

Board Meeting of 02/25/2009

North Wales Water Authority

6:00 PM Meeting called to order by Mrs Nagel on 02/25/2009 at NWWA - Board Room, 200 W Walnut St, North Wales, PA.

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
Lawrence Clever	North Wales Water Authority	Secretary	Present
Herbert Kavash	North Wales Water Authority	Treasurer	Present
Carene Makinson-Sanders	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
Laurie Hagey	North Wales Water Authority	Finance Director	Present
Michael P Clarke	Rudolph Pizzo Clarke	Authority Solicitor	Present
Kenneth Heydt	Carroll Engineering	Authority Engineer	Present

Mr Clarke reported that an Executive session was held after the regular meeting on 02/11/2009. The purpose of the meeting was to discuss the purchase or sale of real estate.

Minutes Approval

» Accept the Minutes of 02/11/2009 by the majority of those that were present at the meeting

✓ Vote Record - Minutes Acceptance of 02/11/2009						
			Yes/Aye	No/Nay	Abstain	Absent
x Accepted	Joan Nagel		<input checked="" type="checkbox"/>			
	Albert Tenney	Initiator	<input checked="" type="checkbox"/>			
	Herbert Kavash		<input checked="" type="checkbox"/>			
	Lawrence Clever	Secunder	<input checked="" type="checkbox"/>			
	Carene Makinson-Sanders		<input checked="" type="checkbox"/>			

Public Portion

There were no members of the public present

Motion to Approve the PSA for E-0957 Laurence P Genuardi's Sub Division

✓ Vote Record –						
			Yes/Aye	No/Nay	Abstain	Absent
x Accepted	Joan Nagel		<input checked="" type="checkbox"/>			
	Albert Tenney		<input checked="" type="checkbox"/>			
	Herbert Kavash	Secunder	<input checked="" type="checkbox"/>			
	Lawrence Clever	Initiator	<input checked="" type="checkbox"/>			
	Carene Makinson-Sanders		<input checked="" type="checkbox"/>			

North Wales Water Authority - Minutes

Mr Clarke reported that Upper Gwynedd Twp will be doing a roadwork project and as part of the project their contractor will be replacing our water lines and appurtenances during the project. We will be reimbursing them for the expenses related to this. The final agreement will have the word "reasonable" inserted in 3 places and will include more detail from the contractor. After discussion the Board then voted.

Motion to Approve the UGT Reimbursement Agreement for work that the UGT contractor will do for us as part of their project

✓ Vote Record -						
			Yes/Aye	No/Nay	Abstain	Absent
x	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney	<input checked="" type="checkbox"/>			
		Herbert Kavash	<input checked="" type="checkbox"/>			
		Lawrence Clever	<input checked="" type="checkbox"/>			
		Carene Makinson-Sanders	<input checked="" type="checkbox"/>			

Mr Clarke asked for approval on the two Warrington agreements. The first is for Capacity and Distribution agreement at 800,000 gallons per day and the second is the 4th addendum to the original agreement allowing Warrington to purchase water from Horsham, allowing them to sell our water outside of Warrington with our approval and allows the Authority to serve customers in certain areas of Warrington where they do not have water lines.

Motion to approve the Warrington Capacity and Distribution Agreement

✓ Vote Record -						
			Yes/Aye	No/Nay	Abstain	Absent
x	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney	Initiator	<input checked="" type="checkbox"/>		
		Herbert Kavash	Secunder	<input checked="" type="checkbox"/>		
		Lawrence Clever		<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders		<input checked="" type="checkbox"/>		

Motion to approve the 4th Addendum to the Warrington Agreement

✓ Vote Record -						
			Yes/Aye	No/Nay	Abstain	Absent
x	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney	Initiator	<input checked="" type="checkbox"/>		
		Herbert Kavash		<input checked="" type="checkbox"/>		
		Lawrence Clever	Secunder	<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders		<input checked="" type="checkbox"/>		

Mr Heydt then handed out documents regarding Payment Application #12 for Contract 530-08-15 to N Abbonizio in the amount of \$89,645.48 and asked for payment approval.

Motion to approve Payment #12 for Contract 530-08-15 to N Abbonizio in the amount of \$89,645.48

✓ Vote Record -						
			Yes/Aye	No/Nay	Abstain	Absent
x	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney	Secunder	<input checked="" type="checkbox"/>		
		Herbert Kavash		<input checked="" type="checkbox"/>		
		Lawrence Clever	Initiator	<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders		<input checked="" type="checkbox"/>		

Mr Berry asked the Board to award the 2009 Material bids based on the presented recommendations. Discussion occurred on the bids and the Board then voted.

Motion to Approve the 2009 Material Bid Awards as presented

✓ Vote Record -						
			Yes/Aye	No/Nay	Abstain	Absent
x	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney	Seconder	<input checked="" type="checkbox"/>		
		Herbert Kavash		<input checked="" type="checkbox"/>		
		Lawrence Clever		<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders	Initiator	<input checked="" type="checkbox"/>		

Mr Berry then reviewed the monthly status reports. Flows are down so revenue is down. Mr Berry then presented a Certificate of Completion for approval. The Board then voted.

Motion to Approve the Certificate of Completion and Dedication of Improvements for E-0891 WB Homes

✓ Vote Record -						
			Yes/Aye	No/Nay	Abstain	Absent
x	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney		<input checked="" type="checkbox"/>		
		Herbert Kavash	Seconder	<input checked="" type="checkbox"/>		
		Lawrence Clever	Initiator	<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders		<input checked="" type="checkbox"/>		

Mrs Hagey reported that the final Audit has not been received yet, but should arrive soon from the Auditor. She also handed out to the Board a financial statement as of January 31 2009. Mrs Hagey stated that due to an error by TD Bank, made during their Commerce to TD Bank account change over process, we do not have available any accurate Trust information on the report. TD Bank has corrected the errors and ensure accuracy in their February 2009 statements.

Mrs Hagey then asked for approval to pay invoices. The Board then voted.

Bills & Requisitions Approval

» Accept the Bills & Requisitions in the amount of \$ 494,047.45

✓ Vote Record -						
			Yes/Aye	No/Nay	Abstain	Absent
x	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney		<input checked="" type="checkbox"/>		
		Herbert Kavash	Seconder	<input checked="" type="checkbox"/>		
		Lawrence Clever	Initiator	<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders		<input checked="" type="checkbox"/>		

Mr Bender reported that he and Mr Berry attended a seminar on the value of continuing education and this falls into our future training needs planning. Mr Bender has been meeting with the various work groups and asking them to identify their training needs based on value to the Authority, value to their position and value to their team.

Mr Bender reported that we have also been arranging for in house webinars, the latest was on offering different payment options to our customers. Currently we process over 144,000 paper documents per year. The industry average for online payments is approx 30% and we are at 10%. Mr Bender reported that we are developing incentives for our customers to sign up.

Mr Bender updated the Board on the Public Notification program. The final rule should be released in May 2009, but we are looking at the service providers. Currently there are 4 vendors and only 1 out of the four offers flat fee, all other are on a per call basis. We would like to start using the system for the spring flushing in March and Mr Bender will have a quote to the Board soon.

Mr Bender requested a short Executive Session after the regular meeting to discuss a personnel and a real estate matter.

The Board asked when the annual Borough dinner would be held. Historically, this was held to update the Borough on the state of the Authority and the Annual report was distributed. Our annual report has been delayed this year due to the late audit report. Other options besides a dinner will be discussed.

Mrs Nagel reminded everyone of the PA-AWWA conference in May in Pittsburgh. The conference registration can be anytime, but housing should be reserved early.

Statements

There being no further business a motion was made by Mr Tenney, seconded by Mr Clever, to adjourn the meeting at 7:05 pm. All present voted in favor.

Lawrence Clever

Secretary