

**North Wales Water Authority  
Board of Directors Meeting  
Minutes of 09/27/2017**

**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;

<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	Present
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	Absent
Melissa Fiala, Esq.	Rudolph Clarke	Authority Solicitor	Present
Kenneth Heydt, P.E.	Carroll Engineering	Authority Engineer	Present

Mrs. Nagel acknowledged the receipt of a letter from Mr. Kavash providing advance notice of his intent to resign from the Board. No action was taken on the letter and Mr. Bender was instructed to schedule time on the next available agenda for formal consideration by the Board.

**Executive Session Report**

None at prior meeting

**Approval of Minutes:**

The Board considered approval of the Minutes of 08/16/2017. Upon a motion of member D'Angelo, seconded by member Tenney, the minutes were approved as presented.

**Vote Record**

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

**Public Comment:**

There was no public comment.

**Resolutions:** None this meeting

**Bids and Contracts:** See Executive Directors Report for Forest Park contract

**Solicitors Report:**

Ms. Fiala presented an extension agreement for NWWA job # E-0922A for Firefox Phase 2 Crystal Road Enterprises for approval. Upon a motion of member Mengel, seconded by member D'Angelo, the agreement was approved as presented.

**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			

Ms. Fiala presented the Deed of Dedication for Public Water Easements for E-1021 700 Manor Drive L.P. New Britain Corporate Center, Lot 4.

Upon a motion by member Mengel, seconded by member Tenney, the documents were approved as recommended.

**Vote Record**

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

**Engineers Report:**

Mr. Heydt presented a proposal for engineering work on a water main replacement project as part of a PennDOT SR 202 Section 61N resurfacing at DeKalb Pike and Cherry Lane in Whitpain Twp. in an amount not to exceed \$16,026.08.

Upon a motion by member D'Angelo, seconded by member Mengel, the proposal was approved as recommended.

**Vote Record**

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

Mr. Heydt presented Payment Application #1 from Passerini & Sons Inc for Bid Contract 530-16-09 Symphony Lane. In the amount \$89,685.70. The project is almost complete and there should be one more final payment application.

Upon a motion by member Tenney, seconded by member Mengel, the payment was approved as recommended.

**☑ Vote Record**

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

**Operations Report:**

Mr. Fisher presented the monthly operations report noting that nothing is out of the ordinary. He reported that the Symphony Ln project is almost complete and that the contractor Passerini has done an excellent job of getting the pipe in the ground before school started. Discussion ensued on the recent water main break and what the typical costs are to the Authority. Mr. Fisher will report back to the Board.

**Bills & Requisitions Approval:**

Mrs. Lezoche 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: 08/15/2017**
- b. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 08/18/2017**
- c. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 08/31/2017**
- d. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 09/06/2017**
- e. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 09/13/2017**

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

A discussion ensued related to the necessity of obtaining the independent opinion and arbitrage compliance opinion and report as was recently completed with the recent bond issuance. It was noted

that this opinion cost \$1,800.00. Mrs. Lezoche explained that we are required to have this service performed and the most recent report was due to the bond refinancing. Mr. Bender was requested to investigate options, if any, and to advise the Board at a later date.

**Executive Directors Report:**

Mr. Bender updated the Board on the following:

Lead Service Replacement Program – It was reported that staff sent out several hundred letters to those customers owing buildings that met the age criteria (1968 or older) for having potential lead water service lines or lead solder in their plumbing. We have received about 20 replies, and of those 18 were inspected and eliminated, with only 2 units remaining to be inspected, or repaired. Mr. Bender noted that due to the small number of buildings to be addressed, we will not need to institute a borough wide program at this time, as originally envisioned, and that we will handle the confirmed lead service problems on a case by case basis. The Board took no official action, but concurred.

**Forest Park:**

Mr. Bender advised the Board that bids were solicited on the Penn Bid system for opening on 9/18/2017, and that the North Penn Board approved the recommended apparent low bidders at their meeting on 09/26/2017. He then recommended approval of an award of bids for the Forest Park Membrane Filtration System Improvements Project to the following:

Contract 1-General Construction in the amount of \$5,254,000 received from Lobar Inc.

(Contract 2-Mechanical- did not receive any bids and will be rebid)

Contract 3-Electrical in the amount of \$553,800 received from BSI

Upon a motion by member Tenney, seconded by member Mengel, the bids # 1 and 3 were approved as recommended.

**Vote Record**

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

Mr. Bender presented the 2017/2018 Budget for approval, noting that we will again have no increase in either water or sewer rates. Mr. Bender noted that this is probably the last year we will be able to hold rates, as it is now about 20 years without an increase. As such, we will be updating and reviewing our 5 year and 10 year budget projections, as well as updating the rate report previously prepared by Howard Woods, for further discussion on possibly implementing a minor rate increase within the next few years. Upon conclusion of budget review and discussions, Mr. Bender and Ms. Lezoche requested and recommended approval of the 2017-18 budget as follows:

**MOTION TO:**

1. Accept **Consulting Engineer’s Certificate - Approval of Operating Budget -** Fiscal year 2017-2018.
2. Approve the **Operations Budget for Fiscal Year 2017-2018**, with a fiscal year ending October 31, 2017, including:

Operating Revenues of	\$ 24,379,409
Non-Operating Revenues of	\$ 879,344
<b>Total Revenues</b>	<b>\$ 25,258,753</b>
<hr/>	
Operation Expenses of	
<b>Total Expenses</b>	<b>\$ 15,461,733</b>
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<b>Total Debt Service</b>	<b>\$ 6,868,700</b>
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<b>Net Change in cash</b>	<b>\$ 2,923,320</b>
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<b>Depreciation</b>	<b>\$ 5,760,000</b>

3. Approve **Capital Improvements Budget for 2017-2018 of \$ 16,823,145**
4. Authorize the Finance Director to allocate Cell Antenna/Rental Revenues at a 50/50 ratio between the Water and Sewer revenue accounts.
5. Authorize staff base salary (or hourly rate) increases of 2.5%
6. Confirm that there shall be **no water rate increase** for Fiscal Year 2017-2018
7. Confirm that there shall be **no sewer rate increase** for Fiscal Year 2017-2018
8. Authorize Authority Performance Incentive pool per budget allocation.
9. Authorize the Executive Director and Finance Director to take all actions necessary to implement this approved budget and financial plan.

Upon a motion by member Tenney, seconded by member D'Angelo, the Engineer's Certificate was accepted and the 2017/2018 budget was approved as presented and recommended.

**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			

Mr. Bender updated the Board on the following:

Delaware Canal filling- Permits have been approved for a 1 year period, and that NP and NW will be meeting with DCRN representatives to discuss long term provisions, including notification of intent to continue pumping, the possibility of installing smaller pumps that would keep the water filling at a constant rate, rather than using our large pumps that cycle on any off multiple times per day and week, as well as reimbursement for our costs of an going supply of water, after the 1 year term.

Mr. Bender advised the Board that he would be meeting with Borough officials regarding the conveyance of the former WWTP property. Some areas of concern brought up were the possibility of

trees that may be infected with Ash Borer disease. An arborist will be engaged to inspect and report back to us.

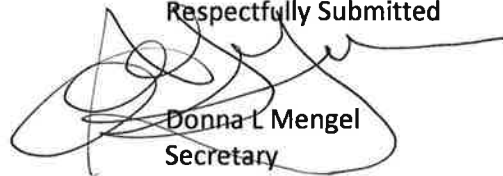
Meeting with Warminster Municipal Authority to discuss the County Line Rd water lines.

**Adjournment:**

There being no further business to be brought before the Board, upon motion by member Kavash, seconded by member Tenney the meeting was adjourned at 5:45 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