

BCWSA



**MINUTES OF THE ANNUAL REORGANIZATION MEETING  
BUCKS COUNTY WATER & SEWER AUTHORITY  
JANUARY 10, 2024**

**PRESENT:** John Cordisco; Bryan Allen; Michael Schwartz; Raymond Richardson and Michael Fehrle

Benjamin W. Jones, CEO; Russell Dunlevy, P.E., Steven Hartman, P.E., Randall C. Flager, Esquire; Scott Holbert, Esquire; Jason Hillaert, CFO; Anne M. O'Toole, Executive Assistant to the CEO and Sarah Schaffer, Administrative Assistant

**CALL TO ORDER:**

Mr. Cordisco, Chairman called the Annual Reorganization Meeting of the BCWSA to order at 9:30 am.

**PLEDGE OF ALLEGIANCE**

Those present, pledged allegiance to the Flag of the United States of America.

**APPOINTMENT OF TEMPORARY CHAIRMAN:**

BCWSA's Chairman welcomed the new member, Michael Fehrle to the Board of Directors and appointed the Solicitor, Randall Flager as temporary Chairman.

**NOMINATIONS FOR OFFICE/ELECTION OF OFFICERS:**

Mr. Flager solicited nominations for the Offices of the Board of Directors of BCWSA. Mr. Allen moved, Mr. Richardson seconded the motion that unanimously elected Mr. John Cordisco, to the Office of Chairman; Mr. Bryan Allen to the office of Vice Chairman, Mr. Michael Schwartz, to the Office of Secretary; Mr. Raymond Richardson, to the Office of Treasurer and Mr. Michael Fehrle, to the Office of Asst. Secretary Treasurer.

The Solicitor closed the nominations, congratulated all of the new officers and turned the meeting over to the Chairman to conduct the remainder of the meeting.



BCWSA  
1275 Almshouse Road, Warrington, PA 18976  
Phone: 215.343.2538  
[www.bcwsa.net](http://www.bcwsa.net)



***SIGNATORIES OF AUTHORITIES FUNDS:***

Mr. Schwartz moved, Ms. Richardson seconded the motion that unanimously approved any two of a group consisting of the Officers of BCWSA and/or the CEO and the CFO be authorized to sign checks for BCWSA and escrow funds with Developers.

***APPOINTMENTS:***

***Solicitors***

Mr. Schwartz moved, Mr. Richardson seconded the motion that unanimously approved the reappointment of Flager and Associates as BCWSA's Solicitor for the Year 2024.

Mr. Schwartz moved, Mr. Richardson seconded the motion that unanimously approved the list of Solicitors for special projects and conflict work for the Year 2024 as outlined on the list attached to the Minutes.

***Engineers***

Mr. Richardson moved; Mr. Schwartz seconded the motion that unanimously approved the reappointment of Gilmore & Associates as BCWSA Engineer for the Year 2024.

Mr. Richardson moved, Mr. Schwarz seconded the motion that unanimously approved the list of consulting engineers for special projects and conflict work and the emergency contractors list for the Year 2024 as outlined on the list attached to the Minutes.

***Special Projects; Communication Support Services***

Mr. Schwartz moved, Mr. Richardson seconded the motion that unanimously approved the Ceisler Media Communications firm for special projects and communication support services for the Year 2024.

***Bond Counsel***

Mr. Schwartz moved, Mr. Richardson seconded the motion that unanimously approved the firm of Curtin & Heefner (Ernest Closer) as Bond Counsel for the Year 2024.



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**2024 Insurance Incumbents**

**Insurance Brokers**

Mr. Schwartz moved, Mr. Richardson seconded the motion that unanimously approved the list of Insurance Brokers as outlined on the list attached to the Minute for the Year 2024.

**Insurance Consultants**

Mr. Schwartz moved, Mr. Richardson seconded the motion that unanimously approved Insurance Buyers Council Inc., (Rick Schultz) as the Insurance Consultant for the Year 2024.

**Accounting / Audit**

Mr. Schwartz moved, Mr. Allen seconded the motion that unanimously approved the firm of Zelenkofske and Axelrod as Auditor for the Year 2024.

**Financial Investment/Advisors**

Mr. Schwartz moved, Mr. Richardson seconded the motion that unanimously approved RBC Capital Markets, LLC as Financial Investment Advisors for the Year 2024.

**CONFERENCES:**

Mr. Allen moved, Mr. Schwartz seconded the motion that unanimously approved attendance of Board Members and Management Employees at the Conferences for the Year 2024, as outlined on the list attached to the Minutes.

**BANKING:**

Mr. Schwartz moved, Mr. Richardson seconded the motion that unanimously approved Fulton Bank as depository for Authority's accounts as outlined on the attachment and Republic Bank as the Bank of record to hold and maintain Developers Escrow for the year 2024.

**MEETING SCHEDULE:**

Mr. Schwartz moved, Mr. Allen seconded the motion that unanimously approved that the Regular Board Meetings for the Year 2024 be held on the fourth 4<sup>th</sup> Wednesday of each month at 9:30 am.



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**ADJOURNMENT:**

Mr. Allen moved, Mr. Schwartz seconded the motion that unanimously adjourned the Meeting.

02-28-24  
DATE

  
SECRETARY

**NEXT REGULAR BOARD MEETING: IMMEDIATELY FOLLOWING**



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**2024 Approved Appointments  
Attachment**

***Solicitor:***

Randall Flager, Flager & Associates

***Special Projects/ Conflict Work***

Jeffrey P. Garton, Esquire  
Curtin & Heefner (Ernest Bucky Closser)  
Grim Biehn & Thatcher (Matthew Hoover)  
Hill Wallack David Truelove, Esquire  
Hawke, McKeon & Sniscak (Tom Sniscak)  
Joseph Pizzo & Associates, LLC  
Obermeyer, Rebmann, Maxwell & Hipple

**Special Projects/Communication Support Services**

Ceisler Media Communications

***Bond Counsel:***

Curtin & Heefner (Ernest Closser)

***Engineer:***

Gilmore & Associates (Russell Dunlevy, PE)

***Special Projects/Conflict Work***

Carroll Engineering Corp. (Steve Hartman)  
Jones Engineering Associates (J. Jones, P.E.)  
ACRI Environmental Group  
Howard Woods & Associate, LLC  
Gannett Fleming Engineers (Geo Decisions)  
Pennoni Associates (M. Conallen)  
Arro Engineering (Birmingham)  
McCormick and Taylor (Patrick Guise)  
T & M Associates Engineering  
1SEO (Lance Bachmann) (Shock IT)

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**Emergency Contractors List  
Staff/Eng. recommendations**

Almeida & Hudak Contractors  
R&S Generators Contractors  
Joao & Bradley  
Joseph Jingoli & Son

***Insurance Brokers:***

AON Insurance (Andrew Corrigan)  
CBIZ (Donna Tremblay)

***Insurance Consultants:***

Insurance Buyers' Council, Inc. (R. Schultz)

***Accounting/Audit Incumbents***

Zelenkofske & Axelrod

***Financial Investment/Advisors: Incumbents***

RBC Capital Markets LLC

***Special Projects***

Public Investment Advisors – Caine Mitter, Victor Chang –  
CBIZ David Reid (Actuary/OPEB)

**Authorize attendance of Board Members and Management Employees at 2024**

**Conferences:**

American Water Works Association & Affiliates	(AWWA)
Water Pollution Control Federation	(WPCF)
Pennsylvania Municipal Authorities Assoc.	(PMAA)
Water Environment Federation & Affiliates	(WEF)
International Water Association	(IWA)
National Association of Water Companies	(NAWC)
National Association of Clean Water Agencies	(NACWA)
Society for Human Resource Management	(SHRM)
Government Officers Finance Association	(GFOA)

**Reaffirm the following Banking Institution as the depository for Authority's Accounts as set forth below:**

**FULTON BANK**

General Fund

Daily Deposit Revenue

NSC

HRA

Neshaminy Operating Account

Payroll Account  
Health & Welfare Checking Account  
Sales of Service  
Developers(s) Escrow Republic Bank  
Amy Osborn & Jennifer Bevier

**Fulton Trust**

**Sewer System and Water System (Each respectively)**

Revenue Funds  
Settlement Funds  
Bond Redemption & Improvement Funds  
Maintenance Reserve Funds  
Debt Service Funds  
Debt Service Reserve Funds  
Debt Service Reserve Fund Restrictive Yield  
Construction Funds  
Bond Escrow Funds  
Investment Collateral Funds

*Investments/ Line of Credits (LOC)*

Fulton Bank, PNC Bank, Truist Bank (formerly BB&T)  
QNB (LOC)

**Authorization to pay invoices before Board approval for the following:**

Collective Bargaining Group Contract Obligations  
Communication Infrastructure  
Compliance with Regulating Agencies (DRBS, PA DEP, Etc.)  
Computer, Billing Services, and Related Items  
Customer Refunds  
Emergency Repairs for Operations  
Fuel Purchases  
Insurance Policies  
Ongoing Repairs & Maintenance  
Operating Expenses Via Credit Card  
Payroll and Related Items  
Purveyors of Water and Sewage Treatment Services  
Recurring Bills Under Contract  
Utilities