

NORRISTOWN MUNICIPAL WASTE AUTHORITY
MEETING MINUTES
APRIL 13, 2016

CALL TO ORDER:

The April meeting of the Board of the Norristown Municipal Waste Authority (“NMWA”) was called to order by Gregory Nester, Chairperson, at 6:45 PM in the Norristown Municipal Waste Authority Office.

ROLL CALL:

Board members present:

Gregory Nester
Jack Ochnich
Fernando Feliciano
Cathy Lawrence
Cyril Burke

Also in attendance:

Ed Rudolph, Rudolph Clarke, LLC
Fred Gerloff, Remington & Vernick (RVB)
Barry Thompson, Keystone Alliance Consulting

PUBLIC COMMENT:

A representative of the Fulton Bank, Dan Cook, was present to obtain the signatures of each NMWA Board member in order to set up a new Operating Reserve Account at the Bank. Mr. Thompson explained that Operating Reserve would be used for all deposits and payroll withdrawals and that money would be transferred each month to the existing Operating Account to cover the expense checks written for the Authority meeting in an effort to minimize exposure to fraudulent checks.

PRESENTATION OF AUDITORS:

Ms. Anastasia Devlin of Bee Bergvall & Co. discussed the audited financial statements for 2015, which had been previously distributed to the NMWA Board members, and provided a summary of the revenues, expenses, and net income of the sewer operations for 2015. Ms. Devlin also noted that there were no significant audit findings.

APPROVAL OF MINUTES:

On a motion by Mr. Ochnich, seconded by Mr. Burke, the NMWA unanimously approved the Minutes of the March 9, 2016 Authority Meeting.

STAFF REPORTS:

Mr. Gerloff reported that he and Mr. Thompson met with the engineer for the proposed additions at the Norristown Centre (formerly Logan Square) to discuss the preliminary land development plans and the phasing of the work to be done with the focus on the installation of a Royal Farms gas station. Mr. Gerloff added that the Authority is awaiting a signed Professional Services Agreement from the developer before proceeding with any engineering review.

Mr. Gerloff stated that the permit applications have been submitted for the Markley Street Section 510 project and that while the design was completed for the sanitary sewers, there is a possibility that changes may be needed when all of the utility work has been submitted to the PennDOT engineer. Mr. Gerloff indicated that the Agreement from PennDOT covering the cost sharing for the replacement of the sanitary sewer in Markley Street has been received by the Authority. Mr. Thompson commented that the Agreement has been distributed to the NMWA Board for its review in advance of the meeting and will provide 75 percent funding from PennDOT and is recommended for approval.

On a motion by Mr. Feliciano, seconded by Mr. Ochnich, the NMWA Board unanimously approved the Agreement between the Pennsylvania Department of Transportation and the Norristown Municipal Waste Authority in connection with the replacement of the sanitary sewer for the Markley Street Section 510 Repavement Project.

Mr. Gerloff noted that a letter was sent by RVB to Mr. Thompson recommending payment of the final invoice for the remaining sewer work for the Markley Street Section 520 Project in the amount of \$551,988.39.

Mr. Gerloff stated the Cost Share Agreement from Montgomery County for the Lafayette Street Project was received. Mr. Rudolph noted a concern with one paragraph in the Agreement. Mr. Thompson added that the Agreement was sent previously to the NMWA Board for its review and is recommended for approval.

On a motion by Mr. Burke, seconded by Mr. Feliciano, the NMWA Board unanimously approved the Agreement between Montgomery County and the Norristown Municipal Waste Authority in connection with the relocation of portions of the sanitary sewer for the Reconstruction of the Lafayette Street Project.

Mr. Gerloff indicated that the Annual Municipal Wasteload Management (Chapter 94) Report was submitted to the PaDEP on March 31, 2016. Mr. Thompson added that the Report was uploaded to the Authority website.

Mr. Thompson, reporting on behalf of the Contract Manager, referred to the maintenance report and stated that for the month of March, the collection system personnel cleaned 40,861 feet of pipe, responded to 78 PA 1 calls and 12 sewer blockage calls, and assisted the Norristown Public Works with the cleaning of storm sewer lines while the wastewater treatment plant had no permit violations and treated an average daily flow of 4,710,000 gallons with a total rainfall of 1.96 inches.

Mr. Thompson, reporting on behalf of BCM, indicated that there was a meeting with the engineer, plant staff, and West Norriton Township engineer to discuss the amount of sludge in the digester to be removed and to set the bid date for the Digester Cleaning Contract No. 12. The engineer plans to receive bids on May 5, 2016 and make a recommendation for award at the May Authority meeting.

Mr. Thompson, reporting on behalf of SSM, noted that a bid date has been set for the West Warren Street Sanitary Sewer Replacement Contract and that bids will be received on May 18, 2016 and a recommendation for award will be provided for the June Authority meeting.

Mr. Thompson read an email from the developer for the proposed 1529 Dekalb Street project regarding tapping fees.

Mr. Rudolph indicated that there has been no response in connection with the lien filed by the Authority on the property at 721 Sandy Street.

Mr. Thompson noted that the accounts receivable in March decreased over the previous month in large part due to increased collections. He added that there was a cash deficit in March and a year-to-date deficit of \$49,939 and that the overall expenditures through April are in line with the budget although the administration and treatment plant expenses are slightly over budget. Finally, he commented that there will be a shift in shutoffs from rental to residential properties.

Mr. Thompson stated that the operating disbursements for the month of April totaled \$227,301.00 while the capital expenditures amounted to \$579,768.90 and covered payments to BCM for the digester rehabilitation, RVB for the design of the Markley Street Section 510 Project, SSM for the Consent Order and Warren Street sewer design, and the final payment to PennDOT for the Markley Street Section 520 Project.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES

| | |
|---|---------------------|
| Total Operation Disbursements for April | \$227,301.00 |
| Capital Expenditures | \$579,768.90 |
| Developer Escrow Payments | \$1,908.82 |
| TOTALS FOR APRIL | \$808,978.72 |

On a motion by Ms. Lawrence, seconded by Mr. Ochnich, the NMWA unanimously approved the monthly disbursements for April in the amount of \$808,978.72.

OTHER COMMENTS:

The next NMWA Board Meeting is scheduled for May 11, 2016 in the NMWA office.

ADJOURNMENT:

On a motion by Mr. Ochnich, seconded by Mr. Feliciano and unanimously approved by the NMWA Board, the meeting was adjourned.

PREPARED BY:

Roseann Santangelo

EDITED BY:

Barry Thompson

