

**North Wales Water Authority
Board of Directors Meeting
Minutes of 12/14/2016**

Call to order:

A regular business meeting of the NWWA Board of Directors held at the NWWA Offices, 200 West Walnut Street, North Wales, PA., 19454, and called to order at 5:05 pm.

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
Herbert W. Kavash	NWWA	Treasurer	Absent
Gregory J. D'Angelo	NWWA	Asst. Sec/Treasurer	Present
Robert C. Bender	NWWA	Executive Director	Present
Bradley S. Fisher, P.E.	NWWA	Dir. of Engineering/Ops	Present
Christine Lezocho	NWWA	Director of Finance	Present
Michael Clarke, Esq.	Rudolph Clarke	Authority Solicitor	Absent
Kenneth Heydt, PE	Carroll Engineering	Authority Engineer	Present
Melissa Fiala, Esq.	Rudolph Clarke	Authority Solicitor	Present

Executive Session Report

None occurred at prior meeting

Approval of Minutes:

The Board considered the Minutes of November 16, 2016.

Upon a motion of member D'Angelo, seconded by member Tenney, the minutes were approved as presented.

Vote Record

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

Public Comment: No Public Present

Resolutions: None this meeting

Bids and Contracts: None this meeting

Solicitors Report:

Ms. Fiala asked the Board to approve the amended Resolution 2016-04 for the PA Small Water and Sewer Systems Grant Application to reflect the changed amount of the grant request from \$500k to \$250k, noting that the overall project remains at 500k. Upon a motion by member Mengel, seconded by member Tenney the Resolution was approved as presented.

☑ Vote Record

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

Ms. Fiala presented the Warrington Township Water Supply Agreement for approval. Upon a motion by member Mengel, seconded by member Tenney the agreement was approved as presented.

☑ Vote Record

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

Mr. Clarke presented the Extension Agreement and Deed of Dedication for E-1003 Carriages at Lower Gwynedd by Couzzin's 4 LLC. The project is located in Lower Gwynedd at Penllyn Pk. & Norristown Rd. Upon a motion by member D'Angelo, seconded by member Tenney all those approved the agreement.

☑ 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			

Engineers Report:

Mr. Heydt presented the Proposal for the Dickerson Rd Water Main Extension at a cost not to exceed \$17,745. This project allows two (2) water main dead ends to be connected and looped for improved service to the customers.

Upon a motion by member D'Angelo, seconded by member Mengel, all those present voted in favor.

☑ Vote Record

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

Mr. Heydt reported that the Sunneytown Pike road repair project has been completed and that the Gwynedd Manor Rd project is 98% complete. He reported that he is waiting on the last change order from the contractor for the Virginia Drive project, and he should have the final documents for the meeting in January.

Operations Report:

Mr. Fisher presented the monthly operations report, noting all water flows and operational activities were within the normal ranges. Mr. Fisher gave an update on the Forest Park water testing.

Mr. Fisher presented a request to proceed with the purchase of a 10 wheel dump truck and backhoe through the COSTARS program, noting that both of these items were in the approved 2016-17 capital budget, and will be within the budget, at a cost not to exceed \$236,565. Upon a motion by member Mengel, seconded by member Tenney the purchases were approved.

☑ 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			

Bills & Requisitions Approval:

Mrs. Lezoche presented the bills listings, noting that the last sewer inner-connection payment has been made to Upper Gwynedd Twp. and there were no payments or activities out of the ordinary, and recommending and requesting approval to pay all invoices, process all refunds, and to transfer and/or requisition funds, as presented.

- a. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 11/10/2016
 - b. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 11/21/2016
 - c. Ratification of Bills, Customer Refunds, Fund Transfers & Requisitions for list dated 11/30/2016
- Upon a motion by member D'Angelo, seconded by member Tenney, all members voted in favor.

☑ Roll Call 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 updated the Board on several pending matters, as follows:

Mr. Bender complimented Mr. Heydt for his preparation and presentation of the Mechanical & Electrical Systems Assessment Report dated November 22, 2016. Mr. Bender briefed the Board on the report findings, and recommended that the Authority immediately commence implement all "Priority 1 Life – Safety" recommendations of the report, followed by all Option 2 recommendations for system upgrades during calendar years 2017 and 2018, in a prioritized order, also noting that some of these items may require public bidding and subsequent individual contract approvals. Upon motion of member D'Angelo, seconded by member Mengel, the Board approved the project, as recommended by the consulting Engineer and Mr. Bender.

☑ Vote Record

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

Update on the Billing /CIS Software:

Mr. Bender distributed and then reviewed a packet of materials explaining the need for, and then the details of several professional services proposals for a comprehensive upgrade and replacement of the Authority billing software programs, including purchase, licensing agreements, implementation and staff training. He reminded the Board of prior presentations, and that our existing software is quite antiquated, to the extent that it is no longer receiving upgrades or customer support, as it is more than a decade old. As such, the vendor has moved on to a different platform. He noted that over the past year, the NWWA administrative staff had evaluated several options, graded each possible vendor and software package based on current and projected future needs of the Authority. The results were then tallied, ultimately recommending the "Advanced" package, from N. Harris Computer Corporation. Mr. Bender then advised the Board that prior to any formal Board action on the proposals, provided that the Board was inclined to move forward with the recommendations, that we would first have the Authority Solicitor review the proposed contracts for legal form, with the intention of bringing the final documents back to the Board in January, for final approval and execution. The Board members present concurred with this process.

Adjournment:

There being no further business before the Board, upon motion by member Tenney, seconded by member Mengel the business meeting was adjourned at 5:25 pm.

All present voted in favor.

Respectfully Submitted


Donna L Mengel, Secretary