

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY  
BOARD MEETING MINUTES  
April 23, 2009**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Wednesday, April 23, 2009, at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania, 19055.

**Call to Order**

Mr. Verduci, Chairman, called the meeting to order at 7:00 P.M., which was followed by the Pledge of Allegiance and a moment of silence.

**Roll Call**

Mrs. DeRosier, Secretary, took roll call as follows:

Board Member's Present: Edmund Armstrong  
John Monahan  
Susan DeRosier  
James Chase  
Anthony Verduci  
Edward Czyzyk

Also Present: Pat Koszarek, Finance Director  
Vijay Rajput, Director of Operations  
Gary Tosti, Plant Manager  
Vince Capaldi, Superintendent, WTP  
Mickey Perrone, Asst. Superintendent, WTP  
Nancy Burnell, Supervisor, Meter Department  
James A. Downey III, Esquire  
Robert Serpenti, Consulting Engineer

Absent: Janet A. Keyser, Managing Director (due to surgery)

**Public Participation**

There was no public participation.

**Approval of payment of the April 2009 Accounts Payable as presented to the Board of Directors.**

**Motion**

Mr. Monahan made a motion, seconded by Mr. Chase, to approve the payment of the April 2009 Accounts Payable as presented to the Board of Directors.  
Motion carried unanimously.

**Approval of the March 18, 2009 Minutes as Presented to the Board of Directors**

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, to approve the Board meeting minutes for March 18, 2009 as presented to the Board of Directors.

Motion carried unanimously.

**Pretreatment Variances**

Mrs. Wallover reported on the following Pretreatment Variances:

**Papa John's Pizza – 7809 New Falls Road, Levittown. Permit F054-2009. Eric Danford, owner present**

This facility was recently purchased and the new owner is requesting a variance from the installation of an exterior baffled grease trap. The facility currently has an exterior 1,000 gallon grease trap. The trap is a single compartment. The Authority's Resolution requires a 1,000 gallon two (2) compartment baffled grease trap.

After further discussion the following motion was made:

**Motion**

Mr. Armstrong made a motion, seconded by Mr. Czyzyk, to grant a six (6) month temporary permit with quarterly testing.

Motion carried unanimously.

**CiCi's Pizza – Proposed Tenant at Levittown Town Center.**

Facility is requesting floor drains in the kitchen area do to safety issues. The floor drains will then be piped to an exterior 1,250 gallon grease trap.

There was no one from CiCi's Pizza present.

**Motion**

Mr. Armstrong made a motion, seconded by Mr. Chase, to table any action for CiCi's Pizza until a representative is present.

Motion carried unanimously.

**Charlie's One Stop Deli – 1601 Edgely Avenue, Levittown – Temporary Permit F155-2009.**

This facility was recently purchased and the new owner is requesting a variance from the installation of an exterior baffled grease trap. The facility was previously granted a variance for an internal 50 lb. grease trap with quarterly monitoring for TSS and Oil & Grease. The new owner is requesting a variance be granted with the same conditions as those imposed on the previous owner.

After further discussion the following motion was made:

**Motion**

Mr. Monahan made a motion, seconded by Czyzyk, to grant the variance request to continue using the existing internal 50 lb grease trap with quarterly monitoring for TSS and Oil & Grease.  
Motion carried unanimously.

**Gerome's Sausage – 934 Woodbourne Road, Levittown – Temporary Permit F175-2009 owner Mike Gerome, Sr., present.**

Mr. Gerome was previously granted a variance for an internal 50 lb. grease trap with quarterly monitoring for TSS and Oil & Grease. He has since relocated his business and equipment to a new location due to a fire. Mr. Gerome is requesting a variance for the same 50 lb grease trap with the same quarterly monitoring for TSS and Oil & Grease.

After further discussion the following motion was made:

**Motion**

Mr. Armstrong made a motion, seconded by Mr. Czyzyk, to grant the variance request for the 50 lb grease trap with quarterly monitoring for TSS and Oil & Grease.

**Roll Call on the Motion**

|               |         |
|---------------|---------|
| Mr. Verduci   | Abstain |
| Mr. Czyzyk    | Aye     |
| Mr. Chase     | Aye     |
| Mr. Armstrong | Aye     |
| Mr. Monahan   | Aye     |
| Mrs. DeRosier | Aye     |

Motion carried 5 Aye votes – 1 Abstention.

**Solicitor's Report – James A. Downey III, Esquire**

**Executive Session**

At 7:16 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 8:32 P.M. Mr. Downey stated that during the executive session litigation and personnel matters were discussed. Mr. Downey is requesting that the Board make two (2) motions.

**Motion**

Mr. Armstrong made a motion, seconded by Mr. Chase, to terminate employee number 400 (JP).  
Motion carried unanimously.

**Motion**

Mr. Armstrong made a motion, seconded by Mr. Czyzyk, to extend the contract negotiations of the United Auto Workers to make a last, best and final offer to the union within one week of tonight's meeting. After that offer is made, the union will have no later than one (1) week prior to the next Board meeting, May 28<sup>th</sup> 2009, within which to reply.  
Motion carried unanimously.

**CiCi's Pizza – Proposed tenant at Levittown Town Center –representatives for CiCi's Pizza present.**

Facility is requesting floor drains in the kitchen area do to safety issues. The floor drains will then be piped to an exterior 1,250 gallon grease trap.

**Motion**

Mrs. DeRosier made a motion, seconded by Mr. Armstrong, to reverse the motion made earlier to table any action for CiCi's Pizza until a representative is present.  
Motion carried unanimously.

Representatives of CiCi's Pizza, Mike Donahue and Bob Murphy, informed the Board that in order to insure the employee's safety, a request is being made for the installation of six (6) floor drains and one (1) trench drain in the kitchen area. This is to also prevent any potential overflow of all plumbing leaks to protect the tenant next to them. It will also satisfy any requirements made by the Health Department.

**Motion**

Mr. Armstrong made a motion, seconded by Mr. Monahan, to grant the installation of the six (6) floor drains and one (1) trench drain for CiCi's Pizza, proposed location at the Levittown Town Center.  
Motion carried unanimously.

**Finance Director**

Mrs. Koszarek reported as follows:

- Revenue Account Balance : \$2,657,445.48
- Penn Vest Account Balance: \$ 770,778.05
- Current Penn Vest Loan Balance: \$ 411,420.61

**Year to Date Payroll Reports**

Mrs. Koszarek informed the Board that there has been a change in the Year to Date Payroll Reports that are sent to the Board Directors. Mrs. Koszarek further stated that it was brought to her attention by Mr. Armstrong that he was concerned that employees were listed twice on that particular report. This situation was addressed in the past. When an employee receives more than one check their name is listed twice. Mrs. Koszarek called ADP and made the requested changes to the report which was given to the Board for review. Mrs. Koszarek stated that the Board should be aware that if an employee receives multiple checks it will look like they received more than their regular pay.

**Director of Operation's Report**

Dr. Rajput reported on the following items:

**Contract WWTP-297: Furnish and Supply #2 Heating Oil, Propane and Off Road Low Sulfur Diesel Fuel (Bucks County Consortium)**

The Authority again participated in the Bucks County Consortium's fuel bidding. Bids were opened on March 30, 2009 by the Bucks County Consortium for the purchase of various fuels. The results of these bids, along with supporting documents, were forwarded to us for review and award consideration. Since our delivery is less than 6,000 gallons, we fall under the bid category of less than 6,000 gallons. Under this category, Sunoco, Inc. (R&M), located at 4041 Market Street, Aston, PA 19014, is the lowest bidder for propane, #2 heating oil, and off-road sulfur. Based on review of the bid results it is recommended awarding Contract WWTP-297 Furnish and Supply #2 Heating Oil, Propane and Off Road Low Sulfur Diesel Fuel (Bucks County Consortium) to Sunoco, Inc. (R&M) located at 4041 Market Street, Aston, PA 19014.

**Motion**

Mr. Monahan made a motion, seconded by Mr. Chase, to award Contract WWTP-297 Furnish and Supply #2 Heating Oil, Propane and Off Road Low Sulfur Diesel Fuel (Bucks County Consortium) to Sunoco, Inc. (R&M), located at 4041 Market Street, Aston, PA 19014  
Motion carried unanimously.

**Addition of Anthracite Coal Media to the Existing four (4) High Rate Dual Media filters at the Water Treatment Plant**

As per the requirements of PADEP and based on inspection of anthracite media, the Authority will need to add approximately 4 to 6 inches of Anthracite coal media to each of the four (4) existing filters. Dr. Rajput is in the process of obtaining quotations to purchase the media. The required technical specification sheets for the media for obtaining the quotations have been prepared. Approximately 1,321 cubic feet or approximately 35 tons of media will be required. One quotation has already been received. The total cost of media is estimated to be approximately \$7,000 to \$8,000 plus transportation cost. The cost of media is expected to be in the range of \$230 to \$240 per ton. This project should start within the next two to three weeks.

**Motion**

Mr. Monahan made a motion, seconded by Mr. Chase, giving Dr. Rajput permission to continue with receiving quotes for the Addition of Anthracite Coal Media to the Existing four (4) High Rate Dual Media Filters at the Water Treatment Plant.  
Motion carried unanimously.

**Emergency Power Generators for Bloomsdale and Lowe Lane Sewage Pump Stations.**

On April 4, 2009 the existing mobile emergency power generator that was being used at the Bloomsdale Sewage Pump Station failed. This generator is old and beyond repair. This generator was also being used at the Low Lane Sewage Pump Station for emergency power generation to operate the pump station during power outage/failures. Since the Authority cannot operate the pump stations without power, there could be a serious environmental consequence during any power outage. Therefore, it is essential that the Authority have an emergency power supply generator at all times. This was discussed with James A. Downey, III, Esquire and he concurred that this is an emergency situation and thus this project is exempt from public bidding.

**Request for the installation of an Antenna/Microwave Disc at the Administration Building Radio Tower and at the Highland Park Water Storage Tank**

The Authority has received an inquiry/request from FMHC Company, clear wire company for the installation of their antenna and microwave disc at the Authority's existing radio tower located at the administration building and the Highland Park water storage tank. Dr. Rajput informed the representative from FMHC that for security, liability and structural reasons the Authority might be reluctant to install any of their equipment. The company would require 24 hour, 7 days a week access to the site or a 24 hour emergency contact.

Mr. Downey stated that these entities have submitted documents before in the format of a lease. Mr. Downey suggested that Dr. Rajput obtain a copy of the lease and he would be glad to review it and pass along his recommendations to the Board. Dr. Rajput stated that he was given information; however, he did not include it in his report tonight. If the Board has an interest then we can go further.

Mr. Chase stated that one of the sticking points before has been that the lease was open ended for them, but not for the Authority. If they chose to renew it, it was renewed.

Mr. Downey added that it is up to the Board, but suggested that he be given a copy so he can review it and see if it is even worthwhile.

**Contract WTP-296: Furnish and Provide Services for Tree Trimming and Removal**

Bid specifications will be completed shortly for this project and bids will be received on May 21, 2009. Bid results will be brought before the Board for approval at their May 28, 2009 meeting.

**PENNVEST**

Dr. Rajput informed the Board that he and Mrs. Koszarek attended a meeting with the DEP and Penn Vest on Wednesday April 22<sup>nd</sup>. Dr. Rajput presented a list of projects that were discussed.

Last month the Board authorized Mrs. Koszarek to proceed with procuring Maryanne Crockett, a grant writer with William G. Major & Associates. Mrs. Koszarek and Dr. Rajput met with Ms. Crockett and together they developed a list of projects. These projects were presented at a meeting held on Wednesday, April 23<sup>rd</sup> with the representatives from DEP and Pennvest. The meeting was to determine if the Authority would be eligible for any money. They have a rating system which allows them to determine who is eligible.

Dr. Rajput stated that the Grant Money generally goes to those facilities that are in poor condition, non-compliance, etc. Mrs. Koszarek added that the other item that is going to hurt us is that fact that our rates are so low.

Whatever the Board's decision tonight, there are two (2) Resolutions that need to be passed. The resolutions would be giving us permission to present this to Penn Vest. It does not lock you into anything.

### **Questions/Comments**

Mrs. DeRosier asked, with the Authority's lower rates, does our location and economic situation factor into this. Mrs. Koszarek replied that a portion of the Authority is in that economic area and apportion is not. We were informed that our rates should be between 1% and 2% of our median income and our lowest median income still would put us below what the 1% is let alone the 2%. Our rates are well below that at this time.

Mr. Czyzyk suggested that Mrs. Koszarek contact the State Representatives that service our areas to see if they could assist us in any way.

After further discussion, the following motion was made:

### **Motion**

Mr. Czyzyk made a motion, seconded by Mr. Monahan, giving permission to Mrs. Koszarek and Dr. Rajput to continue with the process of applying for the grant money.

Motion carried unanimously.

The remainder of Dr. Rajput's report is for informational purposes for the Board.

### **Supervisors Reports**

The Supervisor's Reports are for informational purposes for the Board.

- |                                 |                            |
|---------------------------------|----------------------------|
| • Vince Capaldi, Superintendent | Water Treatment Plant      |
| • Gary Tosti, Plant Manager     | Wastewater Treatment Plant |
| • Phil Smythe, Field Technician | Wastewater Treatment Plant |

### **Old Business**

### **New Billing System**

Mrs. Koszarek stated that she believes that the Board was supplied with a sample copy of the new bills. We are almost ready to go live. The conversion has taken slightly longer than anticipated but we should be ready to go live within a week. With the new bills we will be able to include the flushing schedule along with any other important information for our customers. This will save on printing costs, postage, etc.

**New Business**

**Credit Card Information**

Mrs. Koszarek informed the Board that the Authority is going to be doing away with three (3) of its charge card equipment. We are going down to one (1) at the Administration office, which is used the most. By doing this we will be saving quite a bit of money.

**Time Clocks**

We are in the process of purchasing a new time keeping system and time clocks. This is not something that we chose to do it was basically mandatory. This is due to the fact that the older time clocks (hand link) at both plants are obsolete, therefore they are not covered any longer.

**PMAA Asset Management**

Mrs. Koszarek stated that once she can get together with Dr. Rajput she will be distributing information for a long range plan on items that need to be replaced.

**Fraud**

Mrs. Koszarek reported that the Authority was a victim of fraud. Lauren Marterella had ordered a Nextel phone and as she was checking certain things she noticed that someone had ordered \$1700 worth of merchandise. Mrs. Marterella stated that someone latched onto an email that Nextel sent to the Authority. That is how they retrieved all the information. The fraud department should be contacting the Authority shortly.

**Public Participation**

There was no public participation.

**Adjournment of Board Meeting**

Mr. Armstrong made a motion, seconded by Mr. Chase, to adjourn the Board meeting at 9:25 P.M.  
Motion carried unanimously.

Respectfully Submitted by:

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Susan DeRosier, Secretary

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