

**NORRISTOWN MUNICIPAL WASTE AUTHORITY**  
**MINUTES OF THE MEETING**  
**JANUARY 11, 2023**

**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  
Gary Simpson  
Sonya Sanders

Also in attendance:

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

**ELECTION OF OFFICERS:**

On a motion by Mr. Simpson, seconded by Mr. Nester 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.  
Gary Simpson  
Sonya Sanders

**TITLE**

Chairperson  
Vice-Chairperson  
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 2024.”

**PUBLIC COMMENT:**

None.

**APPROVAL OF MINUTES:**

On a motion by Ms. Sanders, seconded by Mr. Simpson, the NMWA Board approved the Minutes of the December 14, 2022 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:**

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

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

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

**MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:**

Total Operation Disbursements for January	\$211,711.10
Capital Expenditures	\$34,111.52
<b>TOTALS FOR JANUARY</b>	<b>\$245,822.62</b>

On a motion by Mr. Simpson, seconded by Mr. Nester, the NMWA unanimously approved the monthly disbursements for January 2023 in the total amount of \$245,822.50.62.

**OTHER COMMENTS:**

The next NMWA Board meeting is scheduled for February 9, 2022.

Mr. Thompson noted the following:

- For the remainder of 2023, there will be three in-person meetings (spring, fall and end of the year) and eight virtual.
- Municipal Council approved sufficient money to fund the Sewer Evaluation Study.

**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**  
**FEBRUARY 8, 2023**

**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 6:50 PM. The meeting was conducted by video conference.

**ROLL CALL:**

Board members present:

Gregory Nester  
Cyril Burke  
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 Mr. Simpson, seconded by Ms. Sanders, the NMWA Board approved the Minutes of the January 11, 2023 Authority Meeting. Mr. Burke abstained since he 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.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Mr. Thompson reminded the NMWA Board that he previously distributed a Professional Services Agreement (“PSA”) for 1011 New Hope Street and that the PSA is the standard agreement prepared by the Solicitor for all developments. He added that it has been signed by the developer and the requisite escrow amount has been paid.

On a motion by Mr. Burke, seconded by Mr. Simpson, the NMWA unanimously approved the Professional Services Agreement between the Norristown Municipal Waste Authority and Curren Terrace Excess Land LLC in connection with the proposed development at 1011 New Hope Street

**MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:**

Total Operation Disbursements for February	\$168,329.85
Capital Expenditures	\$20,900.42
<b>TOTALS FOR FEBRUARY</b>	<b>\$189,230.27</b>

On a motion by Mr. Simpson, seconded by Mr. Burke, the NMWA unanimously approved the monthly disbursements for February 2023 in the total amount of \$189,230.27.

**OTHER COMMENTS:**

The next NMWA Board meeting is scheduled for March 8, 2023 and will be virtual.

Ms. Cehula showed a slide representing the insert that will be included in the March sewer bill.

**ADJOURNMENT:**

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

SUBMITTED BY: BARRY THOMPSON

**NORRISTOWN MUNICIPAL WASTE AUTHORITY**  
**MINUTES OF THE MEETING**  
**MARCH 8, 2023**

**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 7:25 PM. The meeting was conducted by video conference.

**ROLL CALL:**

Board members present:

Gregory Nester  
Cyril Burke  
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 Mr. Burke, seconded by Ms. Sanders, the NMWA Board approved the Minutes of the February 8, 2023 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. Thompson stated that a tapping fee payment in the amount of \$68,900 for the development at 200 E. Logan Street was deposited in the Tapping Fee fund for future work in the collection system, and a rebate check in the amount of \$182,695.94 from PECO for installing energy saving equipment at the treatment plant was received and deposited in the Capital Fund for future improvements at the facility.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Mr. Thompson reminded the NMWA Board that he previously distributed a Professional Services Agreement (“PSA”) for 600 East Fornance Street and that the PSA is the standard agreement prepared by the Solicitor for all developments. He added that it has been signed by the developer and the requisite escrow amount has been paid.

On a motion by Mr. Burke, seconded by Ms. Sanders, the NMWA unanimously approved the Professional Services Agreement between the Norristown Municipal Waste Authority and K&K Acquisitions, LLC in connection with the proposed development at 600 East Fornance Street.

**MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:**

Total Operation Disbursements for March	\$160,890.69
Capital Expenditures	\$25,412.71
<b>TOTALS FOR MARCH</b>	<b>\$186,303.40</b>

On a motion by Ms. Sanders, seconded by Mr. Burke, the NMWA unanimously approved the monthly disbursements for March 2023 in the total amount of \$186,303.40.

**OTHER COMMENTS:**

The next NMWA Board meeting is scheduled for April 12, 2023 and will be in person at the Authority office.

Mr. Thompson noted that the Authority hired a new employee to assume responsibility primarily for the collection system.

**ADJOURNMENT:**

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

SUBMITTED BY:     BARRY THOMPSON

**NORRISTOWN MUNICIPAL WASTE AUTHORITY**  
**MINUTES OF THE MEETING**  
**APRIL 12, 2023**

**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-person at the NMWA office and by video conference.

**ROLL CALL:**

Board members present:

Gregory Nester  
Cyril Burke  
Sonya Sanders

Also in attendance:

Ken Ferris, Rudolph Clarke, LLC  
Kelly Cehula, NMWA  
Barry Thompson, Keystone Alliance Consulting

**PUBLIC COMMENT:**

Mr. Thompson thanked John Larson for his service and wished him well in his new position in private enterprise.

**APPROVAL OF MINUTES:**

On a motion by Mr. Burke, seconded by Ms. Sanders, the NMWA Board approved the Minutes of the March 8, 2023 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. Thompson explained the need to review the collection system and its ability to handle development in the Municipality. Josh Fox from HRG showed a slide presentation that documented the available capacity in the sewers serving the proposed developments at the site of the Kennedy Kenrick high school as well as the State Hospital. Mr. Fox discussed two sewer projects that will be undertaken in 2023 to address the condition of the sewers serving the Kennedy Kenrick development and expand the capacity of the sewers serving the State Hospital in the event there is significant development at some point in the future. Mr. Thompson concluded the presentation by stating that the Authority’s sewer system and wastewater treatment plant have sufficient capacity to serve development in the Municipality and in the case of the sewer system, there will be no issue with its condition.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Mr. Thompson reminded the NMWA Board that he previously distributed a Tapping Fee Agreement for the proposed development at 250 East Johnson Highway (previously the site of the Kennedy Kenrick High School) that phases the payment of tapping fees to coincide with the staging of development associated with the types of units to be constructed or remodeled. He added that the developer requested the installment payment plan and signed the Agreement.

On a motion by Ms. Sanders, seconded by Mr. Burke, the NMWA unanimously approved the Tapping Fee Agreement between the Norristown Municipal Waste Authority and Prosov, LLC in connection with the proposed development at 250 East Johnson Highway.

Mr. Thompson noted that he previously forwarded to the NMWA Board a Consulting Agreement that would allow John Larson to continue working for the Authority on assignments, as needed. The document was prepared by Ed and allows for either party to terminate the Agreement with little notice. Mr. Thompson stated that the Agreement will enable the Authority to utilize John’s expertise on several ongoing projects.

On a motion by Mr. Burke, seconded by Ms. Sanders, the NMWA unanimously approved the Consulting Agreement between the Norristown Municipal Waste Authority and John Larson.

**MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:**

Total Operation Disbursements for April	\$166,739.32
Capital Expenditures	\$81,430.07
<b>TOTALS FOR APRIL</b>	<b>\$248,169.39</b>

On a motion by Ms. Sanders, seconded by Mr. Burke, the NMWA unanimously approved the monthly disbursements for April 2023 in the total amount of \$248,169.39.

**OTHER COMMENTS:**

The next NMWA Board meeting is scheduled for May 10, 2023 and will be virtual.

Mr. Thompson indicated that the annual audit has been completed and will be distributed to the Board in the next day and the auditor will attend the May meeting. He also noted that PECO will be at the wastewater treatment plant on April 27<sup>th</sup> for a photo-op in connection with the rebate check given to the Authority for installing energy saving equipment.

**ADJOURNMENT:**

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

SUBMITTED BY: BARRY THOMPSON



**NORRISTOWN MUNICIPAL WASTE AUTHORITY**  
**MINUTES OF THE MEETING**  
**MAY 17, 2023**

**CALL TO ORDER:**

The May 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  
Cyril Burke  
Sonya Sanders

Also in attendance:

Kelly Cehula, NMWA  
Barry Thompson, Keystone Alliance Consulting

**PUBLIC COMMENT:**

Mr. Thompson noted that the change in the meeting date was advertised in the local newspaper.

**PRESENTATION OF AUDITOR:**

Ms. Anastasia Devlin of Bee Bergvall & Co. attended virtually and discussed the audited financial statements for 2022, 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 auditing firm issued a clean opinion on the financial statements, i.e., they were in compliance with accounting standards. She shared a presentation that compared the net position (assets less liabilities) and net operating income (revenue less expenses) for the last five years and noted that the net position has increased slowly during the time period while the net operating income is trending upward after the pandemic. She also showed a graph depicting the number of days in accounts receivable (or average time for a sewer bill to be paid) and commented that it has decreased since its peak during the pandemic. Finally, Ms. Devlin indicated that the Authority satisfied its financial requirements in terms of its bank loans.

On a motion by Ms. Sanders, seconded by Mr. Burke, the NMWA Board unanimously accepted the audit as presented.

**APPROVAL OF MINUTES:**

On a motion by Mr. Nester, seconded by Ms. Sanders, the NMWA Board approved the Minutes of the April 12, 2023 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. Thompson indicated that there was an adjustment to the accounts receivable (A/R) in April. He stated that a number of inactive accounts with outstanding balances were deemed uncollectible and written off the books to give a more accurate picture of the A/R. This action was undertaken after discussions with the Authority’s accountant and resulted in a reduction of the A/R by \$70,079.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Mr. Thompson explained that a request was made by a Board member to change the Authority’s meeting date to avoid a schedule conflict going forward. This was discussed with other members of the Board and an agreement was reached on a new meeting date and time. After consulting with the Solicitor, it was noted that the By-Laws would need to be amended to reflect the change in the date and time. Official action on amending the By-Laws to change the meeting date and time was moved to the next Authority meeting so that it could be placed on the agenda.

**MONTHLY DISBURSEMENTS TO VENDORS AND FOR PROFESSIONAL SERVICES:**

Total Operation Disbursements for May	\$155,286.67
Capital Expenditures	\$607,653.79
<b>TOTALS FOR MAY</b>	<b>\$762,940.46</b>

On a motion by Mr. Burke, seconded by Ms. Sanders, the NMWA Board unanimously approved the monthly disbursements for May 2023 in the total amount of \$762,940.46.

**OTHER COMMENTS:**

The next NMWA Board meeting is scheduled for June 21, 2023 and will be virtual.

Mr. Thompson indicated that representatives from PECO were at the wastewater treatment plant on April 27<sup>th</sup> for a photo-op in connection with the rebate check given to the Authority for installing energy saving equipment. He also noted that State Representative Scott and his Office Director toured the treatment facility on May 4<sup>th</sup>. Finally, he added that the engineer is planning to have bids for the Arch Street Sewer Project available for consideration at the June meeting.

**ADJOURNMENT:**

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

SUBMITTED BY:     BARRY THOMPSON