

Attachment A

EAST NORRITON-PLYMOUTH-WHITPAIN
JOINT SEWER AUTHORITY
Minutes from Meeting held March 14, 2012

The regular monthly meeting of the East Norriton-Plymouth-Whitpain Joint Sewer Authority was called to order at 5:00 p.m. on Wednesday, February 8, 2012 at the Ross Street Treatment Plant in Plymouth Meeting, Pennsylvania. The following Board members were in attendance: Messrs. Roman Pronczak, Don Delamater, Harris Dainoff, James Staples, Lew McQuirns, Anthony Greco, Ed Slanker, and Mike McBrien. Also in attendance were Mr. Matt Brown, from ARRO Consulting, Mr. Timothy Boyd, Executive Director from the Authority, and the Authority's Solicitor, Mr. James Hollinger.

A motion was made by Mr. Greco, seconded by Mr. Slanker, and unanimously passed to approve the minutes of the regular monthly meeting of February 8, 2011.

Mr. Brown reviewed the Engineer's Report as included in the board packet (see Attachment B). A pre-Bid meeting for the Laboratory Relocation project was held at the WWTP on Tuesday, February 14, 2012. Bids were received on Tuesday, March 6, 2012. Received were: General Construction - 6 bids, Electrical - 8 bids, HVAC - 4 bids, Plumbing - 4 bids. The apparent low bidder for each contract is: General Construction – F. W. Houder, Inc. \$45,708.00, Electrical Construction – MJF Electric \$22,400.00, HVAC – Myco Mechanical, Inc. \$24,999.00, and Plumbing – Cook's Service Company, Inc. \$15,950.00, the total project bid is \$109,057.00. Potential bid award documents have been sent to the Executive Director.

Mr. Brown reported ARRO is continuing to prepare the Authority's 2011 Chapter 94 Report. Plymouth Township completed their questionnaire and ARRO is awaiting the information from the other contributing municipalities in order to complete a draft report for the Executive Director's review.

Mr. Hollinger discussed the AT&T Easement Agreement. The consensus of the Board is that AT&T needs to satisfy the Authority Solicitor's comments. The Executive Director will contact AT&T to relay this.

Mr. Boyd presented the financial statements for the Authority (see Attachment C). At 25% of the year, the Authority has spent 19% of the budget. He stated that the bank accounts have been reconciled to the end of February 2012.

Cash received for outside sludge for the month of February was \$31,677.10.

Mr. Boyd next informed the Board that the 2011 audit is complete. Copies of the audit have been distributed to each of the Board Members, Solicitor, Engineer, and Township Managers.

Mr. Boyd reminded the Board that Statement of Financial Interests forms for the prior year are required by May 1, 2012.

Mr. Boyd informed the Board that there are no personnel issues this month.

Mr. Boyd informed the Board that we received the RK&K Preliminary Design Report for the Treatment Plant Expansion Project. Staff is reviewing the report.

Mr. Boyd informed the Board that a Resolution is included on the agenda to revise the current sewer use Resolution. The EPA added Polychlorinated Biphenyl (PCB's) to the local limits for the MIPP Program.

Mr. Boyd informed the Board that the staff met with the JSA's property and liability insurance representative to review this years policy and rates. The JSA has sent an application to Delaware Valley Insurance Trust and is waiting on a response.

A motion was made by Mr. Staples, seconded by Mr. Slanker, and unanimously passed to approve the award of the Lab Relocation Project as outlined in the Executive Director's March 12, 2012 memorandum in the total amount of \$109,057.00.

The Board had a question regarding the Office Supply Account. Mr. Boyd will look into the charges and advise the Board.

A motion was made by Mr. Greco, seconded by Mr. Dainoff, and unanimously passed to approve the February bills for \$115,323.18, ratify payment of payrolls for \$104,081.36, ratify checks #19048 \$37,705.06, #19049 \$12,043.09, #19050 \$36.77, #19051 \$5,000.00, and ratify P-Card payment of \$29,219.88, for a payables of \$303,409.34.

A motion was made by Mr. McBrien, seconded by Mr. Greco, and unanimously passed to approve payment of Capital Requisitions AU424 through AU425 in the amount of \$1,684.00.

A motion was made by Mr. Staples, seconded by Mr. Greco, and unanimously passed to approve payment of Sewer Revenue Bond Series 2005 Capital Improvement Requisition 0213-2005S in the amount of \$19,201.52.

A motion was made by Mr. Staples, seconded by Mr. Delamater, and unanimously passed to approve Resolution 2012-03, which adds PCB's to the MIPP local limits as required by EPA.

The Board reviewed the Superintendent's O&M Report.

The Board reviewed the Flow Connection Report.

A motion was made by Mr. McBrien, seconded by Mr. McQuirns, and unanimously passed to adjourn the meeting at 5:35 pm.

Respectfully prepared by,

Submitted for approval by,

Timothy A. Boyd
Executive Director

Mr. Frederick W. McBrien, III
Secretary