

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY  
BOARD MEETING MINUTES  
November 22, 2011**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Tuesday, November 22, 2011, at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

**Call to Order**

Mrs. Keyser, Chairperson, 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 Members Present: Janet Keyser  
Susan DeRosier  
James Chase  
John Monahan  
Edward Czyzyk

Absent: Edmund Armstrong

Also Present: Vijay Rajput, Managing Director  
Pat Koszarek, Finance Director  
Nancy Burnell, Supervisor, Meter Department  
James A. Downey III, Esquire  
Vince Capaldi, Superintendent, WTP  
Fred Walcott, Assistant Superintendent, WTP

**Public Participation**

There was no public participation brought before the Board at this time.

**Approval and Payment of the November 2011 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 2011 Accounts Payable (with addendum) in the amount of \$530,117.78 as presented to the Board of Directors.

**Questions/Comments**

Mrs. DeRosier questioned the following invoices:

**Interlude Alarm & Communications, Inc.**

Invoice #6345  
Amount: \$875.00  
Security Issue – WFP  
Camera repair at the Water Filtration Plant

**Municipal Maintenance**

Invoice # 65211 65212  
Amount: \$61,702.00  
Village of Pennbrook – Emergency Rehabilitation  
Dr. Rajput explained that the pump station was in poor condition therefore the work needed to be done on an emergency basis

**United Computer**

Invoice #CW-16193  
Amount: 125.00  
No Power - Office Closed. Charged 1 hour  
Ms. Koszarek explained that this was a Bi-weekly on-site support scheduled for six (6) hours. Power was out at the Administration office. Charged for the time he was there plus travel time

**Roll Call**

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Monahan	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye

Motion carried unanimously.

**Approval of the October 27, 2011 Board Meeting Minutes as presented to the Board of Directors**

**Motion**

Mr. Czyzyk made a motion, seconded by Mr. Chase, to approve the October 27, 2011 Board meeting minutes as presented to the Board of Directors.  
Motion carried unanimously.

**Managing Director's Report**

Dr. Rajput reported on the following items:

**Proposed 2012 Operating Budget**

The Authority's proposed 2012 Budget was submitted to the Board at the October Board meeting for review. Dr. Rajput asked the Board for approval and adoption of the 2012 Operating Budget.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, to approval and adoption of the 2012 Operating Budget as presented.

**Roll Call**

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Monahan	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye

Motion carried unanimously.

Dr. Rajput asked Mr. Downey to report on the following item:

**Amendments to the Municipal Authority's Act 291 - Municipal Bid Threshold**

Mr. Downey reported that effective January 1, 2012, the State has revised its purchasing/bidding requirements. Purchasing costs greater than \$18,500.00 has to be put out for bid. Between \$10,000.00 and below \$18,500.00 three (3) quotations/telephone quotes are required to be obtained and kept on file. There is a requirement under the Act with regard to the quotes that records need to be kept on file by the Managing Director for three (3) years as to how much the quote was, who the company and company representative was, what the quote was for and the amount. As to the declaration of an emergency it will be up to the discretion of the Managing Director.

To quote the act “Competitive bidding requirements may be waived if it determined by the General Manager at an emergency that immediately effecting customer service, public health, safety or welfare requires immediate delivery of supplies, materials, equipment or services.” If Dr. Rajput makes such a determination he then has to report it to the Board at the next scheduled meeting.

The remainder of Dr. Rajput’s report is for the Board’s review.

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

**Executive Session**

At 7:30 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 9:14 P.M. Mr. Downey stated that during the executive session personnel and Collective Bargaining issues were discussed.

**Finance Director’s Report**

Ms. Koszarek reported on the following:

**Dental Program**

Ms. Koszarek was asked if the Authority was required to cover dependents on the dental policy up until the age of 26. Ms. Koszarek researched this and found that the Authority is not required to do so, if we were it would be a premium increase. Only the medical is necessary to be covered for dependents up until the age of 26.

**Unadjusted Balances**

Unadjusted Balance	\$11,918,924.09
Current Accounts Payable	<259,080.00>
Capital Projections	<2,426,652.00>
Approximate Unadjusted Balance	\$ 9,233,192.00

**Old Business**

**Marcellus Shale**

Mrs. DeRosier stated that the drilling is going to happen and she feels the Authority is going to have to start looking to be prepared for that.

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**New Business**

**Holiday – Early Out**

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, authorizing the Managing Director to let employees that are applicable out early (1/2 day) for Thanksgiving, Christmas and New Years.  
Motion carried unanimously.

**Executive Session**

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, authorizing the Managing Director to meet with the Solicitor to review the personnel matter that was discussed in executive session then report back to the Board.

Mr. Chase asked if the Board could authorize the Managing Director to handle early dismissal at his discretion regarding Holidays. Mrs. Keyser stated that she thought this was already done at the beginning of the year.

**Public Participation**

**Former Employee Michael Perrone**

Mr. Capaldi informed the Board that Michael (Mickey) Perrone just received a long awaited liver transplant and he would like everyone to keep Mickey in their thoughts and prayers.

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**Adjournment of Board Meeting**

Mr. Chase made a motion, seconded by Mr. Czyzyk, to adjourn the Board meeting at 9:22 P.M.  
Motion carried unanimously.

Respectfully submitted by:

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Susan DeRosier  
Board Secretary

SDR/dm