeting of 1/12/2011

North Wales Water Authority

The 6:00 p.m. business meeting of the Authority Board of Directors was called to order by the Board Chair, Mrs. Joan Nagel, on January 12, 2011 in the NWWA Board Room, 200 West Walnut Street, North Wales, Pennsylvania.

Pledge of Allegiance & Roll Call:

Attendee Name	Organization	Title	Status
Joan Nagel	North Wales Water Authority	Chair	Present
Albert Tenney	North Wales Water Authority	Vice Chair	Present
Carene Makinson-Sanders	North Wales Water Authority	Secretary	Present
Herbert Kavash	North Wales Water Authority	Treasurer	Present
Donna Mengel	North Wales Water Authority	Asst. Treasurer/Secretary	Present
Robert C Bender	North Wales Water Authority	Executive Director	Present
Raymond J Berry	North Wales Water Authority	Director of Operations	Present
Christine Lezoche	North Wales Water Authority	Director of Finance	Present
Michael P Clarke, Esq.	Rudolph, Clarke & Kirk LLC	Authority Solicitor	Present
Kenneth Heydt, P.E.	Carroll Engineering Corp	Authority Engineer	Present

Reorganization

A letter was recognized from the North Wales Borough manager confirming that Mr. Kavash was reappointed by the North Wales Borough for another 5 year term as a member of the Authority Board. Mr. Kavash was then congratulated and seated.

The Executive Director entertained a motion for appointments to the Board. Upon motion by member Sanders, seconded by member Mengel, the Board voted unanimously to reappoint all members to their existing positions as follows:

Joan H. Nagel is reappointed as Chair

Albert Tenney is reappointed as Vice Chair

Carene Makinson-Sanders is reappointed as Secretary

Herbert Kavash is reappointed as Treasurer

Donna Mengel is reappointed as Assistant Secretary/Treasurer

Upon a motion by member Sanders, seconded by member Tenney the Board unanimously voted to reappoint the following professionals pursuant to the terms and conditions outlined in their letters of engagement.

Michael P. Clarke, Esq. of Rudolph Clarke & Kirk LLC - pursuant to the terms and rates as outlined with in the engagement letter dated 12/20/2010.

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Kenneth Heydt PE of Carroll Engineering Corp - pursuant to the terms and rates as outlined with in the engagement letter dated 12/09/2010.

Christopher Gibbons of Concord Public Finance - pursuant to the terms and rates as outlined with in the engagement letter dated 01/06/2011.

Auditor Zelenkofske Axelrod LLC – pursuant to the terms of their existing auditing agreement

There was next a motion by member Sanders and seconded by member Mengel to change the start time of the regular meetings from 6:00 pm to 5:00 p.m. and to establish the regularly scheduled meetings of the NWWA Board of Directors as the second and 4th Wednesdays of each month, with the exception of December being the 1st and 3rd Wednesdays, with all meeting to be held at the Authority office, unless otherwise advertised. The motion was unanimously carried.

Minutes Approval

There was a Mengel- Kavash motion to approve the Minutes of the December 15, 2010 meeting of the Board, which carried, 5-0.

<u>Vote Record - Minutes</u>						
			Yes/Aye	No/Nay	Abstain	Absent
X Accepted	Joan Nagel		x			
	Albert Tenney		x			
	Carene Makinson-Sanders		x			
	Herbert Kavash	Seconded	x			
	Donna Mengel	Initiated	x			

Public Comment - No public was in attendance

Solicitor's Report

Mr. Clarke reported that the final NPWA/BCWSA agreement was finalized and executed by all parties.

Mr. Clarke distributed to the Board a draft of the employment agreement for Mr. Bender scheduled to be discussed at the next meeting.

Engineer's Report

Mr. Heydt thanked the Board for reappointment and complimented Mr. Bender and Ms. Joyce on the RACP Grant application process.

Director of Operations Report

Mr. Berry asked for approval to award the bid contract for the Well 17 project. The updates and pipe extensions to this location are required due to a new DEP Regulations regarding chlorine detention.

Motion by Member Sanders, seconded by Member Tenney to award the Bid Contract 530-11-06 for Well 17 Chlorine Detention System Project Materials to U S Pipe in the amount of \$47,619.62

Vote Record –

			Yes/Aye	No/Nay	Abstain	Absent
x Accepted	Joan Nagel		x			
	Albert Tenney	Seconded	x			
	Carene Makinson-Sanders	Initiated	x			
	Herbert Kavash		x			
	Donna Mengel		x			

Bills & Requisitions Approval:

Mrs. Lezoche stated that there was nothing out of the ordinary in the bills, reviewed the listings, and recommended and requested approval to pay all bills and process all requisitions, as presented.

- a. Approval of Bills & Requisitions of 12/15/2010 in the amount of \$ 169,076.55
- b. Approval of Bills & Requisitions of 12/22/2010 in the amount of \$ 195,748.98
- c. Approval of Bills & Requisitions of 01/05/2011 in the amount of \$ 80,573.13

Vote Record –

			Yes/Aye	No/Nay	Abstain	Absent
x Accepted	Joan Nagel		x			
	Albert Tenney		x			
	Carene Makinson-Sanders	Seconded	x			
	Herbert Kavash	Initiated	x			
	Donna Mengel		x			

Executive Director's Report

Mr. Bender discussed the letter that was received from the fire company regarding vehicle maintenance. Upon a motion by Member Tenney, seconded by Member Kavash it was decided that the Authority will assist the Fire company with its vehicle maintenance needs.

Mr. Bender then discussed the residential fire sprinkler service legislation changes. Currently the Authority requires 2 separate service lines, however, recent legislation allows for only 1 service in certain circumstances. The concern is what to do when an unpaid bill occurs when there is only a single water service line. It was noted that it is the current policy of the Authority to not shut off the water to fire sprinkler services. After much discussion it was decided upon a motion by Member Tenney seconded by Member Sanders that the Authority will continue this policy, and that we will request and require the installation of separate fire and domestic services, except as might be otherwise specifically mandated or provided by statute or court of jurisdiction. Further, in the event of non-payment of any service involving a fire service (sprinkler) line, it will remain our policy that the water will not be shut off, (except by court approval or mandate) and instead a lien will be filed on the property. When deemed appropriate by the

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Executive Director, due to the amount or duration of the arrearage, or similar cause, the account will then go to the Solicitor for further action.

Mr. Bender reported upon an inquiry from North Wales Borough related to the 2001 Ford Taurus that we no longer use. The Solicitor advised that we could not donate the vehicle outright, but we could sell it for an agreed upon fair value if it was worth less than \$1,000.00. Mr. Bender suggested a fee of \$250.00 based upon his review of the vehicle and discussions with our maintenance staff. Upon a motion by Member Tenney, seconded by Member Mengel it was decided to offer the vehicle to the Borough for the amount of \$250.00.

Mr. Bender discussed the \$500,000.00 RACP grant application to be filed, reviewed the overall process, including the requirement of submitting a Resolution by the Board authorizing submittal of the application. Mr. Bender thanked Ms. Joyce and Ms. Lezoche, as well as Mr. Berry and Mr. Heydt and the entire NWWA staff for their efforts in assisting with the assembly of materials needed to prepare this grant application. Upon motion by member Tenney, seconded by member Mengel, Resolution 2011-02 was unanimously approved.

Mr. Bender asked for approval to proceed with the purchase of the 2 GPS units through COSTARS program explaining that there units were needed for information gathering purposes prior to our I&I program commencement. It was noted that these units were previously approved within the 2011 budget. Upon motion by member Mengel, seconded by member Sanders the Board approved the purchase.

Mr. Bender advised the Board that the public ADA accessible restroom construction will begin soon. Estimated costs were previously estimated in the \$15,000 to \$20,000 range; however by using in house labor the costs are now estimated to be approximately \$6000.00

It was announced that PMAA Board Member training is now available, and that Ritajean would coordinate registrations for anyone interested in attending.

Mr. Bender explained the yearly bids for materials and emergency services that will be advertised for consideration at a February meeting.

Mr. Bender reported upon several pending interconnection projects, as well as the Chalfont Site acquisition discussions.

Adjournment:

There being no further business before the Board, upon motion by Mr. Kavash, seconded by Mrs. Sanders, the meeting was adjourned at 6:55 pm. All present voted in favor.

Respectfully Submitted,

Carene Makinson-Sanders, Secretary