

**North Wales Water Authority
Board of Directors Meeting
Minutes of 02/13/2019**

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;

<u>Attendee Name</u>	<u>Organization</u>	<u>Title</u>	<u>Status</u>
Joan H. Nagel	NWWA	Chair	Present
Albert S. Tenney	NWWA	Vice Chair	Present
Donna L. Mengel	NWWA	Secretary	Present
Edward Neiderhiser	NWWA	Treasurer	Present
Neil J McDevitt	NWWA	Asst./Sec Treasurer	Present
Robert C. Bender	NWWA	Executive Director	Absent
Brad S. Fisher, P.E.	NWWA	Director of Eng. / Ops.	Absent
Christine Lezoche	NWWA	Director of Finance	Present
Joseph Murphy	NWWA	Operations Manager	Present
Michael P Clarke, Esq.	Rudolph Clarke	Authority Solicitor	Absent
Melissa Fiala, Esq.	Rudolph Clarke	Authority Solicitor	Present
Kenneth Heydt, P.E.	Carroll Engineering	Authority Engineer	Present
Lane Bodley P.E.	Carroll Engineering	Authority Engineer	Present

Becca Suskin was present as the ASL interpreter for Mr. McDevitt.

Executive Session Report

Approval of Minutes:

The Board next considered approval of the Minutes of 01/09/2018. Upon a motion of member Tenney, seconded by member Mengel, the minutes were approved.

Vote Record

x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel	x			
	Failed	Mr. Tenney	Initiator	x		
		Ms. Mengel	Seconded	x		
		Mr. Neiderhiser		x		
		Mr. McDevitt		x		

Public Comment:

No public present at the meeting

Bids and Contracts:

Forest Park GAC Filters Bid: North Penn Water Authority has already approved at their last meeting. Mr. Murphy explained that this is a budgeted capital replacement for a change out in GAC (carbon filtration media) for three filter bins that have been in service for many years. Forest Park is planning to change out three bins next year and thereafter until all bins have been changed. It was noted that the bids came in slightly higher than budgeted, most likely due to the location of the specific filter beds, being difficult to access to remove the old media. There is sufficient money in the capital reserve fund. There were three bids received with the apparent low bidder being Cabit-Norit Americas in the amount \$454,500.00.

Upon a motion by member Tenney, seconded by member Mengel, the bid was approved.

☑ Vote Record

x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel	x			
	Failed	Mr. Tenney	Initiator	x		
		Ms. Mengel	Seconded	x		
		Mr. Neiderhiser		x		
		Mr. McDevitt		x		

Resolutions:

Resolution 2019-03 approving the revised Employee Handbook. The handbook was updated to reflect current law changes and new areas of concern, such as social media. Upon a motion by member Tenney, seconded by member McDevitt, the resolution was approved.

☑ Vote Record

x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel		x		
	Failed	Mr. Tenney	Initiator	x		
		Ms. Mengel		x		
		Mr. Neiderhiser		x		
		Mr. McDevitt	Seconded	x		

Resolution 2019-04 approving a cost share reimbursement agreement with PennDOT for SR 0202 Section 65S. Subject to the contract terms being reviewed and approved by the Solicitors office. Upon a motion by member Tenney, seconded by member Mengel, the resolution was approved.

☑ Vote Record

x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel		x		
	Failed	Mr. Tenney	Initiator	x		
		Ms. Mengel	Seconded	x		
		Mr. Neiderhiser		x		
		Mr. McDevitt		x		

Resolution 2019-05 approving a cost share reimbursement agreement with PennDOT for SR 0073 Section 65M. Subject to the contract terms being reviewed and approved by the Solicitors office. Upon a motion by member Tenney, seconded by member Mengel, the resolution was approved.

☑ Vote Record

x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel	x			
	Failed	Mr. Tenney	Initiator	x		
		Ms. Mengel	Seconded	x		
		Mr. Neiderhiser		x		
		Mr. McDevitt		x		

Solicitors Report:

Ms. Fiala asked the Board to approve re-conveyance of former WWTP property easements to the North Wales Borough (NWB) and authorize the chair to sign all documents when received from the NWB. Upon a motion by member Tenney, seconded by member Mengel the agreement was approved.

☑ Vote Record

x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel		x		
	Failed	Mr. Tenney	Initiator	x		
		Ms. Mengel	Seconded	x		
		Mr. Neiderhiser		x		
		Mr. McDevitt		x		

Ms. Fiala presented to the Board the easement documents for E1035 Higher Rock LP-Mary Anne Antonucci and PECO- These were previously approved and were presented for signing purposes only.

Ms. Fiala presented the Deed of Dedication for SCP-485 Enclave at Maple Greene located at 1931 S Broad St Upper Gwynedd Twp., a 5 lot Subdivision for approval. Upon a motion by member Mengel, seconded by member Tenney the documents were approved.

☑ Vote Record

x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Tabled	Mrs. Nagel		x		
	Failed	Mr. Tenney	Seconded	x		
		Ms. Mengel	Initiator	x		
		Mr. Neiderhiser		x		
		Mr. McDevitt		x		

Ms. Fiala reviewed the social media memo previousy forwarded by Solicitor Clarke. She also read the disclaimer policy statement recommended for posting upon our social media outlets. The Board asked several questions about administration processes and how we monitor the site. Mr. Bender will be asked to provide additional information related to this matter.

Engineers Report:

Mr. Heydt had nothing to report

Operations Report:

Mr. Murphy reviewed the monthly operations report, and advised the Board that there were six main breaks last month. He noted that five occurred when the temperature was 10 degrees below zero. The Board requested additional information when reporting on main breaks, including contributing factors, total costs and a location map.

Approve the Certificate of Completion for E-0973 Preserve at Gwynedd located in Upper Gwynedd Twp. Upon a motion by member Mengel, seconded by member Tenney the document was approved.

Vote Record

			Yes/Aye	No/Nay	Abstain	Absent
x Approved Tabled Failed						
	Mrs. Nagel		x			
	Mr. Tenney	Seconded	x			
	Ms. Mengel	Initiator	x			
	Mr. Neiderhiser		x			
	Mr. McDevitt		x			

Bills & Requisitions Approval:

Mrs. Lezoche asked the Board for the authorization to solicit a Rate Study from Howard Woods Jr & Associates.

Upon a motion by member Neiderhiser, seconded by member Mengel the board authorized staff to proceed.

Vote Record

			Yes/Aye	No/Nay	Abstain	Absent
x Approved Tabled Failed						
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel	Seconded	x			
	Mr. Neiderhiser	Initiator	x			
	Mr. McDevitt		x			

Mrs. Lezoche reported that there were no payments or activities out of the ordinary on the bills listings, recommending and requesting approval to pay and process all invoices, refunds, transfers, and to requisition funds, as presented.

- a. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 01/03/2019**
- b. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 01/11/2019**
- c. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 01/17/2019**
- d. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 01/24/2019**
- e. **Ratification of Bills, Refunds, Transfers and Requisitions List dated: 02/01/2019**

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

Roll Vote Record

			Yes/Aye	No/Nay	Abstain	Absent
x	Approved					
	Tabled					
	Failed					
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel	Initiator	x			
	Mr. Neiderhiser	Seconded	x			
	Mr. McDevitt		x			

Executive Directors Report: Nothing this meeting

Mr. Tenney asked if anyone was going to the Board member training, but due to scheduling conflicts the others may not be able to make the training.

The Board was reminded about the Open House for the Bucks County office opening.

Adjournment:

There being no further business to be brought before the Board, upon motion by member Mengel, seconded by member McDevitt the meeting was adjourned at 6:00 pm.

All present voted in favor.

Respectfully Submitted



Donna L Mengel, Secretary

Edward Neiderhiser Asst Sec/Treas.