

Lower Bucks County Joint Municipal Authority

BOARD MEETING MINUTES ~ April 25, 2013

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, April 25, 2013 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 7:08 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
Sandra Della-Croce
Joseph Glasson

Board Members Absent: Edward Czyzyk

Also Present: Vijay Rajput, Ph.D., PE, Managing Director
Pat Koszarek, Finance Director
James A. Downey III, Esquire
Vince Capaldi, Superintendent, WTP
Phil Smythe, Field Technician
Fred Walcott, Assistant Superintendent, WTP
Nancy Burnell, Meter Department Supervisor
Robert Serpente, P.E., Consulting Engineer

Gifts Given to Authority Members

Gifts of Appreciation were presented to John Monahan and Edmund Armstrong for the many years of service to the Authority. Both Mr. Monahan and Mr. Armstrong thanked the Board.

Public Participation

Michael McCann who resides at 9 Upland Road wanted to thank everyone connected with the Authority that helped him with the removal of his tree. Mr. McCann stated that everyone connected with the Authority he has dealt with has been terrific.

Approval and Payment of the April 2013 Accounts Payable as Presented to the Board of Directors

Questions/Comments

Mrs. DeRosier questioned the following invoices:

United Computer Sales & Service
Invoice #March 2013 System Administration
Amount: \$1,475.00

This is a monthly payment for computer support. Bob Bosco from United Computer visits each location to ensure that everything is working properly. There was further discussion regarding United Computer.

DSI Medical Services, Inc.

Invoice #195219

Amount: \$192.00

Collection

The Authority utilizes this company for its Random Drug Testing

NJWEA (New Jersey Water Environment Association)

Invoice #V. Rajput Registration

Dr. Rajput replied that there is a PAWEA that he also attends. He likes to attend both because he feels that he can learn a great deal by attending both.

Thomas P. Carney, Inc.

Invoice# pymt 5 WTP320A Gen Constr Sedimentation

Amount: \$124,290.00

This is a bid contract

Ms. Della-Croce questioned the following invoices:

Cotterino Supply & Equipment Co.

Invoice #89629

Amount: \$1,335.41

Oil for Raw Pumps @ Low Duty

Ms. Della-Croce asked what oil for raw pumps is.

Mr. Chase explained that it is pumps the raw or unprocessed water into the plant.

George S. Coyne Chemical

Invoice # 901934 &902208

Lime & Zinc Delivery

Is this a monthly or quarterly?

Mr. Chase replied per delivery. It is usually once a month. The lime a little longer and since this is a contract the cost is usually the same.

Outdoor Creations

Invoice # 1925

Amount\$ 3,769.00

5 Bentwood ln, 25 & 29 Boulder ln yard restoration

Ms. Koszarek replied this is yard restoration due to a sewer main break

Mrs. Keyser asked why the field crew did not do the work.

Dr. Rajput replied that the field crew has been busy and there were three (3) houses that needed work so he gave the go ahead to have this company perform the work. Three (3) quotes were obtained.

Motion

Mr. Chase made a motion, seconded by Ms. Della-Croce, to approve the April 2013 Accounts Payable as Presented to the Board of Directors.

Roll Call

Mrs. Keyser	Aye	
Mrs. DeRosier	Aye	
Mr. Chase	Aye	
Ms. Della-Croce	Aye	
Mr. Glasson	Aye	abstaining on any invoice now and in the future for Benjamin Franklin and for McIntyre Plumbing. Mr. Glasson is employed there

Motion carried unanimously.

Approval of the March 28, 2013 Board Meeting Minutes as Presented to the Board of Directors

Motion

Mr. Chase made a motion, seconded by Mr. Glasson, to approve the March 28, 2013 Board Meeting Minutes as Presented to the Board Directors

Motion carried unanimously.

Pretreatment Variances

There was no Pretreatment Issues brought before the Board at this time.

Managing Director's Report

Contract WWTP-337 Furnish and Supply Fire Hydrants, Valves and Ductile Iron Pipe

Bid proposals were received on April 25, 2013 for the above contract. There was only one (1) bidder for this contract. After review of the documents, it is recommended awarding Contract WWTP-337 Furnish and Supply Fire Hydrants, Valves and Ductile Iron Pipe with the bid prices listed in the bid items to Hojaca Corp located in Lansdale, Pennsylvania.

Motion

Mr. Chase made a motion, seconded by Mr. Glasson, to award Contract WWTP-337 Furnish and Supply Fire Hydrants, Valves and Ductile Iron Pipe with the bid prices listed in the bid items to Hojaca Corp located in Lansdale, Pennsylvania.

Roll Call

Mrs. Keyser	Aye
Mrs. DeRosier	Aye
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mr. Glasson	Aye

Motion carried

Sale of 1987 GMC Camera Truck

All usable equipment was removed from the truck and will be re-bid again. The vehicle will be sold in as is condition to the highest bidder. If there are no bids received, Dr. Rajput is asking for Board approval to scrap the vehicle.

Motion

Mrs. DeRosier made a motion, seconded by Mr. Chase, to advertise and sell the vehicle in as is condition to the highest bidder. If no bids are received, Dr. Rajput has the authority to have the vehicle scrapped.

Roll Call

Mrs. Keyser	Aye
Mrs. DeRosier	Aye
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mr. Glasson	Aye

Motion carried

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

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

Mr. Downey stated that at last month's meeting subsequent to Mr. Chase's requested regarding the two (2) lots on Low Lane. A copy of the deed has been procured. Both lots are covered under one (1) deed. Mr. Downey spoke to Pastor Wiseman about the deed which was conveyed to the church in the mid 50's.

Mr. Downey wanted to inform the Board that he has been dealing with the house council for Scottsdale Insurance with regards to a pending suit for an old sewer back up. Mr. Downey would like to note for the Board's benefit that both Phil Smythe and Jim Coon did a superb job.

Executive Session

Mr. Downey, Solicitor, stated that there is potential litigation, real estate sales and personnel matters to discuss.

At 8:16 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 11:30 P.M. Mr. Downey stated that during the executive session potential litigation, real estate sales and personnel matters were discussed.

Motion

Mr. Chase made a motion seconded by Mrs. DeRosier, to allow Dr. Rajput and Mr. Downey to continue with negotiations and to resolve the matter which would be approved by the Board and announced in public the outcome.

Roll Call

Mrs. Keyser	Aye
Mrs. DeRosier	Aye
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mr. Glasson	Aye - abstain

Motion carried 4 Aye votes – 1 abstention

Motion

Mr. Chase made a motion, seconded by Mr. Glasson, to authorize the Managing Director to negotiate with a tree removal service for the removal of trees in the Thornridge (19 Thailabush Ln) section to resolve an outstanding invoice.

Roll Call

Mrs. Keyser	Aye
Mrs. DeRosier	Aye
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mr. Glasson	Aye

Motion carried

Finance Director's Report

Ms. Koszarek reported on the following:

Unadjusted Balances

Beginning Balance (unadjusted)	\$13,244,905.27
Accounts Payable	<191,389.91>
Committed Funds	<4,372,436.32
Unadjusted Available Funds	8,681,079.04

Summer Hours

Mr. Chase made a motion, seconded by Mrs. DeRosier, to allow Administration personnel, as well as the clerical personnel at both plants to work summer hours. Summer Hours are Monday through Thursday whereby the personnel work nine (9) hour days and on Fridays they work a four (4) hour day. The Administration office would close at 12:00 P.M. on Fridays. Summer hours are from Memorial Day through Labor Day.
Motion carried unanimously.

New Business

Motion

Mr. Chase made a motion, seconded by Mrs. DeRosier, to authorize Dr. Rajput to post the positions of Mechanic at the Water Treatment Plant, Lift Station Mechanic at the Wastewater Treatment Plant and to advertise the position of Superintendent at the Wastewater Treatment Plant.
Motion carried unanimously.

Old Business

Motion

Mr. Chase made a motion, seconded by Mrs. DeRosier, to authorize Dr. Rajput to advertise the position of Water Treatment Plant Operator 3-11 shift.
Motion carried unanimously.

Public Participation

There was no one from the public that wished to speak to the Board.

Adjournment

Mr. Chase made a motion, seconded by Mrs. DeRosier, to adjourn the Board meeting at 11:43 P.M.

Respectfully submitted by:


Susan DeRosier
Board Secretary