

North Wales Water Authority Board of Directors

Minutes of 03-09-2011

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 all 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	Present
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

Melissa Fiala of Rudolph Clarke & Kirk was also in attendance.

Mr. Clarke reported that a short Executive Session was held after the regular meeting of 02/23/2011, to discuss potential litigation and real estate matters.

Approval of Minutes:

The Board next considered approval of the Minutes of 02/23/2011. Upon a motion of member Tenney, seconded by member Sanders, the minutes were approved, subject to a minor typographical correction, as follows:

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			

Public Comment:

No members of the public were present

Solicitors Report:

Mr. Clarke reported on the terms of the proposed lease with North Wales Borough, asking the Executive Director to explain the need for the space to the Board. Mr. Bender explained that we will be using the 2nd floor of the Borough office building as a back up operations center and archival storage area. He stated that this is a secure building that will provide us with much needed space. Mr. Bender also noted that this space will be set up to serve as the Emergency Operations center should we have any issues at this location. By doing so, we will be able to restore general functions of business within hours. At this time we have no such backup capability.

Upon a motion by member Ms. Mengel, seconded by member Mrs. Sanders, the proposal was unanimously approved.

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	Initiator	x				

Engineers Report:

Nothing at this time

Operations Report:

Mr. Berry reported that we did have an SSO event on Saturday due to the heavy rainfall, and that with the rain expected tomorrow, we will likely have another such event.

Bills & Requisitions Approval:

Mrs. Lezoche presented to the Board a draft of the annual audit for review and discussion. She stated that there are a few areas on the report that still need completion. She asked that the Board review the draft document and then forward any questions directly to her so that they can be addressed in the final report.

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 02/23/2011 in the amount of \$ 86,343.76**
- b. **Approval of Bills and Requisitions of 03/02/2011 in the amount of \$ 48,973.64**
- c. **Approval of Bills and Requisitions of 03/032011 in the amount of \$ 10,379.00**

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

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

Executive Directors Report:

Mr. Bender requested a brief Executive Session at the end of the regular meeting to update the Board on a real estate matter, advising that no formal action was needed.

Mr. Bender next reviewed the proposal for a Canon Document Management System. He noted that this item would be purchased through the state bid, being the Pennsylvania COSTARS program. He explained that this was an administrative project that will be ongoing for about 3 years and we will be following the Municipal Records Retention schedule and archiving all our documents. Many of the documents will be scanned, indexed, and then they will be archived at the new backup facility.

Upon a motion by Mr. Kavash, seconded by Ms Mengel the agreement was approved as follows:

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

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 5:20 pm. All present voted in favor.

Carene Makinson-Sanders
Secretary