

NORRISTOWN MUNICIPAL WASTE AUTHORITY
MINUTES OF THE MEETING
JANUARY 13, 2021

CALL TO ORDER:

The January meeting of the Board of the Norristown Municipal Waste Authority (“NMWA”) was called to order by Chairman Gregory Nester at 6:45 PM. The meeting was conducted by video conference.

ROLL CALL:

Board members present:

Gregory Nester
Fernando Feliciano
Cathy Lawrence
Cyril Burke

Also in attendance:

Ed Rudolph, Rudolph Clarke, LLC
John Larson, NMWA
Barry Thompson, Keystone Alliance Consulting

ELECTION OF OFFICERS:

On a motion by Mr. Nester, seconded by Mr. Burke, the NMWA Board unanimously approved the following motion:

“Moved that effective this date the Board of the Norristown Municipal Waste Authority (“Authority”) does hereby elect the following members to the office indicated in accordance with the Municipality Authorities Act, the By-Laws of the Authority and all applicable laws of the Commonwealth of Pennsylvania.

<u>MEMBER</u>	<u>TITLE</u>
Gregory Nester	Chairperson
Cyril Burke, Jr.	Vice-Chairperson
Fernando Feliciano, Jr.	Treasurer
Jack Ochnich	Secretary
Cathy Lawrence	Assistant Treasurer/Secretary

It is further moved that the term of each member to the respective office hereinabove designated shall terminate upon the commencement of the first meeting of the Authority Board in the year 2022.”

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

On a motion by Mr. Feliciano, seconded by Ms. Lawrence, the NMWA Board approved the Minutes of the December 9, 2020 Authority Meeting.

STAFF REPORTS:

Mr. Nester commented that staff reports were distributed to the Board along with other meeting documents. He asked if anyone had a question regarding the staff reports. There were none.

Mr. Thompson indicated that the accounts receivable ended the year at \$1,004,853 and the financial operations showed a surplus for the year of \$317,550, which will be transferred from the Operating Reserve Fund to the Capital Fund to help pay for some of the proposed capital improvements to the wastewater treatment plant.

OLD BUSINESS:

None.

NEW BUSINESS:

On a motion by Mr. Burke, seconded by Mr. Feliciano, the NMWA unanimously approved the appointment of the engineering firm of Remington, Vernick and Beach as Consulting Engineer.

On a motion by Mr. Burke, seconded by Mr. Feliciano, the NMWA unanimously approved the appointment of the law firm of Rudolph Clarke, LLC as Solicitor.

On a motion by Ms. Lawrence, seconded by Mr. Burke, the NMWA unanimously approved the appointment of the consulting firm of Keystone Alliance Consulting as Management Consultant.

Mr. Thompson noted that the creation of the Norristown Student Scholarship Foundation was presented at the December Authority meeting and the documents creating the Foundation were distributed to the NMWA Board. He added that the two items for consideration were the funding of the Foundation by the Authority and the appointment of two Authority members to the Board of Trustees of the Foundation as outlined in the documents. After a discussion of the Foundation and the benefit to the community, the NMWA Board stated its desire to move forward.

On a motion by Mr. Feliciano, seconded by Mr. Burke, the NMWA unanimously approved Resolution No. 2021-01-1 authorizing the appropriation of \$25,000 for the initial funding of the Norristown Student Scholarship Foundation and approving the appointment of Gregory Nester and Cyril Burke, Jr. as members of the Board of Trustees of the Norristown Student Scholarship Foundation upon establishment of such Foundation.

MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:

Total Operation Disbursements for January	\$187,338.96
Capital Expenditures	\$460,654.83
Developer Escrow	\$1,142.25
TOTALS FOR JANUARY	\$649,136.04

On a motion by Mr. Feliciano, seconded by Ms. Lawrence, the NMWA unanimously approved the monthly disbursements for January 2021 in the total amount of \$649,136.04.

OTHER COMMENTS:

The next NMWA Board meeting is scheduled for February 10, 2021.

ADJOURNMENT:

On a motion by Mr. Feliciano, the NMWA Board Meeting was adjourned.

SUBMITTED BY: BARRY THOMPSON

NORRISTOWN MUNICIPAL WASTE AUTHORITY
MINUTES OF THE MEETING
FEBRUARY 10, 2021

CALL TO ORDER:

The February meeting of the Board of the Norristown Municipal Waste Authority (“NMWA”) was called to order by Chairman Gregory Nester at 6:45 PM. The meeting was conducted by video conference.

ROLL CALL:

Board members present:

Gregory Nester
Cathy Lawrence
Cyril Burke
Gary Simpson

Also in attendance:

Ed Rudolph, Rudolph Clarke, LLC
Joshua Fox, HRG
John Larson, NMWA
Barry Thompson, Keystone Alliance Consulting

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

On a motion by Mr. Burke, seconded by Ms. Lawrence, the NMWA Board approved the Minutes of the January 13, 2020 Authority Meeting. Mr. Simpson abstained since he did not attend the January meeting.

STAFF REPORTS:

Mr. Nester commented that staff reports were distributed to the Board along with other meeting documents. He asked if anyone had a question regarding the staff reports. There were none.

Mr. Fox provided an update on the sewer plant upgrading. He shared pictures of the progress of the work at the wastewater treatment plant and noted that the current work is focused on completing the renovations to the belt filter press building and installing the new sludge dewatering equipment. He added that construction is ongoing on the aeration process. Finally, he indicated that construction is now anticipated to be completed by August.

Mr. Thompson stated that the accounts receivable decreased slightly in January over the year end amount. He pointed out that the major factor behind the increase in the accounts receivable during the pandemic is the delinquency rate among landlord customers. Mr. Rudolph noted that it might be appropriate at this time to consider reintroducing the penalty on overdue balances but establishing a threshold for its imposition.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:

Total Operation Disbursements for February	\$134,348.41
Capital Expenditures	\$174,883.17
Developer Escrow	\$1,709.00
TOTALS FOR FEBRUARY	\$310,940.58

On a motion by Ms. Lawrence, seconded by Mr. Burke, the NMWA Board approved the monthly disbursements for February 2021 in the total amount of \$310,940.58. Mr. Simpson abstained.

OTHER COMMENTS:

The next NMWA Board meeting is scheduled for March 10, 2021.

ADJOURNMENT:

On a motion by Ms. Lawrence, the NMWA Board Meeting was adjourned.

SUBMITTED BY: BARRY THOMPSON

NORRISTOWN MUNICIPAL WASTE AUTHORITY
MINUTES OF THE MEETING
MARCH 10, 2021

CALL TO ORDER:

The March meeting of the Board of the Norristown Municipal Waste Authority (“NMWA”) was called to order by Chairman Gregory Nester at 6:45 PM. The meeting was conducted in a hybrid fashion with some members participating in-person and some by video conference.

ROLL CALL:

Board members present:

Gregory Nester
Cathy Lawrence
Cyril Burke
Jack Ochnich

Also in attendance:

Ed Rudolph, Rudolph Clarke, LLC
John Larson, NMWA
Barry Thompson, Keystone Alliance Consulting

PUBLIC COMMENT:

None.

PRESENTATION TO FERNANDO FELICIANO:

The Board thanked Fernando Feliciano for his many years of dedicated service to the Norristown Municipal Waste Authority and presented him with a Citation from the PA House of Representatives acknowledging his contribution to the community as a member of the NMWA.

APPROVAL OF MINUTES:

On a motion by Ms. Lawrence, seconded by Mr. Burke, the NMWA Board approved the Minutes of the February 10, 2020 Authority Meeting. Mr. Ochnich abstained because he did not attend the meeting.

STAFF REPORTS:

Mr. Nester commented that staff reports were distributed to the Board along with other meeting documents. He asked if anyone had a question regarding the staff reports. There were none.

Mr. Thompson noted that the accounts receivable continues to be an area of financial concern, especially in the case of rental properties. He indicated that it will take time to reduce the accounts receivables to the level that existed before the pandemic. The Board discussed various approaches to addressing this issue.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Thompson reminded the Board that he distributed the Master Casting Agreement with the Pennsylvania Department of Transportation. He explained that this is a standard agreement that is renewed every three years with many municipalities and municipal authorities in the state. He further stated that the agreement enables the Department to incorporate into a state funded roadway project any manholes and related appurtenances on behalf of the NMWA which ultimately reduces the cost to the NMWA. Finally, he noted that the Department requires a Resolution to be enacted by the NMWA approving the agreement.

On a motion by Mr. Ochnich, seconded by Mr. Burke, the NMWA Board unanimously approved Resolution No. 2013-03-01 approving the Master Casting Agreement with the Pennsylvania Department of Transportation and authorizing its signature.

MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:

Total Operation Disbursements for March	\$136,041.63
Capital Expenditures	\$448,680.70
Developer Escrow	\$1,382.00
TOTALS FOR MARCH	\$586,104.33

On a motion by Ms. Lawrence, seconded by Mr. Ochnich, the NMWA Board unanimously approved the monthly disbursements for March 2021 in the total amount of \$586,104.33.

OTHER COMMENTS:

The next NMWA Board meeting is scheduled for April 14, 2021. Mr. Thompson indicated that the Consulting Engineer would be invited to provide an update on proposed developments in the Municipality.

ADJOURNMENT:

On a motion by Ms. Lawrence, the NMWA Board Meeting was adjourned.

SUBMITTED BY: BARRY THOMPSON

NORRISTOWN MUNICIPAL WASTE AUTHORITY
MINUTES OF THE MEETING
APRIL 14, 2021

CALL TO ORDER:

The April meeting of the Board of the Norristown Municipal Waste Authority (“NMWA”) was called to order by Chairman Gregory Nester at 6:45 PM. The meeting was conducted in a hybrid fashion with some members participating in-person and some by video conference.

ROLL CALL:

Board members present:

Gregory Nester
Cathy Lawrence
Cyril Burke
Jack Ochnich

Also in attendance:

Ed Rudolph, Rudolph Clarke, LLC
John Larson, NMWA
Barry Thompson, Keystone Alliance Consulting

PUBLIC COMMENT:

None.

PRESENTATION OF AUDITORS:

Ms. Anastasia Devlin of Bee Bergvall & Co. attended virtually and discussed the audited financial statements for 2020, which had been previously distributed to the NMWA Board members. Ms. Devlin stated that there was support for all items selected for testing and the financial statements were free from material error. She shared a presentation that compared the revenues, expenses and net operating income for the last five years and noted that the revenues decreased in 2020 primarily as a result of the pandemic but that it was offset by a reduction in expenses. She expressed a concern with the increase in the accounts receivables, acknowledging that this was related to the pandemic and needed to be addressed in 2021. Finally, Ms. Devlin indicated that the Authority satisfied its financial requirements in terms of its bank loan.

APPROVAL OF MINUTES:

On a motion by Ms. Lawrence, seconded by Mr. Ochnich, the NMWA Board approved the Minutes of the March 10, 2021 Authority Meeting.

STAFF REPORTS:

Mr. Praga attended virtually and reported that there was no change or update for the proposed Montgomery County Justice Center, which has been reviewed and approved by RVB for sanitary sewer purposes. He stated that the sanitary sewer service installation for the proposed brewery at 1210 Stanbridge Street has been completed.

Mr. Praga explained that he would focus on four new developments in the Municipality - the first one at 200 East Logan Street was currently under review and consisted of a proposed 30-rowhome community while the other three were relatively new and the Professional Services Agreements associated with these developments were on the agenda to be considered for approval by the NMWA Board.

As for the new developments, Mr. Praga noted that they covered a twin dwelling at 15 & 17 East Fornance Street, two twin dwellings and a single-family home at 26-36 West Wood Street, and eight townhomes at 840 Thomas Street. For each of the four developments, Mr. Praga presented a site map showing the location in the Municipality and a layout displaying the arrangement of the residential units on the property and the proposed connection to the sanitary sewer system.

Mr. Praga stated that PennDOT has completed the majority of the sanitary sewer work in connection with the Markley Street Section 510 project and is now planning additional work at Main and Markley Streets. He indicated that RVB and staff were reviewing the situation since this will allow the Authority to replace older sewer mains in the intersection that were not part of the original project. Finally, Mr. Praga noted that preliminary work on Markley Street Section 530 project (Barbadoes Street) has started although the work on the sanitary sewer system only involves four manholes.

Mr. Rudolph addressed an internal email from one of the NMWA Board members inquiring into the possibility of providing some type of financial relief to customers impacted economically by the pandemic. He explained that existing law doesn't allow the Authority to provide discounts or exclude outstanding balances for a select class of customers and that any such action must be across the board.

Mr. Thompson reported that the office is focusing its attention on reducing the accounts receivable through various means in an effort to increase its revenue stream and respond to the concern raised by the auditors. He indicated that the collection effort in March resulted in a decrease of almost \$94,000 in the accounts receivable.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Thompson reminded the NMWA Board that he distributed Resolution No. 2021-04-01, which terminated a previous Resolution enacted during the pandemic, as well as three Professional Services Agreement, which were prepared by the Solicitor in conjunction with the most recent proposed developments discussed by the Consulting Engineer earlier in the meeting. He added that with respect to the Agreements, the developers in each case provided the requested escrow money to cover the engineering and legal reviews associated with the sanitary sewer connection.

On a motion by Ms. Lawrence, second by Mr. Ochnich, the NMWA Board unanimously approved Resolution No. 2021-04-01 which terminated Resolution No. 2020-04-01

On a motion by Mr. Burke, seconded by Mr. Ochnich, the NMWA Board unanimously approved the Professional Services Agreement between the Norristown Municipal Waste Authority and Tremont Home, LLC in connection with the proposed development at 15 East Fornance Street and 17 East Fornance Street.

On a motion by Ms. Lawrence, second by Mr. Ochnich, the NMWA Board unanimously approved the Professional Services Agreement between the Norristown Municipal Waste Authority and Tremont Home, LLC in connection with the proposed development of five dwelling units at 26-36 West Wood Street.

On a motion by Ms. Lawrence, second by Mr. Ochnich, the NMWA Board unanimously approved the Professional Services Agreement between the Norristown Municipal Waste Authority and Parker Street Properties, LLC in connection with the proposed development of eight dwelling units at 820 Thomas Street.

MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:

Total Operation Disbursements for April	\$165,242.60
Capital Expenditures	\$523,556.17
Developer Escrow	\$3,043.00
TOTALS FOR APRIL	\$691,841.77

On a motion by Mr. Ochnich, seconded by Mr. Burke, the NMWA Board unanimously approved the monthly disbursements for April 2021 in the total amount of \$691,841.77.

OTHER COMMENTS:

Mr. Nester informed the NMWA Board that the Municipal Council has requested a joint meeting with the Authority although no agenda or timetable had been set.

The next NMWA Board meeting is scheduled for May 12, 2021. Mr. Thompson indicated that the Engineer for the sewer plant upgrade would be invited to provide an update on the project

ADJOURNMENT:

On a motion by Ms. Lawrence, the NMWA Board Meeting was adjourned.

SUBMITTED BY: BARRY THOMPSON