

**North Wales Water Authority
Board of Directors Meeting
Minutes of 02/14/2018**

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.

Pledge of Allegiance:

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

Mrs. Nagel recognized the Borough appointment of Mr. Neil McDevitt to the NWWA Board of Directors, for a term scheduled to expire 12/31/2022.

Officer Reorganization elections were then reviewed due to the appointment of a new member, with positions being appointed and/or confirmed. By a motion from member Tenney, seconded by member Mengel, the Board Officers will be as follows:

Chair - Joan H Nagel
Vice Chair - Albert S Tenney
Secretary - Donna L Mengel
Treasurer - Edward Neiderhiser
Assistant Secretary/Treasurer - Neil McDevitt

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
Edward Neiderhiser	NWWA	Treasurer	Present
Neil McDevitt	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	Present
Kenneth Heydt, P.E.	Carroll Engineering	Authority Engineer	Present

Becca Suskin from The Communication Connection was present as the ASL interpreter for Mr. McDevitt.

Executive Session Report

None at prior meeting

Approval of Minutes:

The Board next considered approval of the Minutes of 01/10/2018. Upon a motion of member Mengel, seconded by member Tenney, the minutes were approved as amended.

Vote Record						
x Approved Tabled Failed			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Seconded	x			
	Ms. Mengel	Initiator	x			
	Mr. Neiderhiser		x			
	Mr. McDevitt		x			

Public Comment:

There were several members of the public present at the meeting:

Mr. Herb Kavash – Former Board Member - Mr. Kavash thanked the Board for inviting him back for evening and the Board thanked Mr. Kavash for his years of service to the Authority Board.

Mrs. Sally Neiderhiser - North Wales Borough Councilwoman - Stated that it is important to come out to meetings and get involved with the community

Mr. Greg D’Angelo - Former NWWA Board Member and current North Wales Borough Mayor - the Chair and several Board members also thanked Mr. D’Angelo for his service to the Authority Board.

Resolutions:

None this meeting

Bids and Contracts:

Mr. Fisher presented the recommendations of award for the annual materials bids. A review of the bids tabulations was made and the Board noted that there was only one bidder for meters. The Solicitor opined that as the Sensus metering system was already in place, a single bid was acceptable.

A motion to accept and approve the following material bids, as advertised in accordance with law, solicited through the PENNBID program and publically opened on January 24, 2018 with each bid category awarded to the lowest qualified bidder, as follows:

1. Contract 530-18-01: Ductile Iron Pipe

Award to Hajoca Corporation for Years 1 and 2

2. Contract 530-18-02: Fittings

Award to Core & Main for Years 1 and 2

3. Contract 530-18-03: Stainless Steel Repair Clamps and Tapping Sleeves

Award to Ferguson Waterworks for Year 1

4. Contract 530-18-04: Retaining Glands

Award to LB Water for Year 1

5. Contract 531-18-05: Small Diameter Valves

Award to Core & Main for Years 1, 2 and 3

6. Contract 531-18-06: Large Diameter Valves

Award to Hajoca Corporation for Years 1, 2 and 3

7. Contract 531-18-07: Valve Boxes

Award to Core & Main for Years 1, 2 and 3

8. Contract 533-18-08: Curb boxes

Award to Core & Main for Year 1

9. Contract 533-18-09: Brass Fittings

Award to Hajoca Corporation for Year 1

10. Contract 601-18-10: Meters

Award to Core & Main for Year 1

11. Contract 601-18-11: Backflow Devices

Award to Core & Main for Year 1

12. Contract 601-18-12: Meter Pits

Award to LB Water for Year 1

13. Contract 531-18-13: Ductile Iron Tapping Sleeves

Award 12" Tapping Sleeves to Hajoca Corporation. For Year 1

Award 16"-24" Tapping Sleeves to LB Water for Year 1

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

A copy of the complete bidder's tabulation will be retained in the business office.

☑ Vote Record

x Approved Tabled Failed			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel			x		
Mr. Tenney	Initiator		x			
Ms. Mengel	Seconded		x			
Mr. Neiderhiser			x			
Mr. McDevitt			x			

Solicitors Report:

Mr. Clarke presented the Cash Escrow Extension Agreement for NWWA Job E-1016 Montgomery Retirement Residence LLC, for approval. This is a development located at 416-418 Doylestown Road. Mr. Clarke explained that this is the agreement between the developer and the Authority requiring construction of the water mains and services to our specifications, and providing for NWWA inspections. The Board asked where the escrow monies would be held. Mrs. Lezoche stated that monies are held locally at TD Bank. Mr. Clarke added that there are restrictions on how the money can be used and where it can be held, and that the NWWA is in compliance.

Upon a motion by member Mengel, seconded by member McDevitt the agreement was approved as recommended.

☑ Vote Record

x Approved Tabled Failed			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel			x		
Mr. Tenney			x			
Ms. Mengel	Initiator		x			
Mr. Neiderhiser			x			
Mr. McDevitt	Seconded		x			

Mr. Clarke presented the Professional Services Agreement (PSA) for NWWA Job E-1035 Higher Rock Commercial Development for approval. This is a project located at Stump Road & Route 309. In response to an inquiry, Mr. Clarke and Mr. Heydt explained to the newer Board members, that a PSA is the design phase of the development before construction begins. This takes care of any legal or engineering work to be done. Ms. Mengel asked that when these are presented in the future, it would be helpful if the Board members would receive a listing of the principals of the company/developer to avoid any potential conflict of interest.

Upon a motion by member Mengel, seconded by member Neiderhiser the contract was approved as recommended.

☑ Vote Record

x Approved Tabled Failed			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel			x		
Mr. Tenney			x			
Ms. Mengel	Initiator		x			
Mr. Neiderhiser	Seconded		x			
Mr. McDevitt			x			

Engineers Report:

Mr. Heydt presented payment application #4 for bid contract 833-17-14 Sewer Lateral Grant Phase 2 in the amount due to Joao & Bradley of \$30,795.83. This is the 2nd to last payment for the project and the remaining 1% retainage will be held until spring for any restorations that may need to be done. Upon a motion by member Tenney, seconded by member Mengel the proposal was accepted and full execution was approved.

Vote Record						
x Approved Tabled Failed			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Ms. Mengel	Seconded	x			
	Mr. Neiderhiser		x			
	Mr. McDevitt		x			

Mr. Heydt presented payment application #4 for bid contract 530-16-09 Symphony Lane Project, in an amount due to Passerini of \$7,402.55. This is the 2nd to last payment for this project and there is a small retainage being held for any restoration work that may need to be done in the spring. Upon a motion by member Mengel, seconded by member McDevitt the proposal was accepted and full execution was approved.

Vote Record						
x Approved Tabled Failed			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel	Initiator	x			
	Mr. Neiderhiser		x			
	Mr. McDevitt	Seconded	x			

Operations Report:

Mr. Fisher reviewed the monthly operations report, and then further updated the Board on the following: 10 water main breaks took place in January.

Mr. Fisher asked the board for approval of the following engineering services proposals:

E-1036 PennDOT SR 0202 Section 65S Swedesford & Township Line Rds. This is PennDOT project and the Authority could be reimbursed up to 75% of any water line that needs to be replaced. We have approx. 12,000 ft. of water main that is affected by this project. Upon a motion of member Mengel, seconded by member Tenney, the proposal was accepted for an amount not to exceed \$160,603.00.

Vote Record						
x Approved Tabled Failed			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel		x			
	Mr. Neiderhiser		x			
	Mr. McDevitt		x			

E-1038 PennDOT SR0073 Section 6SM Wentz Rd –Parkwood-Skipack Pk. This is PennDOT project and the Authority could be reimbursed up to 75% of any water line that needs to be replaced. We have

approx. 475 ft. of water main that is affected by this project. Upon a motion of member Mengel, seconded by member Tenney, the proposal was accepted for an amount not to exceed \$30,517.05

☑ Vote Record

x Approved Tabled Failed		Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel	x			
Mr. Tenney	x				
Ms. Mengel	x				
Mr. Neiderhiser	x				
Mr. McDevitt	x				

Mr. McDevitt inquired about the fixed fees in the contract and Mr. Heydt explained that they are approved PennDOT rates and costs. The Board would like to have maps of the project areas in the future along with the customary agenda materials

Bills & Requisitions Approval:

Mrs. Lezoche 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: 01/16/2018
- b. Ratification of Bills, Refunds, Transfers and Requisitions List dated: 01/23/2018
- c. Ratification of Bills, Refunds, Transfers and Requisitions List dated: 01/31/2018
- d. Ratification of Bills, Refunds, Transfers and Requisitions List dated: 02/09/2018

Mr. McDevitt had asked about customer names on the check runs when they are to receive a refund. Mr. Bender explained that most refunds are due to overpayment of an invoice or a refund of the tenant deposit. Mrs. Nagel noted that this information is a matter of public record and the Board will still need to be able to see the names of the customers that will receive a refund. Mr. Neiderhiser did not see any reason to redact the names from the list at this time. Mr. Bender and Mrs. Lezoche will determine if there is another way to present the information, review possible options with Mr. Clarke, and the report back to the Board at a future meeting.

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

☑ Vote Record

x Approved Tabled Failed			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel			x		
Mr. Tenney	Seconded		x			
Ms. Mengel	Initiator		x			
Mr. Neiderhiser			x			
Mr. McDevitt			x			

Executive Directors Report:

Mr. Bender reviewed the following items with the board:

- Cell Phone Lease Management Program- Due to issues we are having with the ability to implement tank maintenance and because our leases were originated at different times and with many different carriers they are not consistent. Mr. Bender would like to develop a

program whereby all leases are have the same language and terms and that legal will administrate the program. The intent it to notify all cell carriers in the future that we will not renew or amend contracts unless the terms are consistent with NWWA standards. He noted that the Solicitors office is working on a template, based on feedback and instructions from NWWA staff. . Mr. Bender will report back to the Board with a specific template plan for Board approval at a future meeting.

- Forest Park Management Meeting-The 3 million gallon per day expansion plans are moving forward and will cost approximately Five Million Dollars to complete, with all copsts to be shared with North Penn Water and Bucks County Water
- Forest Park Joint Board Meeting of March 1st has been cancelled.
- Mr. Bender reported that he had received an email from the owner of the proposed Montgomery Tank 3 site, and that he was receptive to the easement agreement and we will proceed with the design work once that has been approved.
- Mr. Bender commented to the Board on the older cast iron pipe that has been breaking. He noted that we do not just replace the pipe based upon age. We try to partner with the other municipalities when they doing road work to eliminate having a road closed twice or opening a just paved road when we do repairs. Ms. Mengel inquired about the replacement product and Mr. Fisher stated that is was Ductile Iron Pipe.
- Mr. Bender will be doing tour of the system in the spring for our new Board members

Mr. McDevitt explained the ASL process to all parties present, and the Board thanked Becca Suskin for doing a very thorough job.

Adjournment:

There being no further business to be brought before the Board, upon motion by member Mengel, seconded by member McDevitt the meeting was adjourned at 6:00 pm.

All present voted in favor.

Respectfully Submitted



Donna L Mengel, Secretary