

North Wales Water Authority

Board of Directors Meeting

Minutes of 11/13/13

Call to order:

A regular business meeting of the NWWA Board of Directors was held at the NWWA Offices, 200 W. Walnut St, 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	Present
Herbert Kavash	NWWA	Treasurer	Present
Gregory D'Angelo	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, Esq.	Rudolph Clarke	Authority Solicitor	Present
Kenneth Heydt PE	Carroll Engineering	Authority Engineer	Present
Melissa Fiala, Esq.	Rudolph Clarke	Authority Solicitor	Absent

Executive Session Report

Mr. Clarke reported that at the conclusion of the last meeting on 10/23/2013 the Board held an Executive Session to discuss personnel matters. No formal action was taken by the Board.

Approval of Minutes:

The Board considered approval of the Minutes of 10/23/2013. Upon a motion of member Kavash, seconded by member D'Angelo, the minutes were approved as presented.

Vote Record

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

Public Comment:

No comment offered at the meeting.

Resolutions: None this meeting

Bids and Contracts: None this meeting

Solicitors Report:

Mr. Clarke introduced a proposed Contract for Professional Services - for E-0993 Hawthorne Court Associates LP, & SMG Montgomeryville LLC, for a proposed hotel building at DeKalb Pike and Gwynmont Drive, for Board approval. Upon a motion by member Mengel, seconded by member Tenney, the Board approved the contract.

Vote Record

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

Mr. Clarke then presented a draft agreement for the transfer station and meter vault that is part of the Forest Park Transmission Line Extension Project. He requested approval of the agreement - subject to the final edit and review by the Solicitor and Executive Director, with authorization for the Chair to sign upon completion. Upon motion of member Tenney, seconded by member Mengel, the Board approved the contract subject to the above referenced terms.

Vote Record

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

Mr. Clarke also asked the Board to approve a standing motion to permit the Executive Director and/or the Consulting Engineer to execute any emergency or time sensitive field changes that might occur as part of the Forest Park Transmission Line Extension Project. It is understood that the Board will be notified of any such approval on the next business day, (normally within 24 hours), and the change order/work change directive will be scheduled for formal approval and ratification at the next regular board meeting. It was explained that due to time constraints of the contract for this project, some change orders/work directive changes could not wait until the next regularly scheduled board meeting, without incurring delay claims, or due to public safety issues. Upon a motion by member Mengel, seconded by member Kavash, the Board approved the motion.

☑ Vote Record						
x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel	Initiated	x			
	Mr. Kavash	Seconded	x			
	Mr. D'Angelo		x			

Engineers Report:

Mr. Heydt recommended that the Board Table Agenda item "A" which was a proposed change order relating to Almeida & Hudak and a proposed time extension for Contract 530-12-25B. The Board Chair tabled this matter for future consideration.

Mr. Heydt then presented the following proposed motions to the Board:

A Motion to approve and process payments for Payment Application # 4, Contract 530-12-25B, to Almeida & Hudak in the amount of \$ 791,444.32. Upon a motion by member Kavash, seconded by member Mengel, the Board approved the payment.

☑ Vote Record Payment Application 4 Almeida & Hudak Contract 530-12-25B						
x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel	Seconded	x			
	Mr. Kavash	Initiated	x			
	Mr. D'Angelo		x			

A Motion to approve and process payment for Payment Application # 5, Contract 530-12-25A, to Michael Ronca & Sons in the amount of \$ 1,136,185.30. Upon a motion by member Tenney, seconded by member Kavash, the Board approved the payment.

☑ Vote Record Payment Application 5 Michael Ronca & Sons Contract 530-12-25A						
x Approved			Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney	Initiated	x			
	Ms. Mengel		x			
	Mr. Kavash	Seconded	x			
	Mr. D'Angelo		x			

Mr. Bender asked the Board to approve the Carroll Engineering proposal dated October 17, 2013, in an estimated amount not to exceed of \$24,000.00, for services related to the Industrial Pretreatment Program administration. It was noted that the typical grant process requires that each project must have a separate contract with the engineer. Upon a motion by member Tenney, seconded by member Mengel, the Board approved the proposal.

☑ Vote Record Proposal for IPP Plan

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

A Motion to approve and process payment for Payment Application # 2, Contract 810-13-19, to Terra Technical Services, LLC., in the amount of \$1,136,185.30. Upon a motion by member Kavash, seconded by member D'Angelo, the Board approved the payment

☑ Vote Record Payment Application 2 WWTP Decommissioning Terra Technical Contract 810-13-19

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

Mr. Heydt asked the Board to approve Change Order 1 for Contract 530-12-25B Almeida & Hudak. He explained that Horsham Water & Sewer requested the installation of a TEE and valve in our new line for future interconnection. They will reimburse the NWWA for this cost. Upon motion by member Tenney, seconded by member Mengel, the Board approved the request.

☑ Vote Record Change Order 1 Almeida & Hudak Contract 530-12-25B

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

Mr. Heydt asked the Board for approval of Change Order 2 for Contract 530-12-25B, Almeida & Hudak. He explained that during construction on County Line Road, a conflict has discovered with existing lines owned by the Horsham Water & Sewer Authority. Their lines will be moved by our contractor for an estimated cost of \$52,000.00 Upon motion by member Mengel, seconded by member D'Angelo, the Board approved the change order.

☑ Vote Record Change Order 2 Almeida & Hudak Contract 530-12-25B

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

Mr. Heydt advised the Board that we would be receiving a work change order for Contract 530-12-25B, for the installation of the meter vault/transfer station to the BCWSA. Mr. Heydt asked the Board to authorize the contractor, Almeida & Hudak, to proceed with ordering the equipment needed for the construction, pending the formal work order approval. He explained that the materials will take considerable time for delivery and we need to proceed to maintain schedule. He said that the estimated final cost would be about \$350,000.00. Once the formal change is prepared, it will be presented to the Board at a regular scheduled meeting. Upon a motion by member Mengel, seconded by member Kavash, the Board approved the notification to the contractor to order the materials, as suggested.

☑ Vote Record Meter Chamber Construction Equipment

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

Operations Report:

Mr. Berry reviewed the production report for October 2013 and the Forest Park reports for October 2013. Mr. Berry requested that the Board approve the following:

Approval of the Certificate of Completion and Dedication of Improvements for the Wegman's project E-0981 - located at the Montgomery Mall.

☑ Vote Record Certification of Completion and Dedication of Improvements for E-0981 Wegman's

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

A Motion to approve and process Payment Application 4 for Contract 834-13-17 CIPP Project to Insituform Technologies, for \$ 93,721.50. This is the final payment less the required retainage.

☑ Vote Record Payment Application 4 for Insituform Technologies Inc. Contract 834-13-17

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			

Bills & Requisitions Approval:

Mrs. Lezoche reported that the Auditors have been in to do their preliminary work and everything looks good thus far. She noted that they are scheduled to return in December to commence the full audit. She noted that there were no payments out of the ordinary upon bills listings, recommending and requesting approval to pay all invoices, process all refunds, and to transfer and/or requisition funds, as presented.

- a. **Approval of Bills , Refunds, Transfers and Requisitions List dated: 10/24/2013**
- b. **Approval of Bills , Refunds, Transfers and Requisitions List dated: 10/31/2013**

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

<u>Vote Record</u>						
x	Approved		Yes/Aye	No/Nay	Abstain	Absent
	Mrs. Nagel		x			
	Mr. Tenney		x			
	Ms. Mengel		x			
	Mr. Kavash	Initiated	x			
	Mr. D'Angelo	Seconded	x			

Executive Directors Report:

Mr. Bender reported that we have received our first reimbursement for the I & I grant, for \$362,133.00, and that we should receive additional reimbursements as projects are completed. He thanked the administrative staff for their work in processing these grants.

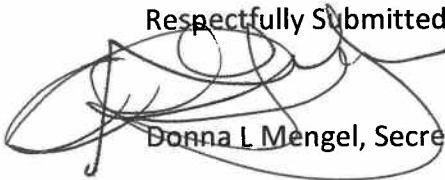
Mr. Bender reported that we were proceeding with the 4th Street and Old West Point Pike water main replacement projects.

Mr. Tenney thanked the staff for the professional job completed in producing the recent community newsletter on sewer system activities.

Adjournment:

There being no further business to be brought before the Board, upon motion by member Tenney, seconded by member Mengel the meeting was adjourned at 5:45 pm.

All present voted in favor.

Respectfully Submitted,

Donna L Mengel, Secretary