

Minutes of Board Meeting of 05/28/2008

North Wales Water Authority

Meeting called to order at 6:00 pm by Mrs Nagel on 05/28/2008 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	Absent
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
Matthew Bass	Curtin & Heefner	Special Counsel on Retirement	Present

Minutes Approval

» Accept the Minutes of 05/14/2008 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"/>
	Herbert Kavash	<input checked="" type="checkbox"/>	Secunder		
	Carene Makinson-Sanders			<input checked="" type="checkbox"/>	

Public Portion

No members of the public were present

Mrs Nagel noted the Thank You notes that were received and congratulated Joseph Murphy-Paul Gable-Kevin McLaughlin and Linda Arcara for their years of service to the Authority.

Discussions & Motions

Mr Clarke reported that at the conclusion of the meeting on 05/14/2008 an Executive Session was held to discuss personnel matters.

Matt Bass gave an explanation of the retirement plan documents that were presented to the Board for signing. He explained that for the plan year 2008 the Money Purchase Contribution would need to be reinstated. The Board then voted.

Motion to Amend Sections 4.1a and 4.1d as presented with an effective date of April 29, 2008 from 0% to 9% for the plan year 2008

✓ 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		<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders	Secondor	<input checked="" type="checkbox"/>		

The Board then voted to authorize the Trustees to execute the plan documents.

Motion Authorizing the Plan Trustees Albert Tenney and Raymond J Berry to execute the plan documents.

✓ 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	Secondor	<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders	Initiator	<input checked="" type="checkbox"/>		

Mrs Sanders asked when the next time the Board would need to discuss the plan. Mr Bass explained that the Retirement Oversight Committee will need to start meeting once again after all the plan documents have been executed.

Mr Tenney stated that this should be done soon. Mr Berry asked when this should start. Mr Bass stated that he feels we should let this part of the conversion settle down then quarterly meetings should be set up to review the funds and their performance. Possibly around June or July.

Mr Tenney said that we can review the funds and will produce minutes for all the Board and let them know the meeting schedule.

Mr Clarke stated that if at least two other Board members are present so as to constitute a quorum, then they cannot engage in any deliberations prior to Mr. Tenney casting a vote on an issue before the Committee.

The Board then voted on the Certificates of Completion and Dedication for projects E-0897 and E-0926 and there were no questions.

Motion to Approve the Certificate of Completion and Dedication of Improvements for E-0897 Phipps Station Project

✓ 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		<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders	Secondor	<input checked="" type="checkbox"/>		

Motion to Approve Certificate of Completion and Dedication of Improvements for E-0926 Dick's Sporting Goods

✓ 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 Berry reported on the various month end reports. He noted that the production gallons have started to come up as we were flushing during April and parts of May. Mr Berry will have a flushing report for the next meeting. The April financials were discussed and discussion occurred on the presentation of the report. The Finance Director will be instructed to remove the depreciation section from the monthly water reports. The depreciation section will be on the year end reports.

Mr Berry explained that the Commerce Bank Line of Credit was up for renewal and the Board voted.

Motion to Continue the Commerce Bank Line Of Credit at an interest rate of 4.5%

✓ 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		<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders	Secunder	<input checked="" type="checkbox"/>		

The corrected Commerce Bank quarterly report was given to the Board. Mr Berry has instructed the Finance Director not to release any reports until they have been reviewed for content and accuracy.

Mr Berry discussed the DEP permit issues notice that has been received. Mr Clarke has corresponded with the DEP on the matter and more information will follow.

The DEP Sewer Operators report was discussed. Mr Tenney asked if anyone else is training at this point. Mr Berry said not at this time.

Mrs Nagel noted that Bill Kee's name was on the report and asked who will need to remove this. Mr Berry stated that we will need to do this and he will take care of it.

Mr Tenney asked what the letters and numbers on the operator certifications mean.

Mr Heydt stated that letters A-D represent the size of the facility you are certified to operate and the numbers are for different processes.

Mr Berry then asked for approval to purchase the HR software package that was reviewed. The Board then voted.

Motion to Purchase the HR software package in an amount of \$2395.00

✓ 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				<input checked="" type="checkbox"/>
		Herbert Kavash		<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders	Secunder	<input checked="" type="checkbox"/>		

Mr Berry then mentioned that RFP for insurance was sent out and that the responses and recommendations will be presented to the Board at the June 25th meeting for their action.

Mrs Nagel noted that the May 20th Operating Meeting had been cancelled and the Forest Park and North Penn have requested that the June 5th Joint Board Meeting be cancelled. Mr Berry will advise Forest Park and North Penn that we do agree with this.

Mr Berry also handed out a cd of the Fluoride Now radio interview that took place on WNPV.

Mr Clarke reported that he has the latest revision of the Warrington Agreement and it has gone back to Warrington for final review and approval.

Mr Clarke handed out the draft of the Borough Code Update for review. The Borough has made one change on the indemnification area and he feels that this is a reasonable change. The Borough will need to approve this before the Board can vote on it.

Mr Heydt asked the Board for approval on payment #3 for Contract 530-07-17 to Joao and Bradley on the amount of \$54,359.00. The Board then voted.

Motion to Approve payment #3 for Contract # 570-07-17 to Joao & Bradley in the amount of \$54,359.00

✓ 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				<input checked="" type="checkbox"/>
		Herbert Kavash		<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders	Secunder	<input checked="" type="checkbox"/>		

Bills & Requisitions Approval

» Accept the Bills & Requisitions in the amount of \$474,035.25

✓ Vote Record – Bills & Requisitions in the amount \$474,035.25						
			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	Initiator	<input checked="" type="checkbox"/>		
		Carene Makinson-Sanders	Secunder	<input checked="" type="checkbox"/>		

Statements

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

Carene Makinson-Sanders

Asst Secretary-Treasurer