

North Wales Water Authority Board of Directors

Minutes of 08-10-2011

Call to order:

The meeting was held at the NWWA Offices, 200 W Walnut St, North Wales, PA 19454, and called to order by Board Chair, Joan Nagel, 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;

Attendee Name	Organization	Title	Status
Joan Nagel	NWWA	Chair	Present
Albert Tenney	NWWA	Vice Chair	Present
Carene Makinson-Sanders	NWWA	Secretary	Present
Herbert Kavash	NWWA	Treasurer	Present
Donna Mengel	NWWA	Asst. Sec/Treasurer	Present
Robert C. Bender	NWWA	Executive Director	Present
Raymond J. Berry	NWWA	Director of Operations	Present
Christine Lezoche	NWWA	Director of Finance	Present
Michael Clarke	Rudolph Clarke Kirk	Authority Solicitor	Present
Kenneth Heydt, P.E.	Carroll Engineering	Authority Engineer	Present

Melissa Fiala from Rudolph Clarke Kirk was at the meeting

Approval of Minutes:

The Board next considered approval of the Minutes of 07/13/2011. Upon a motion of member Tenney, seconded by member Mengel, the minutes were approved.

<input checked="" type="checkbox"/> Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Mrs. Sanders		x			
	Mr. Kavash		x			
	Ms. Mengel	Seconded	x			

Public Comment:

No members of the public were present

Bids and Contracts:

Presentations were made by the following candidates seeking appointment as the NWWA Insurance Broker of Record. These firms were:

- Specht Insurance
- Delaware Valley Insurance Trust
- Paist & Noe Insurance

Motion to appoint a Broker of Record for a term of 3 years, to handle all Authority needs pertaining to liability, comprehensive, business operations, and employee benefits insurance, with the understanding that as a professional service, the Authority may terminate the appointment at any time at its sole discretion.

Motion by member Tenney, seconded by member Sanders, the Board unanimously appointed Paist & Noe as the Broker of Record as noted above.

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Mrs. Sanders	Seconded	x			
	Mr. Kavash		x			
	Ms. Mengel		x			

Motion to Appoint Lopez, Teodosio & Larkin as the Authority Auditor for a 3-year term, with an option to terminate after 1 year at the Authorities sole option, further subject to pre-approval of any additional work charges, for audits of fiscal years 2010-2013.

Upon a motion by member Tenney, seconded by member Sanders, the motion passed with a vote of 4-1.

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Mrs. Sanders	Seconded	x			
	Mr. Kavash		x			
	Ms. Mengel			x		

Motion to Award Bid Contract 560-11-24 for a Soft Excavation System in the amount of \$ 107,165.00 to VacMasters Inc. Mr. Bender noted that this amount is about 2% over budget, by other purchases came in under budget, so there are sufficient funds available in the capital fund to proceed, if desired.

Upon a motion by member Mengel, seconded by member Sanders, the motion passed with a unanimous vote.

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
Approved	Ms. Nagel		x			
	Mr. Tenney		x			
	Mrs. Sanders	Seconded	x			
	Mr. Kavash		x			
	Ms. Mengel	Initiator	x			

Resolutions:

Resolution 2011-08 authorizes the signing of PennDOT documents by the Executive Director for the Rte 6202 Sec 711 project. Upon a motion by member Tenney, seconded by member Kavash, the motion passed with a unanimous vote.

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Ms. Nagel		x			
	Mr. Tenney	Initiator	x			
	Mrs. Sanders		x			
	Mr. Kavash	Seconded	x			
	Ms. Mengel		x			

Resolution 2011-09 Authorizes the disposition of records listed according to the Municipal Records Manual. Upon a motion by member Mengel, seconded by member Sanders, the motion passed with a unanimous vote

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Ms. Nagel		x			
	Mr. Tenney		x			
	Mrs. Sanders	Seconded	x			
	Mr. Kavash		x			
	Ms. Mengel	Initiator	x			

Mr. Bender reported that Authority staff, and our professionals have completed a comprehensive review of our Rates, Rules and Regulations and associated documents. Mr. Bender noted that the new documents incorporate the sewer regulations and wastewater controls that have been missing and that no rates were changed in the rewrite of the documents.

Upon a motion by member Mengel, seconded by member Sanders, the following Resolutions were unanimously approved.

Resolution 2011-10 Adopts the Rules & Regulations

Resolution 2011-11 Adopts the Standard Specifications and Designs

Resolution 2011-12 Adopts the Wastewater Control Manual

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Ms. Nagel		x			
	Mr. Tenney		x			
	Mrs. Sanders	Seconded	x			
	Mr. Kavash		x			
	Ms. Mengel	Initiator	x			

Solicitors Report:

Mr. Clarke reported that they are working on the easements for the Chalfont project.

Engineers Report:

Mr. Heydt had nothing to report for this meeting

Operations Report:

Mr. Berry reviewed the monthly status reports and noted that nothing was out of the ordinary. Mr. Berry reported that data from the I & I program will be added in the coming months to the report.

Mr. Berry presented to the Board, Certificate of Completion and Dedication of Improvements for approval for the following project:

E-0809 Keystone Motors Montgomery Twp

Upon a motion member Tenney, seconded by member Sanders the Certificate was approved by unanimous vote.

Vote Record						
			Yes/Ay	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Mrs. Sanders	Seconded	x			
	Mr. Kavash		x			
	Ms. Mengel		x			

Bills & Requisitions Approval:

Mrs. Lezoche reported there being nothing out of the ordinary, Mrs. Lezoche asked for approval to pay the following:

- a. **Approval of Bills and Requisitions of 07/13/2011 in the amount of \$312,786.87**
- b. **Approval of Bills and Requisitions of 07/27/2011 in the amount of \$187,839.49**
- c. **Approval of Bills and Requisitions of 08/03/2011 in the amount of \$105,331.22**

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

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney		x			
	Mrs. Sanders		x			
	Mr. Kavash	Seconded	x			
	Ms. Mengel	Initiator	x			

Executive Directors Report:

Mr. Bender presented the Inflow & Infiltration Credit policy to the Board for approval. All credits will be applied to the customers' sewer balance, with the exception of when an owner completes the required repairs and the account is in the name of a tenant. In these cases a check maybe sent to the property owner.

Upon a motion member Kavash, seconded by member Mengel the policy was approved by unanimous vote.

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Ms. Nagel		x			
	Mr. Tenney		x			
	Mrs. Sanders		x			
	Mr. Kavash	Initiator	x			
	Ms. Mengel	Seconded	x			

Adjournment:

There being no further business before the Board, upon motion by Mr. Tenney, seconded by Mrs. Sanders, the meeting was adjourned at 6:35 pm.

All present voted in favor.

Carole M. Soades

Secretary