

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.

MEMBER

Gregory Nester
Cyril Burke, Jr.
Fernando Feliciano, Jr.
Jack Ochnich
Cathy Lawrence

TITLE

Chairperson
Vice-Chairperson
Treasurer
Secretary
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

NORRISTOWN MUNICIPAL WASTE AUTHORITY
MINUTES OF THE MEETING
JUNE 9, 2021

CALL TO ORDER:

The June meeting of the Board of the Norristown Municipal Waste Authority ("NMWA") was called to order by Chairman Gregory Nester at 6:47 PM. The meeting was conducted in a hybrid fashion with some members participating in-person and some by video/telephonic conference.

ROLL CALL:

Board members present:

Gregory Nester
Cathy Lawrence
Gary Simpson
Sonya Sanders

Also in attendance:

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

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

On a motion by Ms. Lawrence, seconded by Mr. Nester, the NMWA Board approved the Minutes of the April 14, 2021 Authority Meeting. Mr. Simpson and Ms. Sanders abstained because they 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.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Thompson reminded the Board that he distributed a memorandum discussing the need to replace the existing bar screen equipment and the use of the COSTARS program to purchase the equipment.

On a motion by Ms. Lawrence, seconded by Mr. Simpson, the NMWA Board unanimously approved the purchase of bar screen equipment for the wastewater treatment plant through the COSTARS program.

MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:

Total Operation Disbursements for May	\$132,243.45
Capital Expenditures	\$548,395.17
Developer Escrow	\$3,287.00
TOTALS FOR MAY	\$683,925.62

On a motion by Mr. Franklin, seconded by Ms. Lawrence, the NMWA Board unanimously approved the monthly disbursements for May 2021 in the total amount of \$683,925.62.

Total Operation Disbursements for June	\$130,993.91
Capital Expenditures	\$714,729.41
TOTALS FOR JUNE	\$845,723.32

On a motion by Mr. Franklin, seconded by Ms. Lawrence, the NMWA Board unanimously approved the monthly disbursements for June 2021 in the total amount of \$845,723.32.

Cathy Lawrence left the meeting at 7:15 pm.

STAFF REPORTS (continued):

Mr. Larson provided an update on the sewer plant upgrade. He discussed the major components of the project and the goal of replacing aging blowers and pumps with greater energy efficient equipment. Mr. Larson added that the engineer for the project would be attending the next Authority meeting and would provide more information, including pictures.

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. He stated that the cash statement shows a deficit for the month of May but a surplus for the year to date. Mr. Thompson explained that West Norriton Township reimburses the Authority on a quarterly basis for its share of the treatment plant expenses and therefore it is not unusual to experience a deficit on the months when there is no reimbursement. Finally, he explained that the budget vs actual analysis compares the administration, treatment plant, and collection system expenses to the budget and that as of the sixth month of the year, the overall expenses are approximately 3.6 percent over budget.

OTHER COMMENTS:

The next NMWA Board meeting is scheduled for July 14, 2021.

ADJOURNMENT:

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

SUBMITTED BY: BARRY THOMPSON

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

CALL TO ORDER:

The June 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
Cyril Burke
Cathy Lawrence
Gary Simpson
Sonya Sanders

Also in attendance:

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

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

On a motion by Ms. Lawrence, seconded by Mr. Nester, the NMWA Board approved the Minutes of the June 9, 2021 Authority Meeting. Mr. Burke 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. Fox provided an update on the sewer plant upgrade with the use of a power point presentation that included pictures of certain facilities in the early stages of the project and in their current state. He discussed the major components of the project and the goal of replacing aging blowers and pumps with greater energy efficient equipment. Mr. Larson added that the engineer for the project would be attending the next Authority meeting and would provide more information, including pictures.

Ms. Cehula noted that the accounts receivable decreased approximately \$60,000 in June. She stated that 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. He stated that the cash statement shows a deficit for the month of May but a surplus for the year to date. Mr. Thompson explained that West Norriton Township reimburses the Authority on a quarterly basis for its share of the treatment plant expenses and therefore it is not unusual to experience a deficit on the months when there is no reimbursement. Finally, he explained that the budget vs actual analysis compares the administration, treatment plant, and collection system expenses to the budget and that as of the sixth month of the year, the overall expenses are approximately 3.6 percent over budget.

Mr. Thompson previewed several topics to be discussed at future Authority meetings:

1. Sewer Lateral Inspection Program as it pertains to the responsibility of the Authority.
2. Memorandum of Understanding between the Authority and West Norriton Township regarding the repayment of the debt associated with the sewer plant upgrade.
3. Capital Improvement Plan.
4. Construction of an office building on the site of the wastewater treatment plant.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:

Total Operation Disbursements for July	\$130,366.21
Capital Expenditures	\$584,205.19
TOTALS FOR JULY	\$714,571.40

On a motion by Mr. Simpson, seconded by Ms. Lawrence, the NMWA Board unanimously approved the monthly disbursements for July 2021 in the total amount of \$714,571.40.

OTHER COMMENTS:

The next NMWA Board meeting is scheduled for August 11, 2021.

ADJOURNMENT:

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

SUBMITTED BY: BARRY THOMPSON

NORRISTOWN MUNICIPAL WASTE AUTHORITY
MINUTES OF THE MEETING
AUGUST 11, 2021

CALL TO ORDER:

The August 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 members participating either in-person or by video/telephonic conference.

ROLL CALL:

Board members present:

Gregory Nester
Cathy Lawrence
Gary Simpson

Also in attendance:

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

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

On a motion by Mr. Simpson, seconded by Ms. Lawrence, the NMWA Board unanimously approved the Minutes of the July 14, 2021 Authority Meeting.

NEW BUSINESS:

Mr. Rudolph explained the purpose of the Memorandum of Understanding between the NMWA and the Township of West Norriton (the "Township"). He noted that the Township by Agreement has 1/3 of the treatment plant capacity reserved for its use and in turn pays 1/3 of the capital expenditures associated with any plant improvements. Mr. Rudolph stated that the Memorandum confirms that the Township will honor its obligation and pay 1/3 of the debt service attendant to the 2020 bank loan as well repay 1/3 of the internal funds provided by the NMWA for the sewer plant upgrade in accordance with the terms of the bank loan. Mr. Thompson added that the Township has approved and executed the Memorandum.

On a motion by Mr. Simpson, seconded by Ms. Lawrence, the NMWA Board unanimously approved the Memorandum of Understanding between the Norristown Municipal Waste Authority and the Township of West Norriton in connection with the repayment of the capital expenditures for the sewer plant upgrade and authorized the execution of the Memorandum by the Executive Director.

MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:

Total Operation Disbursements for August	\$134,870.15
Capital Expenditures	\$355,914.87
TOTALS FOR AUGUST	\$490,785.02

On a motion by Ms. Lawrence., seconded by Mr. Simpson, the NMWA Board unanimously approved the monthly disbursements for August 2021 in the total amount of \$490,785.02.

Cathy Lawrence left the meeting at 7:00 pm.

STAFF REPORTS:

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

The Solicitor's report was tabled until the September NMWA meeting.

Ms. Cehula reported that the accounts receivable decreased approximately \$90,000 in July. She attributed the reduction to an increase in collections resulting from notification of serious delinquent customers of the possibility of water shut offs. Ms. Cehula noted that the cash statement for the month of July showed a surplus of \$272,398, which was the result of the higher collection rate and the quarterly reimbursement from West Norriton Township for operating expenses at the wastewater treatment plant. Finally, she indicated that according to the budget vs actual analysis through the eighth month of the year, the overall expenses are essentially at the budget level although the treatment plant and collection system categories are slightly over budget.

Mr. Thompson stated that the NMWA was the victim of a Business E-Mail Compromise, specifically a vendor's email was hacked and a payment wired by the NMWA to the vendor was redirected to a different account. The NMWA has contacted its bank, which reported the fraudulent activity to the bank receiving the wire transfer. The matter is currently under investigation by the receiving bank. The NMWA has been informed that the investigation could take up to 90 days.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

OTHER COMMENTS:

The next NMWA Board meeting is scheduled for September 8, 2021.

ADJOURNMENT:

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

SUBMITTED BY: BARRY THOMPSON

NORRISTOWN MUNICIPAL WASTE AUTHORITY
MINUTES OF THE MEETING
SEPTEMBER 8, 2021

CALL TO ORDER:

The September 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 members participating either in-person or by video/telephonic conference.

ROLL CALL:

Board members present:

Gregory Nester
Cathy Lawrence
Sonya Sanders

Also in attendance:

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

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

The approval of the Minutes of the August 11, 2021 Authority Meeting was tabled due to a lack of a quorum present who attended the August Authority meeting.

STAFF REPORTS:

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

Mr. Larson discussed the impact of the recent flood on the operations of the wastewater treatment plant. He explained that the facility was essentially under water and experienced significant damage to its equipment and buildings. Mr. Larson presented pictures of the damage that affected every aspect of the treatment plant. He indicated that he was in daily contact with the PADEP to keep the agency up to date on the progress being made to restore treatment. Mr. Thompson added that the expenses related to the flood will be tracked separately. Ms. Sanders asked if there would be sufficient funds to cover the flood expenses along with the insurance proceeds and Mr. Thompson replied that he believed that the surplus monies in the operating account would be adequate and that we will receive money from our flood and automobile insurance policies.

Mr. Rudolph reminded the NMWA Board of a situation where a developer communicated with several members in an effort to change the decision of the Authority staff relative to the proposed layout of the sanitary sewer serving the planned development. Mr. Rudolph counseled the Board members against directly engaging with any developer or his/her associates outside of an Authority meeting.

Ms. Cehula noted that the accounts receivable increased approximately \$93,000 in August due to reduced collections and a higher-than-normal sewer billing. She reported that the cash statement for August showed a deficit of \$51,414, which reflects the lower collections. Finally, she stated that according to the budget vs actual analysis through the ninth month of the year, the overall expenses are below the budget level.

Ms. Cehula informed the NMWA Board that an email was received from Fulton Bank indicating that a sizeable amount of the money associated with the Business E-Mail Compromise mentioned at the previous Authority meeting was returned to the Authority.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:

Total Operation Disbursements for September	\$108,447.00
Capital Expenditures	\$225,005.92
TOTALS FOR SEPTEMBER	\$333,452.92

On a motion by Ms. Lawrence., seconded by Ms. Sanders, the NMWA Board unanimously approved the monthly disbursements for September 2021 in the total amount of \$333,452.92.

OTHER COMMENTS:

The next NMWA Board meeting is scheduled for October 13, 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
OCTOBER 8, 2021

CALL TO ORDER:

The October 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 members participating either in-person or by video conference.

ROLL CALL:

Board members present:

Gregory Nester
Cyril Burke
Cathy Lawrence

Also in attendance:

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

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

The approval of the Minutes of the August 11, 2021 and September 8, 2021 Authority Meetings were tabled due to a lack of a quorum present who attended the August and September Authority meetings.

STAFF REPORTS:

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

Mr. Thompson introduced James Bulicki, who is the new engineer for Remington Vernick and was attending virtually. Mr. Bulicki showed a slide presentation covering three new developments under review. The developments consisted of 1421 Green Valley Drive, 26 townhomes, 257 East Main Street, a 19-unit apartment building with commercial space on the ground floor, and 1011 New Hope Street, a 36-unit apartment building. For each development, Mr. Bulicki displayed two slides – an aerial view of the development site and a status of the sanitary sewer review. Finally, he commented that the Professional Services Agreement for the development at 257 East Main Street was on the agenda for the NMWA to consider.

Mr. Larson provided an update on the action items taken to restore operations at the treatment plant in response to the flood. He noted that the new blowers along with critical equipment were online and that the focus would now shift to needed electrical repairs and replacements. Mr. Larson estimated that the flood related expenses could reach \$300,000. He reported that the Authority was able to purchase two used vehicles to replace the damaged pickup trucks as well as a used sewer jet truck. Mr. Thompson noted that the vehicles were acquired from West Norriton Township, and he acknowledged the assistance offered by the Township to expedite the purchase and help with the flood recovery. Mr. Thompson also thanked Mr. Larson for traveling to Texas to inspect the used sewer jet truck before the Authority agreed to acquire it.

Mr. Burke asked about the insurance claims submitted by the Authority and Mr. Thompson displayed a table showing the status. Mr. Thompson stated that: (1) the auto insurance claim for the pickup trucks had been paid; (2) the auto insurance claim for the sewer jet truck was still under discussion regarding the amount of the claim to be paid; (3) the flood insurance claim for the blower building was approved but awaiting action on Resolution No. 2021-10-01; and (4) the flood insurance claim for the lower gallery was still being processed but should be resolved shortly. Mr. Thompson explained that the proceeds from the auto insurance claims would be deposited in the Capital Fund to offset the costs of purchasing the three used vehicles while the those from the flood insurance claims would be directed to the Operating Reserve to help defray the flood related costs.

Mr. Thompson noted that the accounts receivable remained essentially unchanged and that the cash statement for September showed a small deficit although a surplus still remains for the year-to-date. He added that the surplus would be used to cover the flood related expenses. He indicated that the budget vs actual analysis was expanded to include flood expenditures. Finally, he informed the NMWA Board that the draft 2022 budget is being developed and should be available before the next Authority meeting.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Rudolph explained the need for Resolution No. 2021-10-01 that was distributed previously to the Board. He indicated that certain actions related to the flood, such as insurance claims, applications for assistance, and the emergency acquisition of replacement equipment and vehicles, require the signature of an authorized representative of the Authority in an expeditious manner. Mr. Rudolph stated that the Resolution designates the Executive Director to fulfill that role but that it is limited to flood related items.

On a motion by Mr. Burke, seconded by Ms. Lawrence, the NMWA Board unanimously approved Resolution No. 2021-10-01 designating the Executive Director as the authorized signature for flood related claims.

Mr. Thompson reminded the NMWA Board that the Professional Services Agreement previously sent to the Board for one of the proposed developments discussed by Mr. Bulicki earlier is the standard document prepared by Mr. Rudolph for other developments. He also noted that requisite escrow amount had been provided by the developer.

On a motion by Ms. Lawrence., seconded by Mr. Burke, the NMWA Board unanimously approved the Professional Services Agreement between the Norristown Municipal Waste Authority and DB Housing Group, LLC in connection with the proposed development at 257 East Main Steet.

MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:

Total Operation Disbursements for October	\$180,050.11
Capital Expenditures	\$609,986.53
TOTALS FOR OCTOBER	\$790,036.54

On a motion by Ms. Lawrence., seconded by Mr. Burke, the NMWA Board unanimously approved the monthly disbursements for October 2021 in the total amount of \$790,036.54.

OTHER COMMENTS:

The next NMWA Board meeting is scheduled for November 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
NOVEMBER 10, 2021

CALL TO ORDER:

The November 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 members participating either in-person or by video conference.

ROLL CALL:

Board members present:

Gregory Nester
Cyril Burke
Cathy Lawrence
Sonya Sanders

Also in attendance:

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

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

The approval of the Minutes of the August 11, 2021 Authority Meeting was tabled due to a lack of a quorum present who attended the August Authority meeting.

On a motion by Ms. Lawrence, seconded by Ms. Sanders, the NMWA Board approved the Minutes of the September 8, 2021 Authority Meeting. Mr. Burke abstained because he did not attend the meeting.

On a motion by Mr. Burke, seconded by Ms. Lawrence, the NMWA Board approved the Minutes of the October 13, 2021 Authority Meeting. Ms. Sanders abstained because she did not attend the meeting.

STAFF REPORTS:

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

Mr. Thompson noted that there was one change to the HRG report, specifically a payment to the general contractor was originally approved by HRG but was subsequently withdrawn because the general contractor didn't provide a revised construction schedule as required.

Mr. Larson provided an update on the action items taken to restore operations at the wastewater treatment plant in response to the flood. He stated that all treatment processes are online and the treatment plant is fully operational. Mr. Larson indicated that the temporary repairs put in place to help the plant restore service after the flood were being addressed. Finally, he added that all flood related insurance claims were completed.

Mr. Thompson noted that the accounts receivable remains essentially unchanged and that the cash statement for October shows a surplus of \$272,161 due to the receipt of the quarterly reimbursement from West Norriton for operating expenses and the first installment of the repayment of the debt service on the borrowing for the sewer plant upgrade. He indicated that the budget vs actual analysis continues to include the flood expenditures and as presented in the graph, the overall expenses are below the budget level without the flood expenses and only slightly above with the expenses.

Mr. Thompson stated that one of the flood insurance checks was received and that the Authority was still waiting for the final automobile insurance check related to the sewer jet truck as well as another flood insurance check.

Mr. Thompson briefly revisited the initial investigation undertaken by the Authority in connection with the utilization of an Energy Savings Company for the sewer plant upgrade.

Mr. Thompson discussed the draft operating budget that was previously distributed to the NMWA Board along with an explanatory memorandum. He stressed the uncertainty in developing the draft budget due to the supply chain crisis, the potential rate of inflation for chemicals and other supplies, and the ongoing impact of recovering from the flood. Mr. Thompson answered questions from the Board members and noted that the draft budget doesn't include any change in the sewer rate although he cautioned that the revenues and expenses needed to be closely tracked in the event that operational costs increase greater than anticipated.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:

Total Operation Disbursements for November	\$149,845.68
Capital Expenditures	\$117,733.78
TOTALS FOR OCTOBER	\$267,579.46

On a motion by Ms. Lawrence., seconded by Ms. Sanders, the NMWA Board unanimously approved the monthly disbursements for November 2021 in the total amount of \$267,579.46.

OTHER COMMENTS:

The next NMWA Board meeting is scheduled for December 8, 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
DECEMBER 8, 2021

CALL TO ORDER:

The December 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 members participating either in-person or by video conference.

ROLL CALL:

Board members present:

Gregory Nester
Cathy Lawrence
Sonya Sanders

Also in attendance:

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

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

The approval of the Minutes of the August 11, 2021 Authority Meeting was tabled due to a lack of a quorum present who attended the August Authority meeting.

On a motion by Ms. Lawrence, seconded by Ms. Sanders, the NMWA Board approved the Minutes of the November 10, 2021 Authority Meeting.

STAFF REPORTS:

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

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Thompson reminded the NMWA Board that the draft operating budget for 2022 was previously emailed along with an explanatory memorandum. He noted that 2022 operating budget was an increase of 4.5 percent over the previous year after excluding flood expenses.

On a motion by Ms. Sanders., seconded by Ms. Lawrence, the NMWA Board unanimously approved the 2022 operating budget in the amount of \$5,790,000.

MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:

Total Operation Disbursements for December	\$136,991.12
Capital Expenditures	\$644,157.03
TOTALS FOR DECEMBER	\$781,148.15

On a motion by Ms. Lawrence., seconded by Ms. Sanders, the NMWA Board unanimously approved the monthly disbursements for December 2021 in the total amount of \$781,148.15.

OTHER COMMENTS:

The next NMWA Board meeting is scheduled for January 12, 2022. Mr. Thompson indicated that the election of officers and appointment of professionals will be addressed at that meeting.

ADJOURNMENT:

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

SUBMITTED BY: BARRY THOMPSON