

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY  
BOARD MEETING MINUTES  
October 25, 2012 - Revised**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, October 25, 2012 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

**Call to Order**

Mr. Monahan, Vice-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. Keyser, Assistant Secretary, took roll call as follows:

Board Members Present: Janet Keyser  
James Chase  
Sue DeRosier (arrived late)  
John Monahan  
Ed Czyzyk

Board Members Absent: Ed Armstrong

**Also Present:** Vijay Rajput, Ph.D., PE, Managing Director  
Pat Koszarek, Finance Director  
James A. Downey III, Esquire

**Public Participation**

Bob Feather, 96 Highland Park Way, Levittown, is a homeowner with a swimming pool and feels that there are discrepancies in the Authority's billing procedures regarding filling up pools and sewer charges. Mr. Batter had been told that this is 30 year standard procedure and is questioning the legality of the sewer fees. Dr. Rajput explained that the Authority has no way of knowing that certain water was not placed into the sewer system other than through a metering system, such as for irrigation purposes. Mr. Chase agrees with the homeowner and requested Dr. Rajput to develop a program for filling up swimming pools. Customers will have to fill out a form with the appropriate pool dimensions, which will include verification that the pool water in question is not being discharged to the sanitary sewer system. Once verified, the sewer fee will be administratively adjusted from the customer's bill.

(Mrs. DeRosier arrived).

After further discussion, Mr. Chase made a motion, seconded by Mrs. Keyser, to have the Managing Director create a Swimming Pool Program.

**Roll Call on the Motion**

Mrs. Keyser Aye  
Mr. Chase Aye  
Mr. Monahan Aye  
Mrs. DeRosier Abstained—due to being late and not hearing whole discussion-Revised  
Mr. Czyzyk Aye  
Motion carried: 4 Aye votes – 1 Abstentions

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(Mrs. DeRosier arrived).

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**Roll Call on the Motion**

Mrs. Keyser Aye  
Mr. Chase Aye  
Mr. Monahan Aye  
Mrs. DeRosier Abstained – due to being a pool owner  
Mr. Czyzyk Aye  
Motion carried: 4 Aye votes – 1 Abstentions

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

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, to approve the October 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. Czyzyk	Aye

Motion carried unanimously

**Questions/Comments**

Mrs. DeRosier questioned the following invoices:

Borough of Tullytown  
PO# A0013691 and PO# A013691A  
Amount: \$1,214  
Steam Boiler Permit

Dr. Rajput explained that it would be cheaper for the Authority to pay Tullytown Borough directly for the permit, instead of the contractor pulling the permit and billing the Authority. However, a check was cut in the amount of \$1,243 which was incorrect and had to be voided; a new check was cut in the amount of \$1,214.

**Roll Call on the Motion**

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

Motion carried unanimously

Mr. Chase discussed with Dr. Rajput about exploring a discount with Grainger for Authority purchases.

**September 27, 2012 Board Meeting Minutes**

There was no meeting minutes presented to the Board of Directors.

**Pretreatment Variances**

**Proposed Bottom Dollar Food Store – 3000 Edgely Road, Levittown.**

Travis McVickers, Construction Manager of DHD Ventures, is requesting a variance for floor and trench drains due to safety and sanitary reasons in the Produce, Meat Prep and Dairy Cooler areas.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, to grant the variance request and allow floor and trench drains at Bottom Dollar Food Store.

**Roll Call**

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

Motion carried unanimously

**Managing Director's Report**

**Replacement of the WWTP Building Roof**

Dr. Rajput explained that after reviewing and meeting with several contractors to remove the existing leaking roof, install a new roof to prevent further damage to the building, records, control/equipment and we have received a quote from one of the contractors in the amount of \$54,000.00. We are requesting approval to prepare specifications, invite and receive bid proposals to replace the WWTP Building Roof.

**Motion**

Mr. Chase made a motion, seconded by Mr. Czyzyk, granting permission to Dr. Rajput to prepare the specifications, invite and receive bid proposals for the WWTP Building Roof Replacement.

**Roll Call**

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

Motion carried unanimously

**Contract WTP-320A & WTP-320B: Water Treatment Plant Sedimentation Basin Improvements – General and Electrical Construction**

The contractor is currently installing the 20 inch bypass line and is waiting on the delivery of the slide gates. At the October 10, 2012 construction progress meeting, the Concrete Testing and Inspection requirements were finalized. As per CET's recommendation of their bid specifications and qualifications, the concrete sampling/testing and inspection will be provided by Applied Testing & Geosciences LLC of Bridgeport Pa. at an hourly rate but it is not expected to exceed \$19,725. A discussion ensued and Dr. Rajput stated that it was not included in the original bid because it is cheaper for the Authority to pay the lab directly rather than the contractor.

**Motion**

Mr. Czyzyk made a motion, seconded by Mr. Chase, to approve the Concrete Testing and Inspection costs for Contract WTP-320A and WTP-320B Water Treatment Plant Sedimentation Basin Improvements to Applied Testing & Geosciences LLC of Bridgeport Pa. for an estimated total cost of \$19,725. This is a Professional Service and is exempt from the bidding requirements.

**Roll Call**

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

Motion carried unanimously

**DRBC-PCB Pollutant Minimization Workshop**

Dr. Rajput attended the PCB Pollutant Minimization Plan Workshop hosted by DRBC on October 22, 2012. Regulatory updates were presented that may impact the NPDES renewal permit. He also stated that after meeting with PADEP and DRBC, the PCB monitoring was reduced from quarterly to semi-annually and we will need to develop a PCB Pollutant Minimization Plan. Also, copper monitoring will be removed from the NPDES renewal permit, which is expected to be received within the next two weeks. When the final NPDES permit is received, it will be thoroughly reviewed.

**Contract WTP-330: Water Treatment Plant Boiler Replacement**

The contractor has removed the old boiler and the new steam boiler is being installed with the start-up expected the week of October 29, 2012. The boiler may need a different valve which could cost \$1,000 and we will need approval for the change order.

**Motion**

Mr. Chase made a motion, seconded by Mrs. Keyser, to approve the Managing Directors request for \$1,000 for a new boiler valve.

**Roll Call**

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

**Contract WWTP-318A & WWTP-318B: Wastewater Treatment Plant Aeration Blower Motor /Control Upgrade**

The contractor is installing the electrical conduits and control panels however due to initial problems we are requesting the contract completion date be extended to January 31, 2013 at no extra cost to the Authority.

**Motion**

Mr. Chase made a motion, seconded by Mrs. Keyser, to approve Contract WWTP-318A & WWTP-318B: Wastewater Treatment Plant Aeration Blower Motor /Control Upgrade completion date to January 31, 2013 at no extra cost to the Authority.

**Roll Call**

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

**Riverside Pumping Station Emergency Generator Replacement**

The existing generator was installed years ago after being removed from the WWTP. The generator needs to be replaced on an emergency basis and we have received a quotation from Cummins Power Systems for a 60 HZ, 35 KW 10.5 gallons Diesel Generator for \$27,300. We are requesting approval under the emergency conditions to purchase the generator. Mr. Downey has reviewed and agreed to the emergency generator replacement.

**Motion**

Mr. Chase made a motion, seconded by Mr. Czyzyk, to approve the purchase of the emergency generator from Cummins Power Systems for \$27,300.

**Roll Call**

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

Mrs. Keyser also discussed with Dr. Rajput the repair of the Telephone Line at the Riverside Pump Station, as outlined in Phil Smythe's report. Employees Laureen Marterella and Bill Keyser were thanked for the outstanding work in repairing the telephone line.

**Two Year Electric Agreement with Constellation New Energy, Inc**

Dr. Rajput updated the Board and confirmed that the agreement has been signed with Constellation New Energy, Inc. for a period of two (2) years for electric supply. The signed agreement is expected to save the Authority approximately \$82,810 per year.

**2012-2014 Annual Audit Reports – Lopez, Teodosio & Larkin, LLC**

Dr. Rajput presented and discussed a proposal received from Peter Place of Lopez, Teodosio & Larkin, LLC for independent auditing services for the years 2012 through 2014 ending in December 2014. As per the proposal, the auditing fee is \$20,000.00 per year, which has not changed from the past three years. Dr. Rajput is requesting the Board to approve the services of Lopez, Teodosio & Larkin, LLC.

**Motion**

Mrs. Keyser made a motion, seconded by Mr. Chase, to approve the independent auditing services for 2012 through 2014 at a cost of \$20,000 per year.

**Roll Call**

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

Motion carried unanimously

**Water Meter Testing Fees**

Dr. Rajput referenced Nancy Burnell's report and presented the costs associated with pulling customers meters and performing the five hour test. In order to cover the costs, approval is requested to charge a customer's account for this test: first test is \$110, and each test thereafter is \$100.

**Motion**

Mr. Chase made a motion, seconded by Mr. Czyzyk, to charge customers to perform a meter test. The cost for the first test is \$110 and each test after is \$100. The costs will be included on the customer's bill.

**Roll Call**

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

Motion carried unanimously

**Giant Fuel Service Station**

Proposed plans for a new water service connection for a gas station to be constructed at the corner of the property at New Falls and Durham Roads were received and reviewed. Dr. Rajput explained that this particular location comes under the Authority's service area but we do not have a water main in the immediate area and would have to extend the water main more than 200 feet for this project. Dr. Rajput believes it would be is more feasible for them to connect to BCWSA's water main located across Durham Road. Therefore, he recommends allowing Giant to connect to BCWSA 10 inch water main. Mr. Downey explained the water permit issues and stated approval is needed for Dr. Rajput to administratively deal with the water permit issues.

**Motion**

Mr. Czyzyk made a motion, seconded by Mr. Chase, authorizing Dr. Rajput to administratively deal with the proposed Giant gas station water permit issues

**Roll Call**

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

Motion carried unanimously

**Meter Department Building (Addition)**

Reviewed the revised drawings of the proposed 2,752 square foot building at an estimated cost of \$300/square foot. The new building will have a new board room, two new offices, file room, map room, and meter testing and storage areas. Dr. Rajput stated that land development approval or a waiver from land development will be required from Bristol Township. Once land development is approved, then the project will need to go out for bid. Dr. Rajput is requesting approval to prepare the land development and/or land development application waiver for Bristol Township followed by the preparation of the bid specifications, invite and receive bid proposals for the Meter Building addition after obtaining the required permit from Bristol Township. A discussion ensued from the initial cost of \$150,000 three years ago to the Authority's present needs at an estimated cost of \$840,000.

**Motion**

Mrs. Keyser made a motion, seconded by Mr. Chase, to authorize Dr. Rajput to have revised plans, specs and permit applications prepared and submitted to Bristol Township. Then prepare the bid specifications, invite and receive bid proposals for the Meter Department Building addition at the main office.



**Roll Call**

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

**Flushing Letter**

A resident sent a nice letter commending the employees for their flushing efforts.

**Union Contracts**

Supervisors Contract was signed.

**Supervisors Reports**

Jim Chase thanked the supervisors for their reports and pictures.

**Water Plant Trucks - W1 and W2**

These old trucks should be sold and/or used as scrap metal. Dr. Rajput requested Board approval to advertise and sell these vehicles to the highest bidder scrap or if we don't receive a high enough bid to sell the vehicles as scrap.

**Motion**

Mr. Chase made a motion, seconded by Mrs. Keyser, to authorize Dr. Rajput to advertise and sell W1 and W2.

**Roll Call**

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

**Ocean Delicacy**

Facility Owner, Victoria Aly, requesting additional time to complete semi-annual sampling since annual wastewater discharge permit was just issued and back dated to original permit expiration date. Dr. Rajput is to handle the permit issues administratively. Also, facility is experiencing sewer gas odors and was advised to contact landlord since shopping center lines are owned privately and not by the Authority.

**Motion**

Mr. Chase made a motion, seconded by Mrs. Keyser, to authorize Dr. Rajput to handle the permit issues administratively.

**Roll Call**

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

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

At 7:58 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 8:23 P.M. Mr. Downey stated that during the Executive session litigation, potential litigation and personnel matters were discussed.

**Finance Director's Report**

Ms. Koszarek reported on the following:

**Unadjusted Balances**

Bank Balance	\$12,968,784.14
Accounts Payable	<134,990.31>
Committed Funds	<7,589,283.00>
Unadjusted Balance	5,244,510.83

The unadjusted balance does not include the Rt. 13 project, the emergency generator and only includes \$500,000 for the Meter Building.

The September 2012 Revenue for Water and Sewer Service was \$1,157,386.23.

**Old Business**

Mr. Chase stated that Mr. Bill Edwards, a Tullytown resident had tried to donate property to Tullytown Borough, who had no use for the property. The property is next to the Authority's Low Lane Pumping Station and Mr. Chase told the property owner the Authority would be interested if the property touches the pumping station property. Mr. Edwards will verify with Tullytown Borough tax records. Mr. Edwards said he had talked with the church officials and they do not want to pay the transfer tax. Although the tax would be minimal, Mr. Downey stated the Authority would be exempt from this tax. Mr. Chase said he would stay in contact with Mr. Edwards and report back on the property status.

**New Business**

Due to the Holidays, Dr. Rajput inquired about the scheduled monthly board meetings. The Authority will need to change the date of their scheduled meeting for November and may want to change the December 2012 meeting date.

**Motion**

Mr. Chase made a motion, seconded by Mr. Czyzyk, to change the November 22, 2012 meeting to November 8, 2012 and the December 27, 2012 meeting to December 13, 2012.

**Roll Call**

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

Motion carried unanimously

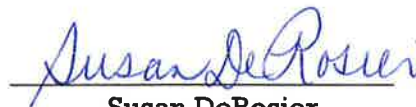
**Public Participation**

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

**Adjournment of Board Meeting**

Mr. Chase made a motion, seconded by Mr. Czyzyk, to adjourn the Board meeting.  
Motion carried unanimously.

Respectfully submitted by:



Susan DeRosier  
Board Secretary