

## Board Meeting of 10/24/2007

### North Wales Water Authority

The meeting was called to order at 6:05 pm by Mrs Nagel on 10/24/2007 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	Absent
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

Mr Clever was unable to attend the meeting

### Public Portion

None were present

It was reported that an Executive Session was held after the regular meeting on 10/10/2007 to discuss personnel matters.

### Minutes Approval

Motion to Accept the Minutes of 10/10/2007

✓ 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"/>	Initiator		
		John Lopuszanski			<input checked="" type="checkbox"/>	
		Lawrence Clever				<input checked="" type="checkbox"/>
		Herbert Kavash	Second	<input checked="" type="checkbox"/>		

### Motions

Motion to Approve the Certificate of Completion and Dedication of Improvements for E-0868 Crispo Tract on Kenas Rd

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

Motion to Approve the Certificate of Completion and Deed of Dedication for E-0907 Montgomery Commons on Welsh Rd

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

Motion to Approve the 2007-2008 Water Operational Budget as amended to an amount of \$6,270,142

✓ 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				<input checked="" type="checkbox"/>
		Herbert Kavash	Second	<input checked="" type="checkbox"/>		

Motion to Approve the 2007-2008 Water Capitol Budget 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				<input checked="" type="checkbox"/>
		Herbert Kavash	Second	<input checked="" type="checkbox"/>		

Motion to Approve the 2007-2008 Wastewater Operational Budget 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				<input checked="" type="checkbox"/>
		Herbert Kavash	Second	<input checked="" type="checkbox"/>		

Motion to Approve the 2007-2008 Wastewater Capitol Budget 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	Second	<input checked="" type="checkbox"/>		
		Lawrence Clever				<input checked="" type="checkbox"/>
		Herbert Kavash		<input checked="" type="checkbox"/>		

Motion to Approve SBS Group as the Financial Software Consultant in an amount not to exceed \$34,225.00

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

Motion to Approve the interim contract for services from SBS Group in an amount not to exceed \$4440.00

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

Motion to Approve the 2007/2008 Authority Insurance Renewals as presented

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

Motion to Approve the Revised Employee Manual as amended

✓ 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	Second	<input checked="" type="checkbox"/>		
		Lawrence Clever				<input checked="" type="checkbox"/>
		Herbert Kavash		<input checked="" type="checkbox"/>		

## Discussions-

Mr Schwartz went over the various ends of month reports and the Board asked several questions.  
 Mr Lopuszanski asked what Non Reads were on the Operations report  
 Mr Kavash asked questions about the air temp on the Production report  
 These were explained by Mr Schwartz and Mr Berry

The financials were then discussed. Mr Kavash asked if the cost center number could be added to the report for comparison to the budget. Mr Schwartz stated that on the operating side this could be done

Water & Wastewater Budgets:

Mr Lopuszanski had the following questions and they were answered by Mr Schwartz:  
 What are Wheeling fees for? Reimbursement to another if we need to move water through their system  
 What are Capacity fees for? This is part of the Tapping fee  
 Cost center 510 Water Collection System is this separate from the sewer? Yes this is Forest Park- Pt Pleasant and purchased water from Aqua & PA American.

Why are cost centers 550 & 700 higher? Upgrades, Software and more required water quality testing  
Why has the Safety amount lowered? Previously more people had been budgeted to attend the annual conference and we no longer send as many  
What is the difference in the 500 & 760 management accounts? The 760 description was incorrect and should read Executive management expenses and 500 is for inside

Mrs Nagel asked about the Board expense account and what expenses were included in this. Mr Tenney brought up the subject of possibly holding an off site full day planning meeting for the Board It was decided by the Board to maintain the budget amount at \$15,000 for this purpose.

Mr Kavash asked if these numbers also had the Capitol items included in them. Mr Schwartz stated that they are not combined.

At the next February meeting the Board retreat will be added to the agenda for discussion

Mrs Nagel was concerned with the amounts budgeted for cost centers 762 & 763 Professional Services. She would like to increase the amounts by \$10,000 each. All Board members agreed.

The Board asked when the next sewer rate increase was set to take effect. Mr Schwartz explained that when the sewer was purchased from the North Wales Borough they already had a 4 year rate increase plan in effect. The last year of that will begin on January 1, 2008.

Mr Clarke stated that the Authority will need to ratify that increase. This will be added to the agenda for the 2<sup>nd</sup> meeting in November and be voted on at the 1st meeting in December.

Mr Heydt explained that some items listed in cost center 810 on the Wastewater Capitol budget were rearranged as part of the Derstine contract. He explained that the work would be done in the current fiscal year and the payment would be made in the next.

Mr Schwartz stated that all amendments will be made to the budget worksheets and they will be resent to all the Board members.

Mr Schwartz then explained the RFP for the financial software consultant and what they will be doing. This is for the upgrade of the current system, modification and creation of reports

Authority insurance renewals were then discussed. The Workers Comp premium was questioned. It was explained that the payroll estimates that had been used previously needed to be updated and that the adjustment had taken place. In previous years the Authority would have paid more of a premium after the annual workers comp audit was done. This new payroll method should eliminate this.

Mrs Nagel asked if this was shopped around. Mr Clarke explained that the best prices will be given to the broker of record in these cases if you stay with the same carrier

The willing to serve letters were discussed.

Mr Lopuszanski asked why Stout Taconelli did not receive a response from Carroll Engineering. Mr Berry stated that the drawings that were to be changed had not been completed by Stout Taconelli at the time of their correspondence.

Mr Clarke stated that an Executive session was needed to discuss the employee handbook and a vote would be required after the session. He also informed the Board that the update to the Borough Code regarding sewer was being reviewed by the Borough solicitor

Mr Heydt explained the Derstine payment contract and the NPDES permit situation.

Mr Lopuszanski asked about on site gas tanks. Mr Berry advised that we at one time did have this, but due to the liability risk we had it removed.

Mr Tenney made a few inquiries regarding the check register and they were answered by Mr Schwartz

The Board then went into an Executive session at 8:05 pm and came out at 8:35 pm. Mr Clarke announced that the purpose of the session was to discuss personnel matters.

## Bills & Requisitions Approval

» Accept the Bills & Requisitions in the amount of \$ 899,414.40

✓ Vote Record – Bills & Requisitions in the amount \$ 899,414.40							
			Yes/Aye	No/Nay	Abstain	Absent	
x	Accepted	Joan Nagel	<input checked="" type="checkbox"/>				
		Albert Tenney	<input checked="" type="checkbox"/>				
		John Lopuszanski	Initiator	<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 Kavash, seconded by Mr Lopuszanski, to adjourn the meeting at 8:40 PM. All present voted in favor.

Herbert Kavash  
Asst Secretary