

## Board Meeting of 04/09/2008

### North Wales Water Authority

Meeting called to order at 6:00 pm by Mrs Nagel on 04/09/2008 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
Raymond J Berry	North Wales Water Authority	Interim Executive Director & Director of Operations	Present
Michael P Clarke	Rudolph Pizzo Clarke	Authority Solicitor	Present
Kenneth Heydt	Carroll Engineering	Authority Engineer	Present
Matt Bass	Curtin & Heefner	Special Counsel on Pension Matters	Present

## Minutes Approval

» Accept the Minutes of 03/26/2008 by the majority of those that were present at the meeting.

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

Mr Tenney did ask about the term "surcharging" on page 2 of the minutes. Mr Heydt explained this terminology to him as it relates to wastewater flows. Other than the financial use of the word these are meanings for "surcharging" that fit our discussions about hydraulics.

1. To place an excessive burden on; overload.
2. To fill beyond usual capacity; overflow.

## Public Portion

No members of the public were present

Mrs Nagel noted the positive customer comments regarding customer service employees Diana Reilley and Robin Schaffroth. The Board also congratulated David Quinn and Tom Bradbury for their years of service to the Authority

## Discussions & Motions

Mr Berry then introduced Authority employee Keith Albright and asked him to explain the IT upgrades that were presented and why they are needed at this point. The Board asked several questions and made the following decision.

Motion to Approve the Purchase of IT Infrastructure Hardware and Software off the state contract as presented in the executive summary for the amount of \$28,035

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

Matt Bass then explained the outstanding issues with the pension plan restatement. An outline was distributed to the Board. Mr Bass explained that the new pension plan provider was able to duplicate the age weighted formula to within cents. This previous formula was out of date and needed to be restated.

Mr Bass then explained that the current plans have an exclusion for overtime, bonus & commissions on the compensation. The previous provider was not performing the testing for this and Mr Bass is recommending that the Authority remove all the compensation exclusions on the new plan. By changing the plan's definition of compensation to include overtime, this will fit the plan compensation definition into the IRS's "Safe Harbor" definition and does not require any testing.

This change will however increase the Authority's contribution amount. He is recommending the following change. Reduce the current 9% contribution to 8.5% and include the overtime. Much Discussion occurred on this item and the Board would like to see what the effects will be. They will be sent worksheets showing the differences for calendar year 2007. They also requested the formula. These changes that have been made are for the calendar year 2009 and may be changed before any vesting for that time occurs. The Board then made the following decision.

Motion to Approve Resolution 2008-09 Setting the Authority Pension Contribution from 9% to 8.5% and to change the definition of compensation to include overtime. For Year ???????

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

Mr Bass also explained the contribution rate issue. Currently the Authority has 3 types of contributions. A 2% match, a 4% profit sharing and the pension contribution. The new plan document can not handle this type of structure. Mr Bass is recommending that the Authority change the match from 100% of 2% to 100% of 6%. The Board discussed and then voted.

Motion to Approve Resolution 2008-10 Changing the Authority match contribution from 2% to 6% and eliminating the 4% profit sharing contribution

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

The above Resolutions will need to have some wording changed and Mr Clarke will send over new copies for signature.

Mrs Nagel introduced the PA Warn Agreement for approval. Mr Clarke stated that he has reviewed and the Authority insurance provider has reviewed. The Board then voted.

Motion to Approve the PA-Warn Agreement as presented

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

Mr Heydt reported that he received the contract from the Lawn Rangers. This is the company that was awarded the bid for Contract 570-08-14 for lawn maintenance. The Board then voted.

Motion to Approve the signing of a 3 year contract with Lawn Rangers in a total amount of \$14,483.00

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

Mr Berry then reported on the easement for an extra fire hydrant that was needed on E-0908. The Board then voted.

Motion to Accept the Deed of Dedication for Public Water Easement for E-0908

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

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Mr Berry then discussed the need to change the authorized signers of PennDOT documents and on our Emergency Response Plan. He presented two resolutions for approval. The Board then voted.

Motion to Approve Resolution 2008-06 Authorizes Named Employee to Sign PennDOT Documents

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

Motion to Approve Resolution 2008-07 Authorizes Named Employees to Execute the Emergency Response Plan

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

Mr Berry then went on to discuss the items 5 through 8 on the agenda. He, Mr Heydt and Mr Clarke all commented on a request that was received from Mr McBride of the David Cutler Group regarding the Montgomery Walk project. Mr McBride needs to build a construction road in what is known as phase 2 of this project. However since they need to run water lines down the road he wanted to do this without an agreement. Mrs Berry, Heydt and Clarke all agreed that he will need to have a signed agreement before any materials are delivered to the job site.

Mr Berry noted that he would like to complete an in house main extension project. We would be installing approx 252 feet of water main in Whitpain Twp on Route 73 by the Shady Grove Elementary School and a cost of approx \$24,000. Maps were available to show the area affected. The Board then voted.

Motion to Approve moving forward with the Route 73 main extension project

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

Mr Berry then went on to discuss the emergency fuels and potential diesel fuels contract. He explained that our previous provider is no longer on the state contract for our county. The new contract holder is Petroleum Traders Corporation out of Ft Wayne Indiana. They use local carriers to deliver the fuels by tanker. The current state contract cost is \$2.59 per gallon for ultra low sulfur diesel fuel. North Penn uses the state contract and has not had any issues. The Board then voted.

Motion to Approve the purchase of fuels off of the state contract using the COSTARS program at the contract price

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

Mr Clarke then reported on the 3 letters for the Directors positions in the company and an exemption from the 50% vacation reimbursement cap. The 3 positions will be able to receive 100% of there unused vacation as it is not always possible for them to take all of their vacation. These letters will go into their personnel files. The Board then voted.

Motion to Approve the exemption of the Executive Director, Operations Director and Finance Director from the vacation reimbursement cap

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

Mr Clarke also noted that in the next few weeks the Board will be presented with recommended changes to the current employee manual in the tuition reimbursement and training sections.

Mr Clarke mentioned the letter of recommendation for Mr Schwartz and asked if the Board required any changes. The Board made none.

Mr Clarke also asked for approval to advertise for cleaning/janitorial services. The Board then voted.

Motion to Approve the advertisement for bids for cleaning/janitorial services

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

Mr Clarke reported that the 4<sup>th</sup> addendum to the joint construction and operating agreement for Forest Park did not include the current MDU amounts. The Board was given the current MDU amounts for both North Penn and North Wales. He is recommending that this not be added to the addendum and is asking that the Board approve the addendum as presented.

Mr Tenney asked if the formula was in the addendum. Mr Clarke replied that it was. The Board then voted.

Motion to Approve the 4<sup>th</sup> Addendum to the Joint Construction and Operating Agreement for the Forest Park Water Treatment Plant

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

Mr Heydt reported on his various engineering documents. He also asked the Board for permission to advertise Contract 530-08-15 the NWWA 2008 Water & Sewer projects. The Board then voted

Motion to Approve the advertisement for the Contract # 530-08-15 for NWWA 2008 Water & Sewer Projects

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

Mrs Nagel mentioned that after the meeting on April 23<sup>rd</sup> a Pre Planning meeting will be held for the Board Retreat with a location to be determined.

Mr Tenney reminded everyone to bring their ideas

Mrs Nagel mentioned the PMAA training opportunity and if anyone was interested to please let us know by April 12th

### Bills & Requisitions Approval

» Accept the Bills & Requisitions in the amount of \$222,243.19

✓ Vote Record – Bills & Requisitions in the amount \$222,243.19		Yes/Aye	No/Nay	Abstain	Absent
x Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
	Albert Tenney		<input checked="" type="checkbox"/>		
	Lawrence Clever	Initiator	<input checked="" type="checkbox"/>		
	Herbert Kavash	Seconder	<input checked="" type="checkbox"/>		
	Carene Makinson-Sanders		<input checked="" type="checkbox"/>		

### Statements

There being no further business a motion was made by Mr Tenney, seconded by Mrs Makinson-Sanders, to adjourn the meeting at 7:55 pm. All present voted in favor.

Lawrence Clever

Secretary