

**DELAWARE COUNTY REGIONAL  
WATER QUALITY CONTROL AUTHORITY  
100 EAST FIFTH STREET  
POST OFFICE BOX 999  
CHESTER, PENNSYLVANIA 19016**

**REGULAR MEETING**

**JANUARY 21, 2025 (VIRTUAL)**

**PRESIDING:** \_\_\_\_\_

**CALL TO ORDER:** \_\_\_\_\_

**ROLL CALL:**

**Board Members**

Ms. Billings  
Ms. Keffer  
Mr. Kern  
Mr. Martin  
Mr. Moss  
Mr. Mullen  
Mr. Nagle  
Ms. Nichols  
Mr. Schuster

**Advisors and Staff**

Mr. Rice	Mr. Willert
Mr. Lehman	Mr. DiSantis
	Mr. Hurst
	Mr. Lenton
	Mr. Cherico
	Mr. Garner

**PLEDGE OF ALLEGIANCE**

**ORDER OF BUSINESS**

**COMMENTS FROM THE PUBLIC:**

**2025 REORGANIZATION:**

- A. Election of Temporary Chairman**
- B. Election of Temporary Secretary**
- C. Election of Authority Officers for 2025**
  - 1. Chairman
  - 2. Vice Chairman
  - 3. Secretary
  - 4. Treasurer
  - 5. Assistant Secretary-Treasurer
- D. Chairman - Committee Appointments for 2025**
  - 1. Operations & Engineering
  - 2. Finance
  - 3. Human Resources and Administration
  - 4. Legal Liaison
  - 5. Strategic Planning and Goals
  - 6. Pension Board

## **APPOINTMENT OF ADVISORS FOR 2025**

- Pension Advisors
  - > CBIZ Investment Advisory Services, LLC Continues As Investment Advisor [CBIZ fee as Fiduciary Investment Manager for the Defined Benefit Pension Plan is .30% of assets]
  - > CBIZ Benefits & Insurance Services Continues To Provide Actuarial Services [2025 fee: \$27,500 for recurring services billable quarterly plus \$450 for pension benefit calculations]
- Financial Advisor (Public Financial Management, Inc.) [fee: \$35,000-\$45,000 for each bond issue]
- Solicitor (John Rice of Grim, Biehn & Thatcher [fee: Partners \$230/hr.; Associate Attorneys \$210/hr.] )
- Engineering Advisor (Weston Solutions, Inc.) [annual fee: \$12,000]

## **APPROVAL OF MINUTES:**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
that the minutes of the Regular Meeting of December 17, 2024, be approved as submitted.

## **REPORTS:**

1. Committees
  - a) Human Resources & Administration
  - b) Strategic Planning & Goals
  - c) Operations & Engineering
  - d) Finance
  - e) Pension
  - f) Legal Liaison
2. Chairman
3. Executive Director
4. Director of Engineering
5. Director of Operations & Maintenance
6. Solicitor
7. Other

## **OPERATING FUND PAYMENTS:**

1. Chief Financial Officer Report
2. Payment of Bills

Approval of Operating Statement, Statement of Fund Balances and List of Bills for the month of December 2024.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, that the statement and the list of bills in the amount of \$4,216,218.76 for the month of December 2024 contained in the Chief Financial Officer's Report be approved.

**CONSTRUCTION FUND PAYMENTS:**

1. Engineering Advisor's Report
2. Change Orders:
  - None at this time.
3. Contract Closeout and Final Payment Approval:
  - None at this time.
4. Payment of Bills:

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ as follows:  
(a) that the bills of contractors, engineers and others for construction costs, engineering services and related costs under the Renewal & Replacement Fund in the amount of \$620,422.75 are hereby approved; and (b) the requisitions on the Renewal & Replacement Fund under the Trust Indenture with TD Bank, in payment of said bills, are hereby approved pending approval by the Treasurer, and the proper officers be and are hereby authorized and directed to execute same.

**AUTHORIZATION TO ADVERTISE CONTRACTS:**

- Contract No. D-24-03 – Ultraviolet Disinfection System

**AWARD OF CONTRACTS:**

- Contract No. P2024-06 – Trash Removal/Recycle/Disposal And Grit/Screenings Relocation; Removal, Hauling & Disposal At Approved Landfill

**OLD BUSINESS:** None at this time.

**NEW BUSINESS:**

1. Authorization for Professional Services: (Capital Funds)
  - A. Pennoni – Proposal Dated October 11, 2024 – Professional Engineering Services For Permitting And Design Services For Lower Chichester Force Main – Total Amount Not To Exceed \$30,000.00 (Capital Funds)
2. Authorization for Professional Services: (Operating Funds)
  - A. HACH Company – Proposal Dated December 3, 2024 – Professional Services For The Coverage And Support Of RTC Channel, Includes Ongoing Priority Tech Support, Remote Monitoring, System Alerts, And Monthly Reports. This Also Covers All Parts, Labor, And Travel For Onsite Repairs Of The RTC – Total Amount Not To Exceed \$14,275.00 (Operating Funds)

- B. LRM, Inc. – Proposal Dated December 12, 2024 – Professional Instrumentation Service For Incinerators #1 And #2 Annual Calibrations – Total Amount Not To Exceed \$12,000.00 (Operating Funds)
  - C. LRM, Inc. – Proposal Dated December 12, 2024 – Professional Instrumentation Service For Flow Meter Calibrations At The WRTP And Pump Stations – Total Amount Not To Exceed \$14,000.00 (Operating Funds)
  - D. Cavallo Environmental Services, LLC – Proposal Dated January 3, 2025 – For Professional Services To Prepare The 2025 Pollutant Minimization Plan (PMP) Annual Report – Total Amount Not To Exceed \$15,000.00 (Operating Funds)
  - E. Material Matters – Proposal Dated January 7, 2025 – Professional Services For General Support And Advice – Total Amount Not To Exceed \$25,000.00 (Operating Funds)
3. Authorization To Purchase:
- Edwin Elliot & Co. – Quote Dated January 12, 2025 – For The Purchase Of Two (2) 24” Model VM Lugged Body Wey Valves And Two (2) Rotork IQ3 Size 20 Electric Actuators – Total Amount Not To Exceed \$64,260.00 (Capital Funds)

**EXECUTIVE SESSION:**

**ADJOURNMENT:** \_\_\_\_\_