

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY
BOARD MEETING MINUTES
June 25, 2009**

REVISED

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, June 25, 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, Solicitor

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

Public Participation

There was no public participation.

Formal Ratification

**Clerical/Meter Reading Personnel CBA 2009-2011,
Plants CBA 2009-2011, Supervisors CBA 2009-2011**

Mr. Chase made a motion, seconded by Mr. Czyzyk, to ratify and approve as presented the Clerical/Meter Reading Personnel CBA 2009-2011, Plants CBA 2009-2011, and the Supervisory/Technical Employees' CBA 2009-2011 contracts.

Motion carried unanimously.

Approval of the 2008 Audit/Finance Statement – Peter Place, CPA, Lopez, Teodosio & Larkin

Peter Place, Auditor for the Authority, gave a presentation of the 2008 Financial Audit. The Board will review the Audit and vote on it at the September 24th meeting.

Approval of payment for the June 2009 Accounts Payable as Presented

Motion

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

Motion carried unanimously.

Approval of the May 28, 2009 Minutes as Presented

Motion

Mr. Monahan made a motion, seconded by Mr. Chase, to approve the Board meeting minutes for May 28, 2009 as presented to the Board of Directors.

Roll Call on the Motion

| | |
|---------------|---|
| Mr. Verduci | Aye |
| Mr. Czyzyk | Abstain (not present at the May 28, 2009 meeting) |
| Mr. Armstrong | Aye |
| Mr. Chase | Aye |
| Mr. Monahan | Aye |
| Mrs. DeRosier | Aye |

Motion carried 5 Aye votes – 1 Abstention

Pretreatment Variances

Philly Style Soft Pretzel Bakery – 920 Woodbourne Road, Levittown Permit F145-2008 (10-22/2008 – 10/21/2009)

James Rossi, owner of this facility, was previously granted a variance for an internal 40 Lb grease trap with quarterly monitoring for TSS and O&G. Mr. Rossi is now requesting a decrease in the sampling frequency from quarterly to semi-annually. He has performed two (2) quarterly sample analyses for TSS and O&G and has passed both sets of samples.

Motion

Mr. Monahan made a motion, seconded by Mr. Chase, to grant the request made by Mr. Rossi, owner of Philly Style Soft Pretzel Bakery, located at 920 Woodbourne Road, Levittown, to decrease the testing schedule from quarterly to semi-annual.

Roll Call on the Motion

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

Motion carried 5 Aye votes – 1 Abstention

Solicitor's Report – James A. Downey, Solicitor

Executive Session

At 7:27 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 8:47 P.M. Mr. Downey stated that during the executive session on-going litigation and personnel matters were discussed.

Director of Operation's Report

Dr. Rajput reported on the following items:

L.D.Davis Building – Garage Door Installation

Dr. Rajput stated that he would like to start parking the jet trucks and camera trucks in the L.D. Davis Building. In order to accomplish this the Authority needs to install two (2) side garage doors. One garage door was installed during 2008. Dr. Rajput is requesting Board approval to purchase a second garage door. The estimated cost of furnishing and installing the second door is approximately \$8,500. The cost would not exceed \$9,000.

Motion

Mr. Armstrong made a motion, seconded by Mr. Czyzyk, to approve the expenditure of no more than \$9,000 to install a second garage door at the L.D. Davis Building.
Motion carried unanimously.

Repairing Water Line Break at the Water Treatment Plant

On June 2, 2009, a main break occurred at the Water Treatment Plant. It was discovered that the existing 4 inch water line which supplies water to the Plant had a shear break in the concrete encased portion. It is located approximately four (4) feet below the 24 inch high service pump discharge main which feeds the entire water distribution system. The four (4) inch water line is located approximately eight (8) feet below the existing grade. It was a very difficult location considering that there is an active gas line, a 24 inch main water supply line, and an eighteen (18) inch filter back wash drain pipe, and a six (6) inch filter back wash line. The field crew as well as Water Plant personnel did an excellent job in locating and repairing the water line break.

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

Finance Director's Report

Mrs. Koszarek reported as follows:

Board Meetings – July and August 2009

Mrs. Koszarek asked the Board if they would like to make a motion to suspend both the July and August 2009 Board meetings with the next regularly scheduled Board meeting being Thursday, September 24, 2009.

Motion

Mr. Armstrong made a motion, seconded by Mr. Czyzyk, to suspend the July and August 2009 Board meetings. The next scheduled Board meeting will be held on Thursday, September 24, 2009.
Motion carried unanimously.

Water Quality Report

Mrs. Koszarek stated that the Water Quality Report this year was done mainly in-house. Mrs. Koszarek stated that Dr. Rajput and Jennifer Smythe did an excellent job in re-formatting the report. Our Meter Readers, on rainy days, labeled all 20,000 envelopes. In doing this we were able to save several thousand dollars.

The Administration office has changed the format of the billing. We now have the ability to include mailings that would normally go out to our customers separately with the quarterly billings.

Red Flag Rule

Because the Authority is required to implement a Red Flag Rule, Mrs. Koszarek asked the Board Directors for permission to do the research and whatever we come up with will be distributed to the Board for their approval.

Mr. Downey explained that the Red Flag Rule is an identity theft program and that a motion is required. The Authority is required to create a system by which we would be able to assist any of our customers that is a victim of identity theft.

Motion

Mr. Czyzyk made a motion, seconded by Mr. Monahan, giving Mrs. Koszarek permission to create a policy regarding the Red Flag Rule and to take a phone poll of the Board Directors to approve said policy.
Motion carried unanimously.

Supervisors Reports

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

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

Water Main Break at Water Treatment Plant

Mr. Capaldi, Superintendent at the Water Treatment Plant, advised the Board that with all the shut downs that were done at the Water Plant in preparation for the water main break repair, there was not one interruption in water service to our customers. This was all due to the diligence of the workers at the Water Plant, as well as the field crew. It was a very coordinated effort all around.

Mr. Chase asked that a letter of commendation be given to all the employees that were involved in repairing the water main break.

Old Business

There was no old business brought before the Board at this time.

New Business

Water Quality Reports

Mrs. Koszarek stated that Nancy Burnell and her entire meter department performed an excellent job in getting the Water Quality Reports out in a timely fashion.

Website

Mr. Verduci stated that he has been told that the Authority has had the same website since November 2008. Mrs. Koszarek replied that this is the next thing that she is going to address.

WWTP – Painting

Mr. Armstrong stated that it is his understanding that the paint has finally been purchased for the Wastewater Treatment Plant. Dr. Rajput stated that this work should be started within the next two (2) weeks.

Public Participation

There was no public participation.

Adjournment of Board Meeting

Mr. Czyzyk made a motion, seconded by Mr. Chase, to adjourn the Board meeting at 8:06 P.M.
Motion carried unanimously.

Respectfully Submitted by:

Susan DeRosier, Secretary

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