

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY  
BOARD MEETING MINUTES  
November 18, 2009**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, November 18, 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**

Mr. Armstrong, Assistant Secretary, took roll call as follows:

Board Member's Present: Edmund Armstrong  
John Monahan  
Susan DeRosier (arrived at 7:03 PM)  
James Chase  
Anthony Verduci

Also Present: Janet A. Keyser, Managing Director  
Pat Koszarek, Finance Director  
Vijay Rajput, Director of Operations  
Gary Tosti, Plant Manager  
Phil Smythe, Field Technician  
Vince Capaldi, Superintendent, WTP  
Mickey Perrone, Asst. Superintendent, WTP  
Nancy Burnell, Supervisor, Meter Department  
James A. Downey III, Esquire

Absent: Edward Czyzyk

**Public Participation**

There was no public participation.

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

**Motion**

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

**Questions/Comments:**

Mr. Verduci questioned the following invoice:

- Meterpro Services, Inc.  
Invoice #9425, 9424, 9423, 9408  
8" Sensus MMP Propeller Mtr, Meter Supplies (Capital Project) 18" Meter Frames  
Amount: \$25,585.62

Mrs. Koszarek replied that the above invoice is for meters and meter supplies which is an ongoing project.

Motion carried unanimously.

**Approval of the October 22, 2009 Minutes as Presented to the Board of Directors**

**Motion**

Mr. Monahan made a motion, seconded by Mr. Chase, to approve the Board meeting minutes for October 22, 2009 as presented to the Board of Directors.

Motion carried unanimously.

**Pretreatment Variances**

**Papa John's Pizza – 7809 New Falls Road, Levittown. Temporary Permit F054-2009 04/29/2009 – 10/29/2009 – Dennis Ehrnana, owner present.**

The facility was previously granted a temporary permit for the continual use of an existing 1,000 gallon single compartment exterior grease trap with quarterly monitoring for TSS and Oil & Grease. The Facility performed sample analysis on 5/20/09 and 9/30/09 and passed all parameters at each sampling.

After some discussion the following motion was made.

**Motion**

Mr. Armstrong made a motion, seconded by Mr. Monahan, to accept the use of the existing 1,000 gallon single compartment exterior grease trap with quarterly monitoring for TSS and Oil & Grease with the understanding that if problems develop, the Board can rescind the waiver.

Motion carried unanimously.

**Director of Operations Report**

Dr. Rajput reported on the following items.

**Contract WWTP-294: Rehabilitation of Kenwood Sewage Pump Station**

Bids were received on November 10, 2009 for the above project. The tabulation of bid results is listed below. Municipal Maintenance, Inc. submitted the lowest total base bid. After a review of all contract documents, it is recommended awarding Contract WWTP-294: Rehabilitation of Kenwood Sewage Pump Station to Municipal Maintenance, Inc., located at 1352 Taylors Lane, Cinnaminson, NJ 08077 with their total base bid amount of \$1,064,500.00.

No.	Bidder	Total Base Bid Price
1	<b>Municipal Maintenance, Inc. 1352 Taylors Lane Cinnaminson, NJ 08077</b>	<b>\$1,064,500.00</b>
2	Walabax Construction Services 2930 Clymer Avenue Telford, PA 18969	\$1,216,000.00

**Motion**

Mr. Armstrong made a motion, seconded by Mr. Chase, to award Contract WWTP-294 Rehabilitation of Kenwood Sewage Pump Station to Municipal Maintenance, Inc., 1352 Taylors Lane, Cinnaminson, NJ 08077 with their total base bid price of 1,064,500.00.  
Motion carried unanimously.

**Replacement of 6-Inch Water Main at Macintosh Road, Levittown**

On November 9, 2009, the Authority started replacing approximately 300 lineal feet of the existing 6 inch cast iron water main located on Macintosh Road in the Millcreek section. With all the work being done in house, the work should be completed by November 16, 2009. Dr. Rajput would like to thank the Filed Crew for a job well done.

**Installation of Water Meters at the Existing Multi-Unit Complexes (Apartments)**

On October 30, 2009, Dr. Rajput met with James Downey, Solicitor to discuss the requirements of the Authority's Water Allocation Permit pertaining to the requirements of water metering at the Apartment Complexes that the Authority services.

It is the understanding of the Authority that since all water lines within the existing apartment complexes are owned and maintained privately by the owners of each complex, the responsibility would fall to the owners of each complex to replace the existing non-functioning water meters and install back flow preventers or install the water meters along with back flow preventers if there are no water meters.

Mr. Downey has prepared a draft letter informing all apartment owners that per DEP regulations, they are to install the Authority's approved water meters along with the back flow preventers.

Mrs. Koszarek asked if the Authority has any recourse if the apartment complexes do not comply with this mandate. Mr. Downey replied that the Authority is under a mandate from the DEP. If they do not comply with the mandate, the Authority can take them to court.

### **Filter Rehabilitation**

Dr. Rajput reported that in the report presented by Vince Capaldi, Superintendent WTP, Mr. Capaldi states that the rehabilitation of no. 4 Filter bed was completed by water plant employees. A total of 400 cubic feet of anthracite, weighing 20,800 lbs. was added. This filter was the last to be completed.

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

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

#### **6 Rambler Lane**

Mr. Downey reported in May he was informed that a rate payer was behind in the payment of their water and sewer bill. An attempt was made by Authority employees to pull the meter, however, they were unable to do so as the owner placed a vehicle over the meter pit. Mr. Downey is requesting authorization from the Board to prepare an administrative warrant to submit to Magisterial District Judge Robert Wagner. After the warrant is signed, Mr. Downey would then coordinate with Authority personnel to go to the property along with a tow truck service and local police to remove the vehicle from on top of the meter, remove the meter and shut down water service then replace the vehicle. All costs are to be paid by the rate payer. The Board gave their approval.

### **Appointments**

Mr. Downey spoke with Russell Saco, Solicitor for Bristol Township, regarding the continuing service of the Mayor Elect of Bristol Township. After some research, it was determined that the appointment is not made by the Mayor, the appointment is made by the governing body, which is the Bristol Township Council.

There was also some discussion as to whether the Mayor could continue to serve on the Lower Bucks County Joint Municipal Authority's Board. The Mayor is precluded from sitting on Boards of the Townships.

### **Executive Session**

At 7:27 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 8:21 P.M. Mr. Downey stated that during the executive session personnel matters were discussed.

### **Managing Director's Report**

Mrs. Keyser reported on the following items:

### **Lopez, Teodosio & Larkin**

Mrs. Keyser is asking for a motion from the Board authorizing Lopez, Teodosio & Larkin to perform the Authority's Auditing services for the years 2009, 2010 and 2011.

### **Questions/Comments**

Mr. Verduci asked if three (3) years was normal. Mrs. Keyser responded that it is what the Authority has been doing. There was some discussion. Mr. Downey stated that the Authority can do it for as long as they want, they can make it for three (3) years, but they still serve at the pleasure of the Board.

### **Motion**

Mr. Monahan made a motion, seconded by Mr. Chase, authorizing Lopez, Teodosio & Larkin to perform the Authority's Auditing services for the years 2009, 2010 and 2011.  
Motion carried unanimously.

### **Insurance**

Mrs. Keyser informed the Board that Jack Patton of JM Patton Associates along with Marty Wilson will be at the December Board meeting to discuss the Authority's insurance. Mrs. Keyser stated that the Board needs to be made aware that the Authority's sewer liability insurance is going to jump to approximately three (3) times the premium that was paid for 2009 due to mostly sewer back-ups and money that was paid out. That is why the sewer re-lining project is so important.

**Employee's Christmas Luncheon**

Each year the Board Directors are asked to approve a Christmas luncheon for the employees. It is one way to thank the employees for a job well done. Mrs. Keyser asked for the Board's approval to disburse funds to each department for the employee's Christmas luncheon in the same amounts that were given last year.

**Motion**

Mrs. DeRosier made a motion, seconded by Mr. Monahan, authorizing the Managing Director to disburse the same amounts given last year to each department for the employee's Christmas luncheon.  
Motion carried unanimously.

**Vehicle S-7**

Bid opening for the 1990 Ford Chassis Cab – F-350 (vehicle S-7) was held on November 13, 2009 at 10:00 AM. Two (2) bids were received. Mrs. Keyser is requesting Board approval to sell this vehicle to the highest bidder, Mr. Roland Day, Jr. in the amount of \$800.00

<b>Bidder</b>	<b>1990 Ford Chassis Cab/ F-350</b>
Roland Day, Jr. 60 Lilac Lane Levittown, PA 19054 Phone: 215-946-8733	\$800.00
Richard Benoist 4621 Maple Street Philadelphia, PA 19136 Phone: 267-349-5716	\$250.00

**Questions/Comments**

Mr. Armstrong stated that he wants to be sure that the Authority's seals are removed from any truck that is purchased by the public.

**Motion**

Mr. Chase made a motion, seconded by Mrs. DeRosier, granting permission to Mrs. Keyser to sell the 1990 Ford Chassis Cab – F-350 (vehicle S-7) to Roland Day, Jr., 60 Lilac Lane, Levittown, PA in the amount of \$800.00  
Motion carried unanimously.



Mrs. Burnell responded that it would be extremely costly, plus why would you want to do that when our employees are capable.

Dr. Rajput stated that based on his experience at the Authority, the savings is substantial when it is done in-house. For example, we put a contract out for bid to furnish and install meters in the Hollybrooke Section. There was quite a bit of money spent on that project.

Mr. Chase added that the way it is done now is say we purchase \$200,000 worth of meters in a year, they are purchased on a monthly basis, an even amount then they install what they can get done each month. If this is put out for bid, we are going to have to purchase all the meters and have it done all at once because no contractor is going to bid it where you say you only want to put in twenty-five (25) meters a month over the next however many years. The way we have it now, our meters go bad over a period of time, we replace them a few at a time. You install them all at once, they all start going bad at the same time. We had this happen before. The installation of the meters is only a small part of the overall meter mechanic job.

Mr. Verduci stated that he still had questions and suggested re-addressing this in January. Mr. Chase and Mrs. DeRosier both agreed that there are so many questions, they are going to withdraw their motion.

Mr. Chase suggested in the mean time that the plant Supervisors conduct a man power study and present their findings at the December Board meeting.

### **Finance Directors Report**

Mrs. Koszarek reported on the following items.

### **Updated Vehicle List**

Mrs. Koszarek provided the Board with an updated vehicle list for their review.

### **Pennvest**

Mrs. Koszarek received a letter regarding the Pennvest Loan. In part the letter stated that the reason the Authority did not receive any loan was because our rates are too low and our system structure is in too good of shape.

The remainder of Mrs. Koszarek's report is for the Board's review.



### **Old Business**

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

### **New Business**

#### **Managing Director - Retirement**

Mr. Chase announced that the Board received a letter from Mrs. Keyser, Managing Director advising the Board of her retirement, effective December 4, 2009. Mr. Chase stated that he hates to see her leaving us, although as I have told her many times, I highly recommend retirement.

#### **Motion**

Mr. Chase made a motion, seconded by Mr. Armstrong, to accept Mrs. Keyser's retirement, effective December 4, 2009.  
Motion carried unanimously.

#### **Acting Managing Director**

#### **Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, to temporarily fill the position of Acting Managing Director with Dr. Vijay Rajput. Dr. Rajput will assume his regular duties as well as the duties of the Managing Director. The position will be addressed again in January, 2010.  
Motion carried unanimously.

#### **Gift of Appreciation**

Mr. Verduci presented Mrs. Keyser with a bouquet of flowers from everyone and a crystal Irish claddagh Vase, a gift from the Board of Directors. Mr. Verduci stated that when he first came and sat on the Board (in this chair), the entire room was packed and I didn't know anyone. I was told by someone to get out of the chair. I was getting ready to walk out and Janet (who I didn't know at the time) grabbed me by my shirt and said you go back over there and you sit down in that chair, you are the one that belongs in that chair.

Mrs. Keyser thanked everyone for all the opportunities she was given while working at the Authority. See added that she had the opportunity of her life here.

Dr. Rajput wanted to thank Mrs. Keyser. I was very fortunate, as well as the rest of us to have had someone like you to work with. You did a great job. We will certainly miss you.

**Public Participation**

There was no public participation.

**Adjournment of Board Meeting**

Mr. Chase made a motion, seconded by Mr. Armstrong, to adjourn the Board meeting at 9:13 P.M.  
Motion carried unanimously.

Respectfully Submitted by:

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Susan DeRosier, Secretary

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