

North Wales Water Authority
Board of Directors
Meeting Minutes of October 22, 2014

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. by Chair Nagel

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 Nagel	NWWA	Chair	Present
Albert Tenney	NWWA	Vice Chair	Present
Donna Mengel	NWWA	Secretary	Present
Herbert Kavash	NWWA	Treasurer	Absent
Gregory D'Angelo	NWWA	Asst. Sec/Treasurer	Present
Robert C. Bender	NWWA	Executive Director	Present
Joseph Murphy	NWWA	Operations Manager	Present
Christine Lezoche	NWWA	Director of Finance	Present
Michael Clarke, Esq.	Rudolph Clarke	Authority Solicitor	Present
Kenneth Heydt P.E	Carroll Engineering	Authority Engineer	Present
Suzanne Pontius	Rudolph Clarke	Authority Solicitor	Present

The Chair noted that Mr. Kavash was excused from the meeting due to a scheduling conflict.

Executive Session:

Mr. Clarke reported that the Board held an executive session after the meeting of 10/8/2014 to discuss real estate, litigation, and personnel issues. No action was taken.

Approval of Minutes:

The Board next considered approval of the Minutes of 10/08/2014. Upon motion of member Mengel, seconded by member D'Angelo, the minutes were approved as presented.

Vote Record

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

Public Comment: No Public Present

Resolution:

Mr. Bender explained Resolution 2014-04, authorizing a change in the retirement plan entry dates from semi-annual to quarterly, and also changing the fund platform from “retail to institutional,” noting recommendation of the plan professionals and retirement plan oversight committee. Upon motion of member Mengel, seconded by member D’Angelo, the resolution was approved as presented

☑ Vote Record

x Approved			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: None this meeting

Solicitors Report:

Mr. Clarke presented the following for approval:

A Revocation & Termination of Easement and Grant of Easement document between the NWWA and the Gwyndale Homeowners Association. Mr. Murphy noted that during a water main break last year, it was detected that there was a conflict between the recorded easement and the actual location of the water main installed by the contractor for the development. This action would essentially center a new and corrected easement upon the existing water main, while extinguishing the old easement. Upon motion of member D’Angelo, seconded by member Tenney, the easements were approved as presented

☑ Vote Record

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

The Execution of an Extension Agreement and Deed of Dedication Agreement for E-0922 Select Properties Crystal Rd Enterprises LLC (Fire Fox) Phase 1 South Village and Phase 2 North Village on Bethlehem Pk. in Montgomery Township was approved upon motion of member Tenney, seconded by member D’Angelo, as presented

☑ Vote Record

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

Engineers Report:

Mr. Heydt requested both approval and processing of Change Order #1 for B P Paterson Inc., in the amount of \$15,550.00 for completed work on the 4th Street project - (Contract # 530-14-19). Mr. Heydt explained that the extra work was needed as when the contractor had the trench open, it was discovered that several old sewer laterals were leaking at the joint with the sewer main and CIPP slip lining. Upon motion by member Tenney, seconded by member Mengel, the change order was approved.

Vote Record

x Approved			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. Murphy reported upon the following:

- Monthly operations report using the new format.
- Operations Department had recently completed Confined Space Entry training
- Rentricity Project, noting that all pipe has been installed and they are in testing now
- The annual leak detection program has been completed. He said that 135 miles of water main was inspected this year.
- Manhole repairs are set to begin at W Walnut St & Swartley St

Mr. Murphy also made a request to work the Solicitor on the following items:

1. Lower Gwynedd Walking Trail Bridge easements and agreement with the township. This will be for a new walking trail at the Penllyn Woods Park, with a pedestrian bridge to be installed over the creek by our exiting Clearwell.
2. The Dager Road pit and old connection with the Ambler Borough water system, requesting the transfer of ownership to Ambler Borough – he noted that this connection is no longer used by the NWWA, but that Ambler Borough continues to use the facility for valves important to their system. Mr. Murphy suggested that we consider conveyance of the pit to Ambler Borough.

After discussion the Board consensus was to have the Solicitor proceed with both projects.

Bills & Requisitions Approval:

Mrs. Lezoche noted that there were no payments or financial activities out of the ordinary in bills listings, recommending and requesting Board approval to pay all invoices, process all refunds, and to transfer and/or requisition funds, as presented.

- a. **Approval of Bills , Refunds, Transfers and Requisitions List dated: 10/9/2014**

b. Approval of Bills , Refunds, Transfers and Requisitions List dated: 10/15/2014

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

Vote Record						
x Approved			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 asked for approval of the budget for fiscal year 2014-2015- Discussion occurred and the Board reviewed several areas of the budget for clarification.

MOTION TO:

1. Accept **Consulting Engineer's Certificate - Approval of Operating Budget** - Fiscal year 2014-2015.
2. Approve the **Operations Budget for Fiscal Year 2014-2015**, with a fiscal year ending October 31, 2015, including:

Operating Revenues of	\$ 19,362,778
Non-Operating Revenues of	\$ 934,027
Total Revenues	\$ 20,296,805

Operation Expenses of	\$ 12,761,181
Total Expenses	\$ 12,761,181

NET Income - before depreciation \$ 7,535,624

Depreciation \$ 4,875,000

3. Approve **Capital Improvements Budget for 2014-2015 of \$ 11,813,500**
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 2.0%
6. Confirm that there shall be **no water rate increase** for Fiscal Year 2014-2015
7. Confirm that there shall be **no sewer rate increase** for Fiscal Year 2014-2015
8. Authorize performance incentive program at a 3.0% target rate.
9. Authorize the Executive Director and Finance Director to take all actions necessary to implement this approved budget and financial plan.

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			

Executive Directors Report:

Mr. Bender reviewed the ongoing parking issues at the Authority office, and reviewed the possibility of installing some parking spaces upon the land the Authority owns on West Walnut Street, across from the office. It was noted that if constructed, the parking area would likely have pervious surfacing and several rain gardens to handle runoff. He noted that the lot could be restricted to authority personnel only during work days, allowing local residents to use the lot after 7:00 p.m. on weekdays, and all weekend. Mr. Bender stated that if there were no objections, he would initiate discussions with the North Wales Borough manager, and proceed from there. All Board members were in consensus to commence discussions.

Chair Nagel asked if it was possible for a newsletter to be sent out once again to the Borough residents, providing an update on the sewer improvement program, as well as to update everyone on the budget and other important issues. She noted that we issued an update this time last year and it was apparently very successful, based upon both feedback received, and the level of voluntary participation in the I&I correction program.

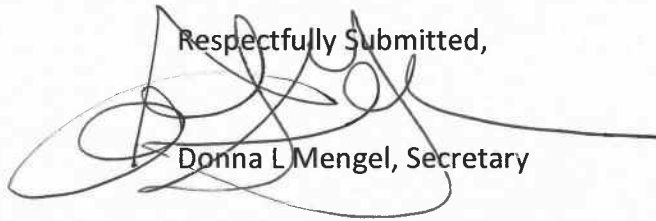
The Solicitor asked for a brief Executive Session after the regular meeting to discuss personnel matters. He said that no formal action would be required.

Adjournment:

There being no further business to be brought before the Board, upon motion by member Tenney, seconded by member D'Angelo, the meeting was adjourned at 6:00 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 messy, with a long horizontal line extending to the right.

Donna L Mengel, Secretary