

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY
BOARD MEETING MINUTES
December 12, 2012**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, December 12, 2012 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Call to Order

Mr. Armstrong, 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 Members Present: Janet Keyser
James Chase
Susan DeRosier
John Monahan
Ed Armstrong

Board Members Absent: Ed Czyzyk

Also Present: Vijay Rajput, Ph.D., PE, Managing Director
Pat Koszarek, Finance Director
James A. Downey III, Esquire
Nancy Burnell, Supervisor, Meter Department
Vince Capaldi, Superintendent, WTP
Phil Smythe, Field Technician
Fred Walcott, Assistant Superintendent, WTP
Susan Wallover, Pretreatment Coordinator

Public Participation

There was no one from the public that wished to address the Board at this time.

Approval and Payment of the November 2012 Accounts Payable as Presented to the Board of Directors

Motion

Mr. Chase made a motion, seconded by Mr. Monahan, to approve the November 2012 Accounts Payable as Presented to the Board of Directors.

Roll Call on the Motion

Mrs. Keyser Aye
Mr. Chase Aye
Mr. Monahan Aye
Mrs. DeRosier Aye
Mr. Armstrong Aye
Motion carried unanimously

Approval and Payment of the December 2012 Accounts Payable as Presented to the Board of Directors

Motion

Mr. Monahan made a motion, seconded by Mr. Chase, to approve the December 2012 Accounts Payable as Presented to the Board of Directors.

Questions/Comments

Mrs. DeRosier expressed her sympathy to employee Matt Lutz for his recent loss of his step-father. Mrs. DeRosier questioned the following invoices:

Advanced Auto Parts
PO# FM004189
Amount: \$40.79
Battery Tender for new Kubota Excavator

Mrs. DeRosier wanted to know since it is brand new, why was this purchase required. Dr. Rajput explained that he did not know if the battery tender was included with the purchase and he would have to look into it.

Steve's Locksmith Service
PO# A0013713
Amount: \$1,364.25
Administration Office Back Door Repairs

Mrs. DeRosier wanted to know what was wrong with the back door, Pat Koszarek explained that the door was damaged during Hurricane Sandy and had to be replaced, the door also had to be reprogrammed.

Verizon Wireless
PO# A0013686
Amount: \$319.99
Replacement Cell Phone for Mike Wallover

Mrs. DeRosier wanted to know what happened to his phone, Dr. Rajput and Pat Koszarek explained that the phone was initially lost and then it was found, but a new phone had already been ordered.

Waste Management
PO# S0007642
Amount: \$387.75
Dumpster Rental

Mrs. DeRosier wanted to know about a discount and a discussion ensued regarding a negotiation with Grainger, not with Waste Management. Dr. Rajput explained that a negotiation with Grainger for a discount has not yet been done.

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Susan Wallover
PO# A0013756
Amount: \$162.95
Work Jeans Reimbursement

Mrs. DeRosier wanted to know about the recent work jeans purchased and for how many pairs; Susan Wallover stated that it was reimbursement for five (5) pairs of work jeans.

Roll Call on the Motion

Mrs. Keyser Aye
Mr. Chase Aye
Mr. Monahan Aye
Mrs. DeRosier Aye
Mr. Armstrong Aye
Motion carried unanimously

October 25, 2012 Board Meeting Minutes

Issue was tabled so the Board of Directors can have more time to review the Board meeting minutes, which they had just received.

Motion

Mrs. Keyser made a motion, seconded by Mr. Chase, to table the October 25, 2012 board meeting minutes.

Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Mr. Monahan Aye
Mrs. DeRosier Aye
Mr. Armstrong Aye
Motion carried unanimously

Bucks County TMA-CNG Presentation

Mr. Armstrong stated that Steven Noll, Manager of Bucks County Transportation, is attending the meeting tonight in order to update the Board regarding the economics of compressed natural gas (CNG) vehicles. Mr. Noll provided information packets of CNG vehicles, specifically the benefits of these vehicles and the purchase incentives offered through the state of Pennsylvania. A discussion ensued regarding the available state grants, cost savings as well as the environmental benefits of CNG vehicles.

Mr. Noll advised the Board that this presentation is an update of the positive environmental impact that CNG vehicles have had globally and anticipate the green house gases to continue to decrease as more convert to CNG vehicles. Mr. Noll wanted the Board to know his agency is available to assist the Authority in any capacity should they decide to pursue CNG vehicles.

The Board thanked Mr. Noll for taking the time to come to the Authority to make his presentation.

Presentation of the 2013 Insurance:

1. Jack Patton – JM Patton Associates, Inc.
2. Jerry Vaughan – Vaughan Insurance Managers

Jack Patton of JM Patton Associates, Inc. gave his presentation followed by Jerry Vaughan of Vaughan Insurance Managers. A discussion ensued regarding the Authority's insurance needs and the respective coverage and costs.

Motion

Mr. Monahan made a motion, seconded by Mr. Chase, that the Authority retains JM Patton Associates, Inc. for their Broker of Record for the year 2013.

Roll Call

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

Motion carried unanimously

Managing Director's Report

Proposed 2013 Operating Budget

Dr. Rajput reviewed the 2013 Operating Budget with the Board. Following a discussion the following motion was made.

Questions/Comments

Mrs. DeRosier questioned the cost of the Retirement system and impact on the proposed budget. Pat Koszarek explained that changes to the retirement system will not go into effect until 2015 and won't know the costs until 2015. Mrs. DeRosier also asked about purchasing CNG vehicles and if they were included in the proposed budget. It was explained that it was not in the proposed budget, but if it was decided to buy CNG vehicles, then it would be included in the Capital Improvement Budget. Lastly, Mr. Chase questioned why the Pension costs are higher at the WTP despite having 10 fewer employees than the WWTP. He believes the Supervisors pensions are included in the WTP and others agreed to his assessment.

Motion

Mr. Chase made a motion, seconded by Mrs. DeRosier, to approve the 2013 Operating Budget as submitted.

Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Mr. Monahan Aye
Mrs. DeRosier Aye
Mr. Armstrong Aye
Motion carried unanimously

Sale of W1 and W2

Dr. Rajput stated that on November 26, 2012 six (6) bids were opened for W1 and six (6) bids were opened for W2. The highest bidder for both vehicles was Dutton Construction and Dr. Rajput recommended the sale of both vehicles on an as is condition to the highest bidder.

Motion

Mr. Chase made a motion, seconded by Mr. Monahan, to accept the highest bid by Dutton Construction for W1 and W2.

Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Mr. Monahan Aye
Mrs. DeRosier Aye
Mr. Armstrong Aye
Motion carried unanimously

Pat Koszarek remarked that these were the best bids received on used vehicles. Pat also thanked Nancy Burnell for taking care of the bidding task in the absence of Debbie Magro.

WTP High Service Pump No. 3 – Emergency Repair

Dr. Rajput explained the problems with the motor and pump and previously obtained three (3) quotes. Purchase Orders were issued to the lowest bidder, Longo Electrical-Mechanical, Inc., on an emergency basis after consulting with Mr. Downey for the necessary repair work. Mr. Chase asked if we would be using the newly purchased temporary motor as a back-up and Dr. Rajput stated the motor would be a back-up for pumps No. 3 and No. 4.

WTP High Service Pump No. 2 – Emergency Repair

Dr. Rajput explained the emergency repair work to the motor and reported that the work has been completed and the pump is now back in service.

Questions/Comments

Mrs. DeRosier questioned the \$2,000.00 Emergency Cash Fund previously established to be used only during emergencies. Dr. Rajput explained that it is primarily for fuel costs when power is down and gas stations will not accept a credit card. A discussion followed that emergency cash on hand is needed for the Authority's needs. The emergency money is kept in the safe at the WTP and is separate to and in addition to the petty cash. Vince Capaldi and/or Fred Walcott are the only individuals who have access to the money and are also responsible for the money.

Pat Koszarek is opposed to the on-hand emergency cash fund; she explained that each facility has \$400 petty cash available for each department for emergencies. When it is a known event, money should be drawn from the bank, kept on hand for use and then put back in the bank. The problem during the storm was the person at Farm and Harm Oil, not the emergency money. The issue at Farm and Home has since been addressed.

Dr. Rajput disagrees with Pat and stated when Pa DEP called to find out if the Authority had experienced any operational problems or sustained any damage due to the Sandy storm. Dr. Rajput stated that he explained to Pa DEP about the fuel delivery problems for the generators and problems with accepting credit card payments for fuel delivery and needed to pay in cash. We have addressed this cash problem by establishing an Emergency Cash Fund of \$2,000.00 at the Water Treatment Plant office. Pa DEP thought it was a good idea and that the Authority has addressed the deficiency that we encountered during the middle of the Sandy storm. The Board expressed their thanks to all the employees for their job performance during the storm.

Dr. Rajput also stated the WTP boiler is back in service and the heat is on. There are a few items that need to be addressed pertaining to the boiler permit.

Dr. Rajput reported that the PA Turnpike Commission has agreed to relocate the water line, at no cost to the Authority, approximately 300 feet and the project is moving forward.

Dr. Rajput reported that we will attend a meeting with PENNDOT on Monday December 17, 2012 to discuss the PENNDOT Rt. 13 project and conflicts.

Dr. Rajput reported Bucks County Water and Sewer Authority is moving forward on their pumping station upgrade and for the last several months they have not taken any water. In the event of an emergency, we will be able to receive water from BCWSA through this interconnection.

Highland Park Water Storage Tank exterior cleaning is going to be scheduled this month, pending weather.

Jim Chase thanked the Supervisors for their reports, especially Phil Smythe for handling of the pumping stations.

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

At 8:47 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 9:42 P.M. Mr. Downey stated that during the Executive session litigation, potential litigation and personnel matters were discussed. Mr. Downey requested a motion authorizing the Finance Director, Managing Director and Solicitor continue to negotiate and authorization to resolve with the Township of Bristol any outstanding matters regarding the sale of those entities of their water system.

Motion

Mr. Chase made a motion, seconded by Mrs. Keyser, to authorize the Finance Director, Managing Director and Solicitor continue to negotiate and authorization to resolve with the Township of Bristol and Aqua any outstanding matters regarding the sale of those entities of their water system.

Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Mr. Monahan Aye
Mrs. DeRosier Aye
Mr. Armstrong Aye
Motion carried unanimously

Motion

Mrs. DeRosier made a motion, seconded by Mrs. Keyser, for the Finance Director and the Managing Director to receive the same salary increase afforded the employees effective January 1, 2013.

Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Mr. Monahan Aye
Mrs. DeRosier Aye
Mr. Armstrong Aye
Motion carried unanimously

Finance Director's Report

Ms. Koszarek reported on the following:

Unadjusted Balances

Bank Balance	\$13, 257,960.50
Accounts Payable	<196,178.07>
Committed Funds	<6,778,737.48>
Unadjusted Balance	6,283,044.95

Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Mr. Monahan Aye
Mrs. DeRosier Aye
Mr. Armstrong Aye
Motion carried unanimously

The Board of Directors wished everyone a very Merry Christmas, Happy Holidays and a Happy and Healthy New Year.

On behalf of the Board of Directors, Mr. Chase thanked Mr. Armstrong and Mr. Monahan for their years of dedicated service to the Authority.

Adjournment of Board Meeting

Mr. Chase made a motion, seconded by Mrs. Keyser, to adjourn the Board meeting at 9:58 P.M.
Motion carried unanimously.

Respectfully submitted by:


Susan DeRosier
Board Secretary