

**North Wales Water Authority  
Board of Directors Meeting  
Minutes of 07/20/2016**

**Call to order:**

A regular business meeting of the NWWA Board of Directors was held at the NWWA Offices, 200 West 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;

<b><u>Attendee Name</u></b>	<b><u>Organization</u></b>	<b><u>Title</u></b>	<b><u>Status</u></b>
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
Bradley S. Fisher, PE	NWWA	Dir of Engineering/Ops	Present
Christine Lezoche	NWWA	Director of Finance	Present
Michael Clarke, Esq.	Rudolph Clarke	Authority Solicitor	Present
Kenneth Heydt, PE	Carroll Engineering	Authority Engineer	Present
Melissa Fiala, Esq.	Rudolph Clarke	Authority Solicitor	Present

Mr. Kavash was not available and excused by the Chair as he was out of town.

**Executive Session Report**

There was no executive session at the prior meeting

**Approval of Minutes:**

The Board considered the Minutes of June 8, 2016.

Upon a motion of member Mengel, seconded by member Tenney, the minutes were approved as presented.

**Vote Record**

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

**Public Comment:** No Public Present

**Resolutions:**  
None This Meeting

**Bids and Contracts:**

Mr. Bender presented the Alura Business Solutions contract for backup IT consulting services. Upon a motion by member Tenney, seconded by member D'Angelo all those present voted to approve the contract for these services.

**Vote Record**

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

**Solicitors Report:**

Mr. Clarke presented the Board with an Authorization to Release Funds for project # E1006, Spring House Village Center, advising that the developer; Penn Florida Realty, has secured other means of financing and would like the cash escrow released from the bank, substituting the Letter of Credit. Mr. Clarke stated that all required release forms have been reviewed and are in order. Upon a motion by member Mengel, seconded by member Tenney, all in attendance voted in favor.

**Vote Record**

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

Mr. Clarke next presented the Board with an Extension Agreement with a Tri-Party Escrow and Deed of Dedication for public Easements for NWWA project E-1004 Colebrook Properties LP, located on a property located along Schoolhouse Road, New Britain Twp.

Upon a motion by member Tenney, seconded by member Mengel, the agreement 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			

**Engineers Report:**

Mr. Heydt presented the proposal for a comprehensive study of HVAC systems within the main offices of the Authority, with a not to exceed cost of \$24,500.00. The study is to determine the total heating and cooling system demands for the building due to recurrent system failures. Mr. Bender explained that current system is aged, was installed piecemeal over many years, and has been requiring increasingly frequent repair, and is not properly balanced for occupancy needs. He said that despite many attempts to rectify the situation, some areas of the offices remain either too hot or too cold, and the use of supplemental heating or cooling units may become a safety issue.

Upon a motion by member Mengel, seconded by member Tenney, all those present voted in favor.

**Vote Record**

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

Mr. Heydt gave an update on the Virginia Drive main relocation project. He noted that this project involves the replacement of water main under the three new bridges in Fort Washington, and that although directional drilling is being used, the drilling is not going according to plan. The contractor is encountering different rock conditions than anticipated, and the project is taking longer than originally anticipated. He reported that there will likely be a change order for eth additional work and time.

**Operations Report:**

Mr. Fisher presented the monthly operations report, noting all water flows and operational activities were with the normal ranges. Mr. Fisher updated the Board on the new metering truck that has been ordered through the COSTARS program, noting that this vehicle was previously approved as a line item within the capital budget, and that the purchase will be within budget.

Mr. Fisher gave an update on the PFC contamination issues in the region, noting that none of the NWWA wells or water sources has been negatively impacted to date, and that we will continue to monitor our water quality.

**Bills & Requisitions Approval:**

Mrs. Lezoche presented the bills listings, noting that there were no payments or activities out of the ordinary, and 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 06/09/2016
- b. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 06/15/2016
- c. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 06/22/2016
- d. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 06/29/2016

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

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

Mrs. Lezoche updated the Board on the status of outsourcing bills, and on the progress of implementing the lock box system. She reported that Univest proposal has the overall lowest cost, and that the documents will be ready signature by the next meeting. She also reported that all contract details for the outsourcing of printing and mailing of bills have been resolved and those documents should also be ready for signature at the next meeting, noting that the authority will save about \$20,000 per year by utilizing these systems.

**Executive Directors Report:**

Mr. Bender discussed the letter that Warminster Municipal Authority has mailed out to their customers and that they will be holding a press conference regarding the purchase of more water from the Authority.

Mr. Bender stated that the changes to the Horsham water supply agreement are being finalized and should be ready soon. They would prefer to use a phased in approach to increasing their daily consumption amounts.

Mr. Bender noted that we will commence discussion about additional capacity at the upcoming Forest Park Operations Committee meeting scheduled for August 16.

Mr. Bender advised that he is continuing discussions with Warrington Township representatives about increased capacity and water purchases, and that there are several options under consideration.

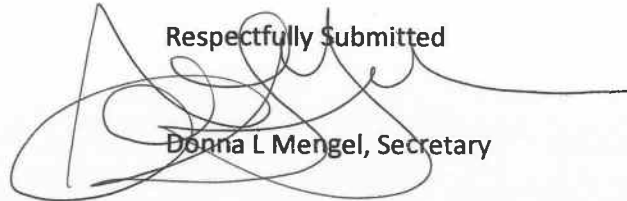
Mr. Bender reported that he has also initiated discussions with Mr. Jones of the BCWSA about the possible purchase of a portion of the water transmission line along County Line Road and the Warminster border.

**Adjournment:**

There being no further business before the Board, upon motion by member D'Angelo, seconded by member Tenney the meeting was adjourned at 6:05 pm.

All present voted in favor.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Donna L Mengel', written over the typed name.

Donna L Mengel, Secretary