

North Wales Water Authority Board of Directors

Minutes of 06-22-2011

Call to order:

The meeting was held at the NWWA Offices, 200 W Walnut St, North Wales, PA. 19454, and called to order by Board Chair, Joan Nagel, 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;

Attendee Name	Organization	Title	Status
Joan Nagel	NWWA	Chair	Present
Albert Tenney	NWWA	Vice Chair	Present
Carene Makinson-Sanders	NWWA	Secretary	Present
Herbert Kavash	NWWA	Treasurer	Present
Donna Mengel	NWWA	Asst. Sec/Treasurer	Present
Robert C. Bender	NWWA	Executive Director	Present
Raymond J. Berry	NWWA	Director of Operations	Present
Christine Lezoche	NWWA	Director of Finance	Present
Michael Clarke	Rudolph Clarke Kirk	Authority Solicitor	Present
Kenneth Heydt, P.E.	Carroll Engineering	Authority Engineer	Present

Mr. David Quinn an employee of the Authority was present to address any questions related to the bid items on the agenda.

Approval of Minutes:

The Board next considered approval of the Minutes of 05/25/2011. Upon a motion of member Mengel, seconded by member Tenney, the minutes were approved.

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney	Seconded	x			
	Mrs. Sanders		x			
	Mr. Kavash				x	
	Ms. Mengel	Initiator	x			

Public Comment:

No members of the public were present

Bids and Contracts:

Mr. Bender presented to the Board and discussed the following Bid Contracts that were submitted through the PennBID system:

- 530-11-01 Contractor Services
- 530-11-03 Electrical Services
- 530-11-04 HVAC Services

He explained to the Board that due the nature of our business, it is necessary to utilize regular recurrent and/or emergency services for items such as road repairs, HVAC, plumbing, or electrical services. He further noted that In certain cases these unforeseen services can exceed the \$4,000.00 bidding limit, and many times we use the same contractor for small projects or emergencies several times in a fiscal year, with the cumulative cost exceeding the bid limit. After consulting with our solicitor, it was determined that a unit price bid would be the best solution We have solicited 1 year pricing from all services and we will now be able to call the lowest bidder for those services, proceeding to the next lowest bid based upon availability. All contracts would be for a 1-year period and all actions will be documented during the process. Mr. Bender recommended awarding all Bid Contracts as presented. Complete Bid Worksheets are attached hereto.

A Motion to Award Bid Contracts 530-11-01 Contractor Services -530-11-03 Electrical Services and 530-11-04 HVAC Services as presented. Upon a motion by member Tenney, seconded by member Mengel, the motion passed with a unanimous vote. (See attached bid tabulation)

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney	Initiator	x			
	Mrs. Sanders		x			
	Mr. Kavash		x			
	Ms. Mengel	Seconded	x			

Resolutions:

Mr. Clarke discussed the proposed general interest rate. While the Authority can collect interest on various municipal claims, due to recent case law it was determined that will need to establish a General Interest Rate. Mr. Clarke recommends that amount of 6% for this purpose. The Rate could be less or more depending on the specific contract.

A Motion to approve Resolution 2011-07 establishing a General Interest Rate of six percent (6%) for any municipal claims or liens that the Authority may be entitled to. Upon a motion by member Kavash, seconded by member Tenney, the resolution was approved by a unanimous vote.

Vote Record							
			Yes/Aye	No/Nay	Abstain	Absent	
x Approved	Mrs. Nagel		x				
	Mr. Tenney	Seconded	x				
	Mrs. Sanders		x				
	Mr. Kavash	Initiator	x				
	Ms. Mengel		x				

Solicitors Report:

Mr. Clarke reported that the appraisals for the Chalfont Pipeline easements have not come in yet and that they should be received next week.

Mr. Clarke discussed the letter that was received from Curtin & Heefner in regards to Attorney Truelove moving to another firm. The Curtin and Heefner firm was engaged to advise on ERISA matters and the Authority has worked with Attorney Matthew Bass on any issues. The recommendation from the Solicitor and staff was to continue working with Attorney Matthew Bass at Curtin and Heefner. Mr. Clarke will send notice.

A Motion to continue with the Curtin & Heefner firm was made by member Tenney, seconded by member Sanders, the motion passed with a unanimous vote.

Vote Record							
			Yes/Aye	No/Nay	Abstain	Absent	
x Approved	Mrs. Nagel		x				
	Mr. Tenney	Initiator	x				
	Mrs. Sanders	Seconded	x				
	Mr. Kavash		x				
	Ms. Mengel		x				

Engineers Report:

Mr. Heydt presented to the Board the recommendations for award of Bid Contract #530-11-23 for the West Street water and sewer projects to Joao & Bradley in an amount of \$268,385.00. Upon a motion by member Kavash, seconded by member Mengel, the motion was approved by a unanimous vote.

Vote Record							
			Yes/Aye	No/Nay	Abstain	Absent	
x Approved	Mrs. Nagel		x				
	Mr. Tenney		x				
	Mrs. Sanders		x				
	Mr. Kavash	Initiator	x				
	Ms. Mengel	Seconded	x				

Mr. Bender noted that the final paving costs are estimated at \$75,000.00 which may be split with North Wales Borough and Upper Gwynedd Township, but that will be determined at a later date. It will be recommended that the final cost of paving be deferred until next year to allow for settlement.

Operations Report:

Mr. Berry reviewed the monthly departmental status reports.

Mr. Berry presented to the Board, Certificates of Completion and Dedication of Improvements for approval for the following projects:

E-0876 Enclave at Gwynedd and E-0900 Providence Development

Upon a motion member Mengel, seconded by member Kavash both Certificates were approved by unanimous vote.

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney		x			
	Mrs. Sanders		x			
	Mr. Kavash	Seconded	x			
	Ms. Mengel	Initiator	x			

Bills & Requisitions Approval:

Mrs. Lezoche reported that the checks run contained the payment for the new vehicle and laptops. These were all previously approved on the budget. There being nothing else out of the ordinary, Mrs. Lezoche asked for approval to pay the following:

- a. **Approval of Bills and Requisitions of 06/08/11 in the amount of \$194,666.53**
- b. **Approval of Bills and Requisitions of 06/15/11 in the amount of \$154,384.08**

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

Vote Record						
			Yes/Aye	No/Nay	Abstain	Absent
x Approved	Mrs. Nagel		x			
	Mr. Tenney		x			
	Mrs. Sanders	Seconded	x			
	Mr. Kavash	Initiator	x			
	Ms. Mengel		x			

Executive Directors Report:

Mr. Bender reminded everyone about the annual PMAA conference in September and to please let Ritajeon or Christine if they will be attending.

Mr. Bender also asked the Board to consider cancelling the meeting of July 27th and August 24th due to various vacations for the summer. Bills lists will be electronically distributed and scheduled for formal approval to pay at the next regular meeting. The Board was in agreement.

Adjournment:

There being no further business before the Board, upon motion by Mr. Tenney, seconded by Mr. Kavash, the meeting was adjourned at 5:37 pm. All present voted in favor.

Secretary

A handwritten signature in cursive script, appearing to read "Cameron Beards".