

**North Wales Water Authority
Board of Directors Meeting
Minutes of 04/12/2017**

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 5:00 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;

<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	Absent
Gregory J. D'Angelo	NWWA	Asst. Sec./Treasurer	Present
Robert C. Bender	NWWA	Executive Director	Present
Brad S. Fisher, P.E.	NWWA	Director of Eng. / Ops.	Present
Christine Lezoche	NWWA	Director of Finance	Present
Michael Clarke, Esq.	Rudolph Clarke	Authority Solicitor	Present
Melissa Fiala, Esq.	Rudolph Clarke	Authority Solicitor	Absent
Kenneth Heydt, P.E.	Carroll Engineering	Authority Engineer	Present

Executive Session Report

None at prior meeting

Approval of Minutes:

The Board considered approval of the Minutes of 03/08/2017. Upon a motion of member D'Angelo, seconded by member Mengel, the minutes were approved as presented.

Vote Record

			Yes/Aye	No/Nay	Abstain	Absent
Approved						
Tabled	Mrs. Nagel		x			
Failed	Mr. Tenney		x			
	Ms. Mengel	Seconded	x			
	Mr. Kavash					x
	Mr. D'Angelo	Initiator	x			

Public Comment:

There was no public comment.

Visitors

Kyong Ha Growney of Curtin & Heefner
Christopher Gibbons of Concord Public Finance

Resolutions:

Ms. Growney presented the Board with a recommendation from the Retirement Oversight Committee in the form of Resolution 2017-02, authorizing a change in Broker/Dealer/Financial Advisor for the employee retirement plan. Ms. Growney reviewed the background and process that the Retirement Committee undertook to select and recommended the new advisor. Upon a motion by member D'Angelo, seconded by member Tenney, with Ms. Mengel abstaining, the Board authorized the change subject to the ROC Solicitor confirming that the Broker had no prior or outstanding litigation pertaining to the official duties of the consultant. Subject to such confirmation, the letter notice of appointment to FRS Capital/LPL, is to be sent.

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

Christopher Gibbons from Concord Public Finance was present to discuss options available to the Authority related to borrowing for the new water tank proposed to be built in Montgomery Township and to refinance existing 2007 series bonds. Mr. Gibbons distributed a report on the options, answering questions of the Board. Mr. Gibbons reviewed the pros and cons of each option, including options involving both financing with a new bond issue, or by conventional bank borrowing. Mr. Gibbons was instructed by the Board to proceed with obtaining both bank loan proposals/rates and bond refinancing and borrowing options for consideration the next rescheduled Board meeting of May 18, 2017. Ms. Joyce was asked to advertise this rescheduled special meeting and to cancel the meeting of May 10th.

Mrs. Lezoche presented Resolution 2017-03 authorizing signers for Royal Bank of America accounts. Upon a motion by member Mengel, seconded by member D'Angelo the documents were executed.

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

Bids and Contracts:

Mr. Fisher presented the annual leak detection services Contract 530-17-13, submitted through the Penn BID program, for a 3 year term, ending on 03/30/2020, making award to Aqua Tech Specialty Services in the amount of \$65,418.00. Upon a motion by member Mengel, seconded by member Tenney, the contract was awarded as recommended.

☑ Vote Record						
Approved Tabled			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			

Failed	Mr. Tenney	Initiator	x			
	Ms. Mengel	Seconded	x			
	Mr. Kavash					x
	Mr. D'Angelo		x			

Mr. Heydt presented a report upon the pending award of a contract the Blue Bell & Susquehanna Tank Refurbishing Project, being contract # 521/17/01, A & B. Mr. Heydt stated that all the bid specifications were satisfied and all required bid submittals were in order, and that the lowest responsible bidder was V & T Painting. He also pointed out that this bidder has a number of safety incidents according to the OSHA reporting service, as does the second lowest bidder. The Board discussed their bid award options, and upon the recommendation of the Executive Director, it was decided to award the contract to the lowest bidder, with the understanding that the Solicitor would attend the pre-construction meeting, at which time the Solicitor would address the OSHA report and stress our concerns will project safety, advising all parties that we will strictly enforce all contract terms and will notify the proper authorities of any project safety concerns brought to our attention.

Upon a motion by member Tenney, seconded by member Mengel, the bid contract was awarded and the Board authorized execution of all project documents needed to proceed.

Vote Record

Approved			Yes/Aye	No/Nay	Abstain	Absent
Tabled	Mrs. Nagel		x			
Failed	Mr. Tenney	Initiator	x			
	Ms. Mengel	Seconded	x			
	Mr. Kavash					x
	Mr. D'Angelo		x			

Solicitors Report:

Mr. Clarke had nothing further to report

Engineers Report:

Mr. Heydt presented Final Payment Application # 2 and related documents for Contract # 530-16-11 for the Sumneytown Pike restoration project, to James D Morrissey Inc., in the amount of \$9,886.93. Upon a motion by member Tenney, seconded by member D'Angelo, with member Mengel abstaining, all documents were approved for payment processing.

Vote Record

Approved			Yes/Aye	No/Nay	Abstain	Absent
Tabled	Mrs. Nagel		x			
Failed	Mr. Tenney	Initiator	x			
	Ms. Mengel				x	
	Mr. Kavash					x
	Mr. D'Angelo	Seconded	x			

Operations Report:

Mr. Fisher reviewed the monthly operations report, and then further updated the Board on the following:

Purchase of two vehicles that were on the approved capital budget. He reported that we are 16.7% under our approved budget amount for vehicle purchases.

He advised that the annual Chapter 94 report has been completed by Carroll Engineering and has been sent to Upper Gwynedd Township. Mr. Fisher noted that in 2016 we experienced only 1 month in which we metered flow overages, and that the flow surcharges continue to decrease as the I&I program continues.

Bills & Requisitions Approval:

Mrs. Lezoche presented the Audit report for fiscal year 2015-2016 for acceptance. Upon a motion by member Mengel, seconded by member D'Angelo the Audit report was received and accepted. Mr. Bender and Mrs. Nagel thanked Mrs. Lezoche and the finance staff for another outstanding report.

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

Mrs. Lezoche then reported that there were no payments or activities out of the ordinary on the bills listings, and recommended and requested Board approval to pay all invoices, to process all refunds, and to transfer and/or requisition funds, as presented.

- a. Ratification of Bills, Refunds, Transfers and Requisitions List dated: 03/10/2017
- b. Ratification of Bills, Refunds, Transfers and Requisitions List dated: 03/16/2017
- c. Ratification of Bills, Refunds, Transfers and Requisitions List dated: 03/22/2017

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

☑ Roll Call Vote Record						
Approved Tabled Failed			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Ms. Mengel		x			
	Mr. Kavash					x
	Mr. D'Angelo	Seconded	x			

Executive Directors Report:

Mr. Bender then updated the Board on the following:

- Read a memo received from North Wales Borough praising Authority employee Nate Hulstein.
- Updated the Board on the implementation of the Meter and MXU Change Out Program

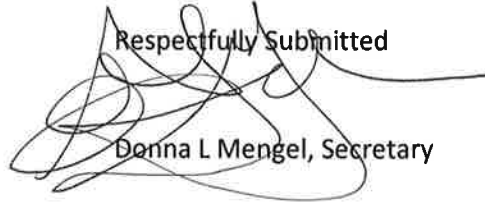
- Advised the Board of a possible trespassing issue at the WWTP property that was recently brought to our attention by the Upper Gwynedd Township Police Department.
- Described a Cyber Security Webinar that we recently participated in, and described the need for the Board to set policy for staff in addressing future problems. It was noted that the Solicitor will assist in developing the appropriate staff policy for discussion with the Board at a later date.

Adjournment:

There being no further business to be brought before the Board, upon motion by member Tenney, seconded by member Mengel the meeting was adjourned at 6:25 pm.

All present voted in favor.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Donna L Mengel', is written over the typed name. The signature is stylized and somewhat illegible due to its cursive nature.

Donna L Mengel, Secretary