

**North Wales Water Authority
Board of Directors Meeting
Minutes of 03/09/2016**

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.

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 |
| Bradley S. Fisher, PE | NWWA | Dir of Engineering/Ops | Present |
| Christine Lezoche | NWWA | Director of Finance | Absent |
| Michael Clarke, Esq. | Rudolph Clarke | Authority Solicitor | Present |
| Kenneth Heydt, PE | Carroll Engineering | Authority Engineer | Present |
| Melissa Fiala, Esq. | Rudolph Clarke | Authority Solicitor | Present |

Executive Session Report

There was a brief Execution Session at the meeting of 02/10/2016 wherein the Board discussed real estate matters and no action taken.

Approval of Minutes:

The Board considered the Minutes of February 10, 2016. Upon a motion of member D'Angelo, seconded by member Mengel, the minutes were approved as presented.

Vote Record

| <input checked="" type="checkbox"/> Approved | | | Yes/Aye | No/Nay | Abstain | Absent |
|--|--------------|-----------|----------------|---------------|----------------|---------------|
| | Mrs. Nagel | | x | | | |
| | Mr. Tenney | | x | | | |
| | Ms. Mengel | Seconded | x | | | |
| | Mr. Kavash | | | | x | |
| | Mr. D'Angelo | Initiated | x | | | |

Public Comment: No Public Present

Resolutions:

None this meeting

Bids and Contracts:

Noting that the Board awarded the annual material bids at the January meeting, all required documents were brought to the meeting and signed by the Chair, without further Board action.

Contracts: 530-16-01 532-16-02 530-16-03 530-16-04

Solicitors Report:

Mr. Clarke presented the Board with an Agreement to purchase the water system at the Pine Run Community, Doylestown Township, Bucks County. Mr. Bender reminded the Board that at the December 16, 2016 meeting staff and professionals had presented the benefits to the NWWA Customers resulting from this acquisition, and had recommended this agreement. Pine Run has tentatively agreed to all the terms of the agreement and upon formal approval, should be ready to proceed to settlement as early as April.

Upon a motion by member Tenney, seconded by member Mengel the Board approved to agreement.

Vote Record

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

Ms. Fiala reported that she is working with staff on making the changes to the transmission line and former Chalfont Fire Company property easements, so that all will benefit both NPWA & NWWA , as previously agreed. Ms. Fiala also reported that she is also reviewing RFP's for new billing software and utility services for several metering projects.

Engineers Report:

Mr. Heydt presented Payment Application #4 Contract 530-15-07 West Walnut Street providing for payment to Doli Construction Co., Inc., in the amount of \$343,313.19. Mr. Heydt stated that they are almost finished the project and they will next complete the sidewalk and curb repairs/replacements. Upon a motion by member Mengel, seconded by member D'Angelo the payment was approved.

Vote Record

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

Mr. Heydt presented Change Order 1 for the West Walnut Street/Swartley Avenue project. This included additional work at manhole 157, additional traffic controls signs required by PennDOT, additional work on a gas line that was mismarked by PECO and summarizes the time extensions for the project. Upon a motion by member Tenney, seconded by member Mengel the change order was approved.

| ☑ Vote Record | | | | | | |
|----------------------|--------------|-----------|---------|--------|---------|--------|
| x Approved | | | Yes/Aye | No/Nay | Abstain | Absent |
| | Mrs. Nagel | | x | | | |
| | Mr. Tenney | Initiated | x | | | |
| | Ms. Mengel | Seconded | x | | | |
| | Mr. Kavash | | x | | | |
| | Mr. D'Angelo | | x | | | |

Operations Report:

Mr. Fisher reviewed the monthly operations report, noting all water flows and operational activities were with the normal ranges. Mr. Fisher reported receiving very nice feedback from a resident of the Borough dealing with a family member currently undergoing physical therapy. The resident reported that the Walnut Street contractor would temporarily stop work each day to allow her to enter the work zone to pick up and then drop off her father. As he is a Veteran, the workers also acknowledged his military service one morning by standing and saluting him, which was appreciated by the resident, and his family.

Bills & Requisitions Approval:

Mr. Bender noted that there were no payments or activities out of the ordinary upon the bills listings, recommending and requesting approval to pay all invoices, process all refunds, and to transfer and/or requisition funds, as presented.

- a. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 02/11/2016
- b. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 02/17/2016
- c. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 02/25/2016
- d. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 03/02/2016

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

| ☑ Vote Record | | | | | | |
|----------------------|--------------|-----------|---------|--------|---------|--------|
| x Approved | | | Yes/Aye | No/Nay | Abstain | Absent |
| | Mrs. Nagel | | x | | | |
| | Mr. Tenney | | x | | | |
| | Ms. Mengel | Seconded | x | | | |
| | Mr. Kavash | | x | | | |
| | Mr. D'Angelo | Initiated | x | | | |

Executive Directors Report:

Mr. Bender briefed the Board on several important initiatives that we are now developing, requesting that the Board allow about 1 hour at the April 13 meeting so that staff can present each, and so the Board can review all aspects, before we pursue them further.

In summary, Mr. Bender explained that;

- Our current billing software is no longer being supported and is now over 10 years old. The vendor is not providing updates allowing this software to interface with other new technologies or programs now in use, creating increasing conflicts over time. He also noted that newer software would permit our customers increased service and direct access to information they frequently request.
- Many of our water meters are reaching the end of their life cycle of 15-18 years, and that a substantial change out program will need to be implemented.
- Similar issues impact our MXU's, located on the outside of the house. The battery life on these is 15-20 years and these will need to be changed out, as total replacement is actually less expensive than changing batteries.

All of the above would be expected to be reviewed in detail at the April meeting.

Mr. Bender also reported that he was in discussions with the management of several other nearby water systems related to potential increased water sales.

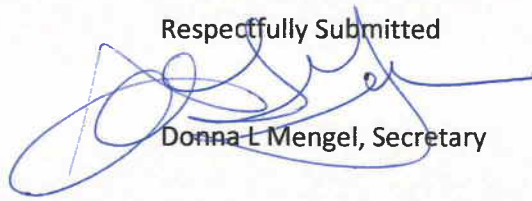
Mr. Bender next asked for a brief Executive Session after the meeting to update the Board on a personnel matter, advising that no Board action would be requested.

Adjournment:

There being no further business to be brought before the Board, upon motion by member D'Angelo, seconded by member Kavash the meeting was adjourned at 5:35 pm.

All present voted in favor.

Respectfully Submitted



Donna L Mengel, Secretary