

Attachment A

EAST NORRITON-PLYMOUTH-WHITPAIN  
JOINT SEWER AUTHORITY  
Minutes from Meeting held November 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, November 14, 2012 at the Ross Street Treatment Plant in Plymouth Meeting, Pennsylvania. The following Board members were in attendance: Messrs. Roman Pronczak, Don Delamater, James Staples, Tony Greco, Lew McQuirns, Mike McBrien, Harris Dainoff, and Mike Estock. Also in attendance were Mr. Matt Brown, from ARRO Consulting, Mr. Tim Boyd, Executive Director from the Authority, and the Authority's Solicitor, Mr. James Hollinger.

A motion was made by Mr. Greco, seconded by Mr. Staples, and unanimously passed to approve the minutes of the regular monthly meeting of October 10, 2012.

Mr. Brown reviewed the Engineer's Report as included in the board packet (see Attachment B). The Laboratory Relocation Project is nearly complete. Arro sent contract closeout letters to each contractor transmitting forms for Consent of Surety, Final Payment and Release of Liens and also directing submission of final prevailing wage certification prior to final payment.

Mr. Hollinger presented the Board with the finalized AT&T Easement Agreement document.

Mr. Boyd reviewed the financial statements for the Authority (see Attachment C). At 92% of the year, the Authority has spent 75% of the budget. He stated that the bank accounts have been reconciled to the end of October 2012.

Cash received for outside sludge for the month of October was \$17,721.78.

Mr. Boyd informed the Board that the JSA received a P-Card rebate check of \$1,483.46 for the period of September 2011 to September 2012.

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

Mr. Boyd requested permission to purchase holiday gift cards for JSA employees. A motion was made by Mr. McBrien, seconded by Mr. Delamater, and unanimously passed to approve the purchase of \$75.00 holiday gift cards for JSA employees.

Mr. Boyd informed the Board a change order is on the agenda for the Laboratory Relocation Project. The change order is due to the JSA providing the contractor an incorrect paint color.

Mr. Boyd updated the Board on the Plant Expansion Project. Staff met with RK&K to review the draft plan submittal to DEP. Staff will meet with RK&K again to review the electrical upgrades. The updated timeline is for the electrical portion to be bid in February, 2013. The remaining upgrade portion should be ready for bid in late April or early May, 2013.

Mr. Boyd informed the Board he met with Mr. Mike Wolfe, Boenning & Scattergood, Inc. to discuss financing options for the plant expansion project. A copy of the options is included in the board packet. Mr. Wolfe is available to explain the options and answer any questions at the January Board meeting. The board would like Mr. Wolfe to attend the January meeting.

Mr. Boyd informed the Board that the staff met with Mr. Stan Chilson, CET, to discuss impacts of the new incinerator regulations and the JSA Air Quality Permit renewal. Based on 1998 stack test results, there should be no issues with meeting the new permit limits.

Mr. Boyd informed the Board the Air Quality Permit expires on September 9, 2013. JSA is required to submit the renewal application by March 9, 2013. CET submitted a proposal to prepare the renewal application for the cost not to exceed \$11,900.00. The proposal is included on the agenda for approval.

Mr. Boyd informed the Board staff prepared the plant for impacts from Hurricane Sandy. The high winds knocked out one power feed at both the Plant and Saw Mill Pump Station for about 48 hours. Both facilities operated without problems. The plant recorded two inches of rain, so high flows were not an issue.

Mr. Boyd informed the Board staff discovered an issue with the SCADA software while replacing one of the computer workstations. The Wonderware software originally installed in 2004 does not work with the Windows 7 operating system. Windows XP is no longer supported by Microsoft. The cost to upgrade the software is approximately \$30,000 exceeding the \$5,000.00 capital budget for SCADA upgrades. The board discussed various software options and decided against the expenditure at this time.

A motion was made by Mr. Greco, seconded by Mr. Delamater, and unanimously passed to approve the November bills for \$88,524.77, ratify payment of payrolls for \$155,457.56, ratify check # 19408 for \$2,300.00, # 19409 for \$100.00, # 19410 for \$5,755.08, #19411 for \$2,281.05, and ratify P-Card payment of \$41,105.84, for total payables of \$295,524.30.

A motion was made by Mr. Staples, seconded by Mr. McQuirns, and unanimously passed to approve payment of Capital Requisitions AU458 through AU465 in the total amount of \$51,231.77.

A motion was made by Mr. Greco, seconded by Mr. McBrien, and unanimously passed to approve Change Order #4 from F.W. Houder for paint color change in the amount of \$345.00.


A motion was made by Mr. McBrien, seconded by Mr. Greco, and unanimously passed to approve the CET proposal for the DEP Air Quality Permit Renewal not to exceed \$11,900.00.

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

A motion was made by Mr. McQuirns, seconded by Mr. McBrien, and unanimously passed to adjourn the meeting at 5:32 pm.

Respectfully prepared by,

Submitted for approval by,

  
\_\_\_\_\_  
Timothy A. Boyd  
Executive Director

\_\_\_\_\_  
Mr. Frederick W. McBrien, III  
Secretary