

**North Wales Water Authority
Board of Directors
Meeting Minutes of August 13, 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 | Absent |
| Herbert Kavash | NWWA | Treasurer | Absent |
| Gregory D'Angelo | NWWA | Asst. Sec/Treasurer | Present |
| Robert C. Bender | NWWA | Executive Director | Present |
| Raymond J. Berry | NWWA | Director of Operations | Absent |
| Christine Lezoche | NWWA | Director of Finance | Leave |
| Michael Clarke, Esq. | Rudolph Clarke | Authority Solicitor | Present |
| Brad Fisher, P.E. | Carroll Engineering | Authority Engineer | Present |
| Dana Etkowicz, Esq. | Rudolph Clarke | Authority Solicitor | Present |

Approval of Minutes:

The Board next considered approval of the Minutes of 07/23/2014. Upon motion of member D'Angelo, seconded by member Tenney, the minutes were approved as presented.

Vote Record

| <input checked="" type="checkbox"/> Approved | | | Yes/Aye | No/Nay | Abstain | Absent |
|--|--------------|-----------|----------------|---------------|----------------|---------------|
| | Mrs. Nagel | | X | | | |
| | Mr. Tenney | Seconded | X | | | |
| | Ms. Mengel | | | | | X |
| | Mr. Kavash | | | | | X |
| | Mr. D'Angelo | Initiated | X | | | |

Public Comment:

No Public Present

Bids and Contracts:

None this meeting

Solicitors Report:

Mr. Clarke reported that there was a brief executive session after the meeting of 08/23/2014 to discuss personnel and potential litigation matters. No action was taken.

Mr. Clarke presented the Board with Extension Agreement and Deed of Dedication of E-0997 Charles Pappas –Estates at Gypsy Hill-4 lot subdivision in Lower Gwynedd Twp.

Upon motion by member Tenney, seconded by member D’Angelo, the agreement was approved.

Vote Record

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

Mr. Clarke also asked for approval of a settlement agreement with Mr. Fred Szablewski, in the amount of \$5500.00. Mr. Clarke stated that the fee was \$4500 in restitution and \$1000 in legal fees. Mr. Clarke explained that while we have an easement for the location on Railroad Ave, during construction other areas on the Szablewski property were damaged. Upon motion by member Tenney, seconded by member D’Angelo, the agreement was approved.

Vote Record

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

Engineers Report:

Mr. Heydt requested and recommended approval and processing of Payment Application #13 for Almeida & Hudak in the amount of \$910,173.41, for Contract # 530-12-25B. Upon motion by member Tenney, seconded by member D’Angelo, the request for payment was approved.

Vote Record

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

Operations Report:

Mr. Bender reviewed the operations reports.

Mr. Bender presented to the Board the Certificate of Completion for E-0952 Newbury located in Upper Gwynedd Twp. Upon motion by member D'Angelo, seconded by member Tenney, the certificate was approved.

| ☑ 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 | Initiated | X | | | |

Bills & Requisitions Approval:

Mr. Bender noted that there were no payments or financial activities out of the ordinary in the list A B, presenting the bills listings, and recommending and requesting approval to pay all invoices, process all refunds, and to transfer and/or requisition funds, as presented.

- a. **Approve and Process Bills , Refunds, Transfers and Requisitions List dated: 07/23/2014**
- b. **Approve and Process Bills , Refunds, Transfers and Requisitions List dated: 07/31/2014**

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 | Seconded | X | | | |
| | Ms. Mengel | | | | | X |
| | Mr. Kavash | | | | | X |
| | Mr. D'Angelo | Initiated | X | | | |

Executive Directors Report:

Mr. Bender requested a brief executive session before the meeting adjourns to discuss a personnel matter and a litigation matter that may need action.

Mr. Bender reported that the five small systems had received their terms sheets and they are in the process of reviewing them for approval.

Mr. Bender also reported that he has been in discussions with Warminster to revise their supply agreement.

Mr. Bender met with Horsham Water and presented to them their notice of minimum taking that will begin September 1st.

Mr. Bender presented to the Board a change to the check approval process relating to payments to the county offices and refunds to customers that overpay. After the discussion the Board voted to approve the change as written. Upon motion by member D'Angelo, seconded by member Tenney, the process change was approved.

| ☑ 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 | Initiated | X | | | |

The Board next went into Executive Session at the request of the Executive Director at 5:28 pm., to discuss both a personnel matter, and to be updated on a matter of litigation.

At 5:42 p.m., the Board exited the Executive session, at which time the Solicitor reported that the Board had discussed a personnel matter, and was updated on a matter of litigation.

Upon Motion of member Tenney, seconded by member D'Angelo, the board members present voted 3-0 to accept and approve the resignation of Raymond J. Berry from his position as Director of Operations, with his last day of employment in that position to be October 31, 2014.

The Board noted Mr. Berry's 26 plus years of service to the Authority, his desire to retire in the near future, and the asked Mr. Bender to prepare the appropriate acknowledgements.

The Board next considered a Temporary-Part Time Employment Agreement prepared by the Solicitors office, providing for the part time employment of Mr. Berry, commencing on November 1, 2014, with a term not to exceed 14 months, essentially providing for assistance to the Authority during the upcoming transition in personnel, and to allow the proper completion of several active projects. This Agreement was approved upon motion by member D'Angelo, seconded by member Tenney, and a 3-0 vote.

Adjournment:

There being no further business to be brought before the Board, upon motion by member D'Angelo, seconded by member Tenney, the meeting was adjourned at 5:46 pm.

All present voted in favor.

Respectfully Submitted,

Gregory J D'Angelo, Asst. Secretary