

**North Wales Water Authority
Board of Directors Meeting
Minutes of 12/12/2018**

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 H. Nagel	NWWA	Chair	Present
Albert S. Tenney	NWWA	Vice Chair	Present
Donna L. Mengel	NWWA	Secretary	Absent
Edward Neiderhiser	NWWA	Treasurer	Present
Neil McDevitt	NWWA	Asst. Sec/Treasurer	Present
Robert C. Bender	NWWA	Executive Director	Present
Brad S. Fisher, P.E.	NWWA	Director of Eng. / Ops.	Present
Christine Lezoche	NWWA	Director of Finance	Present
Michael Clarke, Esq.	Rudolph Clarke	Authority Solicitor	Present
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 interpreter for Mr. McDevitt.

Ms. Mengel was not able to attend the meeting due to a conflicting schedule. Her absence was noted as excused by the Chair.

Approval of Minutes:

The Board considered approval of the Minutes of 11/14/2018. Upon a motion of member Tenney, seconded by member McDevitt, the minutes were approved.

Vote Record

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

Chair Nagel reported that a short Executive Session occurred after the previous meeting to discuss a personnel matter where no formal action or vote was taken.

Public Comment:

Mayor Gregory D'Angelo was present and stated that the 2019 Borough budget was approved and that there is no tax increase proposed by the Borough at this time.

Resolutions:

Motion to Approve Resolution 2018-09 Authorizing the Disposition of Real Property. This allows the Authority to proceed with the formal agreement to convey the lands of the former WWTP back to the North Wales Borough. The final agreement is to be drafted by the solicitors.

Upon a motion by member Tenney, seconded by member Neiderhiser 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	Seconded	x			
		Mr. McDevitt		x			

Motion to Approve Resolution 2018-10 Authorizing the Disposition of Surplus Materials. This establishes guidelines for the disposal of Authority surplus equipment, including dollar limits, and specific tracking of any inventoried items for future auditing

Upon a motion by member Neiderhiser, 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		x			
		Ms. Mengel					x
		Mr. Neiderhiser	Initiator	x			
		Mr. McDevitt	Seconded	x			

Bids and Contracts: None this meeting

Solicitors Report:

Mr. Clarke had nothing to report this meeting.

Ms. Fiala reviewed the process of conveying the former WWTP site back to North Wales Borough. The agreement will be presented to the Borough solicitor for review within the next few weeks.

Engineers Report:

Mr. Heydt presented the following for approval:

Approve Payment Application #2 for Contract 530-18-15 to Doli Construction for Oak Spruce Smith project in the amount \$134,340.64.

Upon a motion of member Tenney, seconded by member McDevitt, the payment 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			

Mr. Heydt next requested approval of Change Order #2 for Contract 530-18-15 for the Oak, Spruce, and Smith Street Project, for an extension of 161 days due to weather delays so that restoration of property can be completed in the spring. There is no increase in cost. This will provide for a final payment date of May 31 2019. Mr. Bender noted that should any of the impacted properties need temporary restoration the Authority would address the issue.

Upon a motion of member Tenney, seconded by member Neiderhiser, the change order was approved.

☑ Vote Record

<input checked="" type="checkbox"/>	Approved			Yes/Aye	No/Nay	Abstain	Absent
<input type="checkbox"/>	Tabled						
<input type="checkbox"/>	Failed						
		Mrs. Nagel		x			
		Mr. Tenney	Initiator	x			
		Ms. Mengel					x
		Mr. Neiderhiser	Seconded	x			
		Mr. McDevitt		x			

Next presented was Payment Application #3 for Contract 530-18-14 to B P Paterson in the amount \$80,420.16 for the Penllyn project.

Upon a motion of member Neiderhiser, seconded by member McDevitt, the payment was approved.

☑ Vote Record

<input checked="" type="checkbox"/>	Approved			Yes/Aye	No/Nay	Abstain	Absent
<input type="checkbox"/>	Tabled						
<input type="checkbox"/>	Failed						
		Mrs. Nagel		x			
		Mr. Tenney		x			
		Ms. Mengel					x
		Mr. Neiderhiser	Initiator	x			
		Mr. McDevitt	Seconded	x			

Operations Report:

Mr. Fisher reviewed the monthly operations report, and mentioned the following:

- Several Main Breaks including on Thanksgiving Day where we received many compliments about the emergency response by our employees, including favorable comments on Facebook. He noted that all recent main breaks have involved cast iron or cement pipe, advising that these materials are being replaced by ductile iron. Mr. McDevitt asked about replacing lines on Lansdale Avenue as we have experienced several main breaks in that area. Mr. Fisher explained that this water main is lengthy, we are attempting to coordinate with the municipality paving program and other utility work, so the road does not need to be opened and repaved twice.
- He also noted unprecedented rainfall in excess of 7 inches last month, advising that this may result in excess flow charges.

Bills & Requisitions Approval:

Mr. Bender pointed out a few items on the bills list to the Board. Chair Nagel asked about the ongoing software maintenance and upgrade costs and could they get a more descriptive listing of each. A list will be assembled and distributed to the Board.

Mrs. Lezoche then presented the bills list, advising that there were no payments or activities out of the ordinary, and recommended and requested approval to pay all invoices, to process all refunds, and to transfer and/or requisition funds, as presented.

- a. Ratification of Bills, Refunds, Transfers and Requisitions List dated: 11/09/2018
- b. Ratification of Bills, Refunds, Transfers and Requisitions List dated: 11/15/2018
- c. Ratification of Bills, Refunds, Transfers and Requisitions List dated: 11/28/2018
- d. Ratification of Bills, Refunds, Transfers and Requisitions List dated: 12/06/2018

Payment of the bills, as presented, was approved by the Board in a roll call vote:

☑ Vote Record

x	Approved
	Tabled
	Failed

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

Executive Directors Report:

Mr. Bender presented the Staff Training Report to the Board. The new Learning Management System (LMS) has been live for a few months and already most of the employees have completed their initial assigned training. Continued training will be in several categories, including: New Hire Orientation, Compliance, Departmental, Career Path and Corrective Action

He next advised that the water tank land development waiver request was filed with Montgomery Township, and we are now awaiting a response.

Mr. Bender distributed a memo from Ms. Fiala advising that we can lawfully proceed with amending our official fiscal year to become concurrent with the calendar year, in order to provide greater consistence with multiple reports and auditing requirements. The Board authorized the staff and Solicitor to pursue and implement the change.

☑ Vote Record

x	Approved
	Tabled
	Failed

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

Mr. Bender requested approval to have the Solicitor contact the Plumstead Township Solicitor to finalize the bulk water supply agreement. Upon a motion by member Tenney, seconded by member McDevitt the Board approved.

☑ Vote Record

x	Approved
	Tabled
	Failed

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

He noted that we had reserved seats at the upcoming North Wales Borough 150th Anniversary Ball of February 16, and that we would be submitting a sponsorship request for the borough parade and that we expect to have a parade booth to distribute Authority educational and customer information.


It was noted that the upcoming Authority reorganization meeting has been advertised for 5 p.m., on January 9, 2019. Based upon consensus of the Board, the 2019 meeting schedule will be advertised with the scheduled meetings continuing on the 2nd and 4th Wednesday of the Month. The first meeting will be the regular business meeting, with the second monthly meeting being held, if needed.

Adjournment:

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

All present and participating voted in favor.

Respectfully Submitted


Neil J. McDevitt, Asst. Secretary/Treasurer