

Board Meeting of 11/14/2007

North Wales Water Authority

The meeting was called to order at 6:05 pm by Mrs Nagel on 11/14/2007 at 200 W Walnut St North Wales PA 19454

Attendee Name	Organization	Title	Status
Joan Nagel	North Wales Water Authority	Chair	Present
Albert Tenney	North Wales Water Authority	Vice Chair	Present
John Lopuszanski	North Wales Water Authority	Treasurer	Present
Lawrence Clever	North Wales Water Authority	Secretary	Present
Herbert Kavash	North Wales Water Authority	Asst Treasurer/Secretary	Present
George Schwartz	North Wales Water Authority	Executive Director	Present
Raymond J Berry	North Wales Water Authority	Director of Operations	Present
Michael Clarke	Rudolph, Pizzo & Clarke	Authority Solicitor	Present
Kenneth Heydt	Carroll Engineering Corp	Authority Engineer	Present

Public Portion

None were present

Minutes Approval

Motion to Accept the Minutes of 10/24/2007

✓ Vote Record - Minutes Acceptance of 10/10/2007						
			Yes/Aye	No/Nay	Abstain	Absent
X	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney	<input checked="" type="checkbox"/>			
		John Lopuszanski	<input checked="" type="checkbox"/>			
		Lawrence Clever			<input checked="" type="checkbox"/>	
		Herbert Kavash	<input checked="" type="checkbox"/>			

Motions

Motion to Approve the Certificate of Completion and Dedication of Improvements for E-0894 Horsham Rd & General Hancock Blvd

✓ Vote Record –						
			Yes/Aye	No/Nay	Abstain	Absent
X	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney	<input checked="" type="checkbox"/>			
		John Lopuszanski	<input checked="" type="checkbox"/>			
		Lawrence Clever	<input checked="" type="checkbox"/>			
		Herbert Kavash	<input checked="" type="checkbox"/>			

North Wales Water Authority - Minutes
 Motion to Approve the Employee Benefits Package as presented

✓ Vote Record –						
			Yes/Aye	No/Nay	Abstain	Absent
X	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney	Initiator	<input checked="" type="checkbox"/>		
		John Lopuszanski		<input checked="" type="checkbox"/>		
		Lawrence Clever	Seconder	<input checked="" type="checkbox"/>		
		Herbert Kavash		<input checked="" type="checkbox"/>		

Motion to Approve a payment in the amount of \$36,804.45 to S & H Landscaping for the Authority parking lot improvements project #570-07-16

✓ Vote Record –						
			Yes/Aye	No/Nay	Abstain	Absent
X	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney	Initiator	<input checked="" type="checkbox"/>		
		John Lopuszanski		<input checked="" type="checkbox"/>		
		Lawrence Clever	Seconder	<input checked="" type="checkbox"/>		
		Herbert Kavash		<input checked="" type="checkbox"/>		

Discussions-

Mr Kavash informed everyone that he would not be able to attend the meeting on November 28th as he will be away.

Mrs Nagel went through the Thank you letters that have been received from various community groups

Mr Schwartz then discussed the employee benefits package that was due for renewal

Mr Clever asked why there was a difference in the costs for the medical plans.

We have 2 options and the costs represented the number of employees that belong to each option

Mr Clarke asked why an employee would choose the referrals required option

Mr Schwartz stated that this has a lower employee weekly co pay amount

Mr Tenney asked if this was budgeted for

Mr Schwartz stated that it was

The payment for the Authority parking lot improvements was discussed. Mr Clarke noted that the amount on the invoice and on the agenda were different. The correct amount should be \$36,804.45.

The letter to the DEP was discussed

Mr Lopuszanski asked about page 2 section 3 A paragraph 2- what does this mean

Mr Heydt explained that this statement is from our permit and is the same for all permits in the state.

Mr Kavash wanted to know what the code was that was referenced in the letter

Mr Heydt stated that this was the PA code

Mr Kavash will receive the code or a link online to the code

Mr Tenney asked when our NPDES permit would expire

Mr Heydt stated in 2012

The DM report was discussed

The Lions Dial a Santa program was discussed and the Board had no problem with them using our office on December 19th.

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Forest Park source reports were discussed. Mr Kavash asked how often the water was tested once it leaves the facility

Mr Berry and Mr Schwartz stated that we are required to do various testing monthly, quarterly and annually and that we also have 4 HACH monitoring systems in place. They monitor 24 hours a day for such things as ph, turbidity, conductivity and chlorine residual. 2 more HACH units will be installed this fiscal year

Mr Schwartz stated that if a customer has an issue and calls the office we have an investigation process for these water quality calls that is followed and testing at the location, up and downstream may be required.

Mr Kavash asked if flushing would affect the water in the home. Mr Berry said not usually in our system. We have a yearly flushing program that targets all areas and the public is notified about this.

Mrs Nagel inquired about the cleaning service bid process.

Mr Schwartz stated that the contract was up in March of 2008. It was explained that previously we had bid this out with poor results.

Mr Clarke stated that it must be bid and that he could provide specs if they are needed.

Mr Schwartz stated that we do have specs already for this

The Forest Park Operating Committee meeting of 11/20/2007 will be cancelled

The Joint Board Meeting on 12/04/2007 may be cancelled

Mr Clever asked about the daily limit project for Forest Park

Mr Schwartz stated that he would like to discuss this with the Board before presenting it to North Penn Water Authority. He should have something ready to present to the Board by the December 12th meeting

New business regarding the Old York Rd Country Club new domestic service was discussed.

Mr Clarke stated that at revamping of the Rates and Regulations is underway and should be ready by the spring, however he would like to discuss an option that will eventually be included on the new Rates and Regulations with the Board.

When an existing customer or a potential customer with water infrastructure already in place comes to us for service they may not always be able to provide the capacity and distribution fees upfront as they are currently required. We would like to change this to allow these customers to pay a portion upfront and then pay the remainder over a set period of time. An agreement will be drawn and recorded for the location as alien amount so that in the event of non payment or sale of the property the Authority would receive the amount still owed to them.

There will be a service fee applied to the outstanding amount. That amount will then be billed on a monthly basis to the customer over a set period of time. Mr Berry also stated that the service deposit and the customer facility fee would be paid upfront and not carried over time.

Mrs Nagel asked what the fee would be

Mr Clarke stated that this has yet to be determined

Mr Clever stated that this would be a convenience for the customer

Mr Schwartz stated that this would be incentive for that customer to apply for our service

Mr Berry stated this will be for commercial and industrial class customers only and that the amount may be a sliding scale depending upon the amount of fee owed

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Mr Clever asked if there was a legal or operational downside
Mr Clarke stated that there was not

Mr Berry said that the rate may be based on a sliding scale
Mrs Nagel asked why we would not use the Bond rate and what the current rate was
Mr Schwartz said that of the of the three bond one is at approximately 4.2%
Mr Heydt stated that you can justify using the Bond rate to anyone- This would be a flat rate not amortized
Mr Schwartz explained that at this point they are looking for agreement from the Board to move forward with the concept
Mr Berry stated that currently they are on wells that have a contamination issue. We already provide the facility with fire service and they would like to get domestic service from us.
Mr Clever stated that a clear understanding of the criteria for this concept will need to be stated
Mr Clarke said that all the criteria will be spelled out

More discussion occurred and a consensus to move forward was reached. The customer will need to make a 25% upfront payment and make monthly installments over a 2 year period

Mr Clever asked if the Board will see an agreement
Mr Clarke stated he will have it for the next meeting on 11/28

Mr Kavash asked if there would be any other fees
Mr Clarke stated that there will be recording fees and may be some other minor fees

A Board retreat was discussed. Mr Tenney asked if there should be a professional facilitator involved
Mr Lopuszanski stated that he had attended several of these and they last 1 day and that the facilitator does help with planning and organizing the discussions.

Mr Clever stated that this depends on what the goals for the retreat are and that for him scheduling is a priority

Mrs Nagel stated that Mr Tenney should contact the Board about what they think need to be accomplished at this retreat.

Mr Clarke stated that if this was a process issue you may need to have an outside facilitator, but if this is for planning the future of the Authority then Mr Schwartz, Mr Berry, Mr Heydt and Mr Clarke could be used as the facilitators for long term planning

Mr Tenney had a question for Mr Heydt in regards to his invoices- Are we reimbursed for any of these funds?

Mr Berry stated that the majority of these were for E-jobs and that yes we are reimbursed by the developer

Mr Tenney asked if there was any way to show that on the report

Mr Schwartz stated that under the Bond Redemption area is where this is shown

Mr Lopuszanski asked what the EAM project by Timmons was

Mr Schwartz explained that they had done a presentation for this project

Mr Tenney asked what the Solvency fee to the Dept of Labor was

Ms Joyce explained that this was for protection against unemployment compensation fees

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The Board then went into an Executive session at 7:10 pm and came out at 8:00 pm. Mr Clarke announced that the purpose was to discuss personnel matters.

The following motions were then made

Motion to Approve a Cost of Living Adjustment in the amount of 3.5% for all Authority employees

✓ Vote Record –						
			Yes/Aye	No/Nay	Abstain	Absent
X	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney	Initiator	<input checked="" type="checkbox"/>		
		John Lopuszanski	Seconder	<input checked="" type="checkbox"/>		
		Lawrence Clever		<input checked="" type="checkbox"/>		
		Herbert Kavash		<input checked="" type="checkbox"/>		

Motion to Authorize payment in the amount of \$213,961.16 for the personal leave day buy back program from the Authority employees

✓ Vote Record –						
			Yes/Aye	No/Nay	Abstain	Absent
X	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney	Seconder	<input checked="" type="checkbox"/>		
		John Lopuszanski		<input checked="" type="checkbox"/>		
		Lawrence Clever	Initiator	<input checked="" type="checkbox"/>		
		Herbert Kavash		<input checked="" type="checkbox"/>		

Motion to Authorize the Executive Director to distribute the incentive compensation

✓ Vote Record –						
			Yes/Aye	No/Nay	Abstain	Absent
X	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney		<input checked="" type="checkbox"/>		
		John Lopuszanski	Seconder	<input checked="" type="checkbox"/>		
		Lawrence Clever	Initiator	<input checked="" type="checkbox"/>		
		Herbert Kavash		<input checked="" type="checkbox"/>		

Bills & Requisitions Approval

» Accept the Bills & Requisitions in the amount of \$ 1,027,465.57

✓ Vote Record – Bills & Requisitions in the amount \$1,027,465.57						
			Yes/Aye	No/Nay	Abstain	Absent
x	Accepted	Joan Nagel	<input checked="" type="checkbox"/>			
		Albert Tenney	Initiator	<input checked="" type="checkbox"/>		
		John Lopuszanski		<input checked="" type="checkbox"/>		
		Lawrence Clever		<input checked="" type="checkbox"/>		
		Herbert Kavash	Seconder	<input checked="" type="checkbox"/>		

Statements

There being no further business a motion was made by Mr Tenney, seconded by Mr Clever, to adjourn the meeting at 8:08 pm. All present voted in favor.

Lawrence Clever
Secretary

MINUTES