

North Wales Water Authority Board of Directors

Minutes of 02/23/2011

Call to order:

The meeting was held at the NWWA Offices, 200 W Walnut St, North Wales, PA. 19454 and called to order by Board chair, Joan Nagel, at 5:00 p.m.

Pledge of Allegiance:

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

Roll Call:

Roll call was taken and recorded as follows;

Attendee Name	Organization	Title	Status
Joan Nagel	NWWA	Chair	Present
Albert Tenney	NWWA	Vice Chair	Present
Carene Makinson-Sanders	NWWA	Secretary	Present
Herbert Kavash	NWWA	Treasurer	Absent
Donna Mengel	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 P Clarke Esq.	Rudolph Clarke Kirk	Authority Solicitor	Present
Kenneth Heydt, P.E.	Carroll Engineering	Authority Engineer	Present

Approval of Minutes:

The Board next considered approval of the Minutes of 02/09/2011. Upon a motion of member Mrs. Sanders seconded by member Mr. Tenney, the minutes were unanimously approved.

<u>Vote Record</u>						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney	Seconded	x			
	Mrs. Sanders	Initiated	x			
	Mr. Kavash					x
	Ms. Mengel		x			

Public Comment:

No members of the public were present

Solicitors Report:

Nothing at this time

Engineers Report:

Nothing at this time

Operations Report:

Mr. Berry reviewed the monthly operations reports and noted that there was nothing out of the ordinary.

Mr. Berry then presented the Certificate of Completion for the Ambler YMCA project. Upon a motion of member Tenney, seconded by member Sanders, acceptance for the Certificate of Completion and Dedication of Improvements for E-0946 was unanimously approved.

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

Mr. Berry then presented to the Board the Authority staff recommendations for the annual material bids. Mr. Berry noted that there were several items that were not going to be awarded at this time as they required clarification on technical issues. Mr. Clarke reported that he has contacted these vendors regarding the clarification issues. He expects to have a report back at the first meeting in March.

Mr. Berry also noted that large diameter materials were not being recommended for award as the bidders did not submit the required PA Steel Procurement Act Certificate. The solicitor is reviewing this matter. Mr. Berry reported that the items not being awarded will not adversely affect regular business of the Authority on the short term.

Upon a motion of member Tenney, seconded by member Mengel, approval for the Annual Material Bids was unanimously approved.

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

Mr. Berry reviewed the proposal that was received from Steven G Lowry & Associates to evaluate our current SCADA system and recommend improvements that should be made. He noted that our current system is approx 13 years old and the technology is far behind current industry standards. The current system also is proprietary and is no longer in use by others, hardware is obsolete and replacements must be purchased from EBay at times. Mr. Lowry will be making recommendations only and assisting the authority in preparing for the bidding process to renew the system. Mr. Berry anticipates the project taking approximately two (2) years.

Upon a motion by member Tenney, seconded by member Sanders the Board accepted the proposal from Lowry and Associates

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

Bills & Requisitions Approval:

Mrs. Lezoche reported that a draft of the audit should be available for the next meeting and that the new signature cards were ready for Forest Park.

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 and Requisitions of 02/04/2011 in the amount of \$ 227,886.36**
- b. **Approval of Bills and Requisitions of 02/09/2011 in the amount of \$ 27,474.66**
- c. **Approval of Bills and Requisitions of 02/16/2011 in the amount of \$ 157,450.72**

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

Executive Directors Report:

Mr. Bender reviewed the Professional Services Proposal received from Howard Woods Associates to assist the Authority in developing a formal long term business plan. Once the plan is developed it would be held in-house and the Authority will have the ability to update it every year to best determine business strategies. It was noted that Mr. Woods does have a confidentiality clause in the agreement. Mr. Clarke noted that any information considered public domain-public record can be used by Mr. Woods.

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

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

Mr. Bender asked for a brief executive session after the regular meeting to discuss a personnel matter.

Other / New Business:

None

Adjournment:

There being no further business before the Board, upon motion by Mr. Tenney, seconded by Mrs. Sanders, the meeting was adjourned at 5:37 pm. All present voted in favor.

Carene Makinson-Sanders
Secretary