

**North Wales Water Authority
Board of Directors Meeting
Minutes of 02/08/2017**

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

Mrs. Nagel recognized the Borough reappointment of Dr. Tenney to the NWWA Board of Directors, for a term scheduled to expire after 12/31/2021.

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

*Mr. D'Angelo called and reported that he would be a few minutes late

Executive Session Report

None at prior meeting

Approval of Minutes:

The Board next considered approval of the Minutes of 01/11/2017. Dr. Tenney inquired about the change in meeting date for the month of Sept & Dec. It was noted that these dates were changed due to scheduling conflicts. Upon a motion of member Mengel, seconded by member Tenney, the minutes were approved as written.

• Vote Record

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

Public Comment:

There was no public comment.

Resolutions:

2017-01 Red Flag Identity Theft Policy – The resolution reiterates our policy and adopts it for another year. Upon a motion by member Mengel, seconded by member Kavash the resolution was adopted.

• Vote Record

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

Bids and Contracts:

Mr. Fisher presented the annual material bids for awarding for a period of 1 year with the exception of Item 1.11 Backflow Preventers to be tabled until the next meeting.

**Recommended and Requested Board Motion to Approve Bids
February 8, 2017**

“Motion to accept the lowest qualified bids, and to award contracts, for the purchase of materials and services, as publicly advertised, and bid through the Penn-Bid Electronic Bidding process, as follows”:

1. Material Supply Bids –

1.1 – Pipe – Contract 530-17-01

One year term ending 2/28/18

Hajoca

4” – 42” Ductile Iron Pipe

4” – 24” Field Loc Gaskets

Est. Total Contract Amount over term: \$ 107,014.15

1.2 - Fittings – Contract 530-17-02

One year term ending 2/28/18

Hajoca – Items 1 – 23 & 35 – 116

HD Supply Waterworks – Items 24 - 34

Est. Total Contract Amount over term: \$ 60,287.45

1.3 –Stainless Steel Repair Clamps & Tapping Sleeves - 530-17-03

One year term ending 2/28/18

HD Supply Waterworks – Items 1 – 26 & 32 – 42

Ferguson Waterworks – Items 27 – 31 & 43 - 46

Est. Total Contract Amount over term: \$ 19,679.00

1.4 –Retaining Glands - 530-17-04

One year term ending 2/28/18

LB Water – Items 1-11

HD Supply Waterworks – Items 12-14

Est. Total Contract Amount over term: \$ 31,411.21

1.5 –Small Diameter Gate Valves - 531-17-05

One year term ending 2/28/18

LB Water 4” through 12” Gate Valves & Tapping Valves

Est. Total Contract amount over term: \$ 48,239.00

1.6 –Large Diameter Gate Valves - 531-17-06

One year term ending 2/28/18

LB Water 16” through 42” Gate Valves

HD Waterworks 16” through 24” Tapping Valves

Est. Total Contract amount over term: \$ 172,894.28

1.7 –Valve Boxes - 531-17-07

One year term ending 2/28/18

HD Supply Waterworks Valve Boxes & Risers

Est. Total Contract amount over term: \$ 10,975.45

1.8 –Curbboxes - 533-17-08

One year term ending 2/28/18

Kennedy Culvert Co.

Est. Total Contract amount over term: \$ 14,683.65

1.9 –Brass - 533-17-09

One year term ending 2/28/18

HD Supply Waterworks – Items 1–7 & 10-19

Ferguson Waterworks – Items 8-9

LB Water – Items 20-26

Est. Total Contract amount over term: \$ 54,550.11

1.10 –Meters - 601-17-10

One year term ending 2/28/18

HD Supply Water

Est. Total Contract amount over term: \$ 442,594.26

1.11 –Backflow Preventers - 601-17-11

Award postponed due to specification compliance yet to be confirmed.

1.12 –Meter Pit Components - 601-17-12

One year term ending 2/28/18

HD Waterworks Supply

Est. Total Contract amount over term: \$ 14,437.40

Upon a motion by member Tenney, seconded by member Kavash the bids were approved as recommended.

• Vote Record

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

Ms. Fiala presented Amendment #2 to the Sprint Spectrum LLC lease agreement at Water Tower Square site, 751 Horsham Road.

MOTION SPRINT SPECTRUM REALTY COMPANY, LLC - LEASE AMENDMENT No. 2

I move that the North Wales Water Authority ("Authority") Board, by its authorized officers, execute the Amendment No. 2 to Lease Agreement, as reviewed and revised by the Authority Solicitor and Authority Staff, among the Authority, Sprint Spectrum Realty Company, LLC, successor-in-interest to Sprint Spectrum, L.P., and Water Tower Square Associates, amending the Lease Agreement dated November 19, 1996, as amended by Amendment No. 1 to Lease Agreement, dated September 11, 2009, concerning radio communications equipment installed on the Water Tank and in a building situated on property located at 751 Horsham Road in the Township of Montgomery, Montgomery County, Pennsylvania, subject to receipt of all items deemed necessary by the Executive Director.

Upon a motion by member Tenney, seconded by member Mengel the amendment was approved.

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

Ms. Fiala presented Amendment #1 to the ATT/New Cingular Wireless PCS LLC lease agreement at Water Tower Sq. 751 Horsham Rd.

MOTION NEW CINGULAR WIRELESS LEASE AMENDMENT- MONTGOMERY SQUARE

I move that the North Wales Water Authority ("Authority") Board, by its authorized officers, execute the First Amendment to Lease Agreement and First Amendment to Memorandum of Lease Agreement, as reviewed and revised by the Authority Solicitor and Authority Staff, among the Authority, New Cingular Wireless PCS, LLC, successor-in-interest to AWACS, Inc., and Water Tower Square Associates, amending the Lease Agreement dated March 20, 1996, concerning radio communications equipment installed on the Water Tank and in a building situated on property located at 751 Horsham Road in the Township of Montgomery, Montgomery County, Pennsylvania, subject to receipt of all items deemed necessary by the Executive Director.

Upon a motion by member Kavash, seconded by member Mengel the amendment was approved.

• **Vote Record**

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

Solicitors Report:

Ms. Fiala updated the Board on a letter of interest that was received from Edward Hughes Esq. in relation to the property located at Charing Cross Rd & Hunt Seat Dr. The Authority owns the property that at one time held Well #20, which is no longer in service. Mr. Hughes' client has expressed interest in purchasing the property. Mr. Bender advised the Board that he would meet with the people interested and then if a sale is determined to be viable, we would proceed to get an appraisal of the location. After discussion the Board was in consensus to move forward with investigations.

Engineers Report:

Mr. Heydt presented the sewer lateral replacement proposal in a cost not to exceed \$18,900 for phase 2 of the Sewer Lateral Replacement Grant that is expiring in June 2017. Locations for this phase of the project were selected based upon televised viewing of the laterals in question. Mr. Bender would like the Board to authorize the engineer to proceed fully with the project from advertising, bidding and awarding of the project to execution of any documents by staff.

Upon a motion by member Tenney, seconded by member Mengel the proposal was accepted and full execution was approved.

• **Vote Record**

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

Operations Report:

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

- Bids for the 3rd Bridge on Virginia Drive are due to be opened by the township on 02/10/2017 and they will be awarded at the townships meeting on 02/4/2017. The NWWA will reimburse the township for this work.
- A main Break that occurred on Township Line Road was quite large; however it was contained and repaired within about two hours by NWWA staff, with only 1 customer out of water for an extended time. A management meeting was held and our entire main break process was reviewed to determine what improvements we can make in the incident communications process.
- The purchase of two vehicles, being a 2017 Ford Escape and 2017 Ford Pickup Truck is being processed through the PA. COSTARS Program, noting that both vehicles were previously approved in the current capital budget.

Bills & Requisitions Approval:

Mrs. Lezoche noted that the draft audit should be received within a few days for review. 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.

- Ratification of Bills, Refunds, Transfers and Requisitions List dated: 01/05/2017**
- Ratification of Bills, Refunds, Transfers and Requisitions List dated: 01/12/2017**
- Ratification of Bills, Refunds, Transfers and Requisitions List dated: 01/20/2017**
- Ratification of Bills, Refunds, Transfers and Requisitions List dated: 01/27/2017**
- Ratification of Bills, Refunds, Transfers and Requisitions List dated: 02/02/2017**

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

• **Roll Call Vote Record**

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

Executive Directors Report:

Mr. Bender reviewed the following items with the board:

- Reviewed a recent EPA letter to the PA DEP regarding insufficient staff levels and increased testing requirements that will result in substantial increased costs for the authority for required additional water quality testing and permitting.
- That he and Mr. Fisher would be meeting with the final candidate for the open IT Manager position, later in the evening, and that he planned to make a final decision after the dinner meeting. He noted that the final background checks were in progress and would be need to be successfully completed prior to any official hiring.

Mr. Bender also stated that Assistant IT staff member Nate Hulstein has done an excellent job of dealing with all IT Department issues during the six (6) month vacancy, requesting approval to grant a one time performance bonus of \$2,500.00 in appreciation and recognition of these additional efforts and services. Upon a motion by member Tenney, seconded by member Mengel the bonus was approved.

• **Vote Record**

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

Mr. Bender also reported that as part of the main break review, we are now investigating better ways to direct our customers to the website during emergency situations. He noted that we will implement a special message for the phone system that callers will hear as soon

as the call in and will be arranging for a special phone number for emergency use by the NWWA Board and other emergency officials to use to contact the Authority.

Adjournment:

There being no further business to be brought before the Board, upon motion by member Kavash, seconded by member Mengel the meeting was adjourned at 5:45 pm.

All present voted in favor.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Donna L. Mengel', written over the printed name below.

Donna L. Mengel, Secretary