

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY
BOARD MEETING MINUTES
January 24, 2013**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, January 24, 2013 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. DeRosier, Secretary, took roll call as follows:

Board Members Present: Janet Keyser
 James Chase
 Susan DeRosier
 John Monahan
 Ed Czyzyk
 Sandra Della-Croce

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
 Susan Wallover, Pretreatment Coordinator

Annual Reorganization of the Board of Directors

Chairperson

Mr. Chase made a motion, seconded by Mrs. DeRosier, nominating Mrs. Keyser to serve as Chairperson of the Board for 2013.

Motion carried unanimously

At this time Mrs. Keyser took her place as Chairperson.

Vice Chairperson

Mr. Chase made a motion, seconded by Mrs. DeRosier, nominating Mr. Czyzyk to serve as Vice Chairperson of the Board for 2013.

Motion carried unanimously.

Treasurer

Mrs. DeRosier made a motion, seconded by Mr. Czyzyk, nominating Mr. Monahan to serve as Treasurer of the Board for 2013.

Motion carried unanimously.

Secretary

Mr. Czyzyk made a motion, seconded by Mr. Monahan, nominating Mrs. DeRosier to serve as Secretary of the Board for 2013.
Motion carried unanimously.

Assistant Treasurer

Mr. Czyzyk made a motion, seconded by Mr. Monahan, nominating Ms. Della-Croce to serve as Assistant Treasurer of the Board for 2013.
Motion carried unanimously.

Assistant Secretary

Mrs. DeRosier made a motion, seconded by Mr. Monahan, nominating Mr. Chase to serve as Assistant Secretary of the Board for 2013.
Motion carried unanimously.

Public Participation

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

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

Motion

Mr. Chase made a motion, seconded by Mr. Monahan, to approve the January 2013 Accounts Payable as Presented to the Board of Directors.

Questions/Comments

The following invoices were questioned:

AT & T
PO# A0013240
Amount: \$2,223.78
DHDC Line

Mrs. DeRosier wanted to know what a DHDC Line is. After some discussion Laureen Marterella clarified that this is a monthly bill for the main computer line that connects everything at the Administrative Office and the Water and Sewer Plants.

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Pickering, Corts & Summerson, Inc
PO# S0007753
Amount: \$1,735.00
River Road Property Boundary Survey

Mrs. DeRosier wanted to know why this survey was needed and why did it cost so much. Dr. Rajput explained that this sewer pump station is located in Lucisano Industrial Park and we want to put up a fence. Unless the property is surveyed and the corners of the property are located to determine the property lines, we wouldn't know where the property ends.

Steve's Locksmith Service
PO# S0008056
Amount: \$767.00
Three (3) bills; Village of Pennbrook Lift Station, Bill Keyser's office and the Sewer Plant

Mrs. DeRosier wanted to know what was wrong with the lock at the Lift Station or was it damaged. Since Phil Smythe had a master key made for all the Lift Stations last year, Mrs. DeRosier wanted to know why we had to change the lock. Dr. Rajput explained that only certain personnel have access and they have different levels of access. Dr. Rajput also stated that this lift station was recently upgraded.

James A. Downey III
PO# A0013854
Amount: \$3,321.25
Professional Services

Mrs. DeRosier wanted to know if we are having problems with easements. Dr. Rajput explained that when addressing the Authority's easement situations, we always contact Mr. Downey for a legal opinion before pursuing any further. Mr. Downey explained his firm has a computer program that is hooked up with the county by tax parcel numbers which are checked before knocking down any fences. Also, the bill is little higher than normal due to the hearings and court last month. Mrs. DeRosier wanted to know about the computer program used, however Mr. Downey does not know how it is set up but can find out. Dr. Rajput stated he does not think that we should take any legal liability and we should let Mr. Downey continue to address any issues from a legal point of view.

Garrett Equipment & Landscape Supply, Inc
PO# W0012212
Amount: \$938.70
Repair Salt Spreader

Mrs. Keyser wanted to know if the salt spreader had been repaired. Vince Capaldi stated it had been repaired and they are ready for the expected snowstorm on January 25, 2013.

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Deborah Magro
PO# A0013839
Amount: \$57.41
Refund Union Dues

Mrs. Keyser wanted to know about the union dues reimbursements. Ms. Koszarek explained that union dues should only be deducted from employees who work 40 hours or more per week and if it was deducted, then we reimburse the employee. We have reimbursements for Deborah Magro and Jane Carroll, who are temporarily out of work and had union dues deducted from their checks.

Clune & Company LC
PO# S0007636
Amount: \$507.83
HP Jet Plotter Lease

Mrs. Keyser wanted to know if we were still leasing the Jet Plotter. Dr. Rajput stated that this plotter was returned and we had lot of problems with the plotter. A discussion ensued about the Authority needing a plotter and Dr. Rajput explained that we will need to lease a new plotter, but we need to research and be careful in selecting another plotter. We are looking for leasing/buying a new plotter/printer.

Roll Call on the Motion

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Monahan	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye
Ms. Della-Croce	Aye

Motion carried unanimously

October 25, 2012 Board Meeting Minutes

Mr. Monahan made a motion, seconded by Mr. Chase, to approve the October 25, 2012 revised Board Meeting Minutes as presented to the Board Directors.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Monahan	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye
Ms. Della-Croce	Abstained—due to not being in attendance at that meeting

Motion carried: 5 Aye votes – 1 Abstention

December 12, 2012 Board Meeting Minutes

Mr. Chase made a motion, seconded by Mr. Monahan, to approve the December 12, 2012 Board Meeting Minutes as presented to the Board Directors.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Monahan	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye
Ms. Della-Croce	Abstained—due to not being in attendance at that meeting

Motion carried: 5 Aye votes – 1 Abstention

Pretreatment Variances

No Pretreatment Variances were brought before the Board at this meeting.

Managing Director's Report

Contract WWTP – 318 A & B: Wastewater Treatment Plant Aeration Blower No.1 & No.2 Motor/Control Upgrade

Dr. Rajput stated that a project progress meeting was held on January 21, 2013 and the problems with Blower No. 2 were discussed. The contractor needs to determine the cause of the surge issues; however the work on Blower No. 1 cannot start until Blower No. 2 is fully operational. The contractor has requested a 90-day extension or until April 30, 2013 on the project completion at no additional cost to the Authority. I recommend granting a 90 day extension or until April 30, 2013 to substantially complete the Contracts WWTP – 318 A & B at no additional cost to the Authority.

Motion

Mr. Chase made a motion, seconded by Mr. Monahan, to extend the project completion date to April 30, 2013 at no additional cost to the Authority.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Monahan	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye
Ms. Della-Croce	Aye

Motion carried unanimously

Purchase of Back-Up Camera for CCTV Inspection System

Dr. Rajput explained that when we purchased the existing CCTV inspection system and truck, it came with one complete CCTV system and one camera. As with any mechanical equipment, when the existing camera malfunctioned or needs repair work, we have to send it out to the specialized shop. Since we do not have a backup camera, we often need to rent one and sometimes it may not be available for rental. The CCTV Inspection System is important and we should have a back-up camera, but this is not currently in the budget. We have obtained a quote from the existing supplier; U.S. Municipal, for \$22,256.45 under COSTAR. I recommend purchasing the backup camera for \$22,256.45 under COSTAR. After the discussion, the following motion was made:

Motion

Mr. Chase made a motion, seconded by Ms. Della-Croce, to approve the purchase of the necessary camera and equipment for the CCTV Inspection System.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Monahan	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye
Ms. Della-Croce	Aye

Motion carried unanimously

Annual EPA and PADEP Reports

Dr. Rajput stated we have begun preparing the annual reports and the respective submittals to EPA and PADEP before the end of March 2013.

Contract WWTP – 333: Rehabilitation of the Wastewater Treatment Plant Office Roof

Dr. Rajput stated the bid specifications are completed and bids will be received on February 14, 2013.

Contract WWTP – 330: Replacement of Boiler at the Water Treatment Plant

Dr. Rajput stated the new boiler is working and the contract has been completed.

PA Turnpike Project – Relocation of 8 Inch Water Main Crossing Mill Creek

Dr. Rajput stated we have provided the necessary information to the Turnpike consulting engineer and the Authority's inspections will be handled by Jim Coon, Phil Smythe, Mike Andrews and Dr. Rajput.

Mr. Chase asked about the Rt. 13 project and Dr. Rajput stated he attended a project progress meeting; however the conflicts have not been resolved but will be addressed as the project progresses. They know there is a conflict on the 12 inch line, but don't know the locations of the conflicts, due to differences in the maps. Also, several business owners are interested in getting public water and sewer and this would be a good time to install water and sewer pipes. We will be meeting with them tomorrow, January 25, 2013 to discuss if it can be worked out.

Administrative Secretary – Temporary Arrangement

Dr. Rajput stated that Susan Wallover is doing an excellent job filling in while doing her Pretreatment Program job.

Delaware River Basin Commission (DRBC)

Dr. Rajput stated that we have begun preparing the Docket revisions to the Application as well as the Water Audit report and the submittals are due by March 2013. A discussion ensued about DRBC's requirements.

Contract WTP – 320 A & B: Water Treatment Plant Sedimentation Basin Improvements

Dr. Rajput reported that the contractor is doing a good job and is making progress. He plans to schedule a project progress meeting in the next week.

Highland Park Water Storage Tank

Dr. Rajput reported that the contractor has completed the exterior cleaning of the tank and it looks great, as can be seen from a photo in Vince Capaldi's report.

Telephones

Dr. Rajput reported that we are reviewing the Authority's internet and land line options, specifically at the Water and Sewer Plants. Both plants experience problems with the internet and phone when it rains and we have spent quite a bit of money to have the lines checked. We currently have Comcast for Internet and Verizon for phone. I will sit down with Laureen and review the current phone services and available options. We have received a quote from Comcast and were told that if we went with their plan we would not need AT&T or a long distance carrier. The Comcast quote appears to be a good price but we would like to get a quote from Verizon and will report back to the Board on the available options and costs.

Infiltration/Inflow (I&I)

Dr. Rajput explained the importance of the ongoing I&I program that Phil Smythe and Mike Andrews have been working on and have made a big difference in the flows to the Wastewater plant and as result also saving the Authority money specifically in pumping cost.

Dr. Rajput explained the different projects Mike Andrews has been working on, including the Route 13 project, the Turnpike project, Dirt Screening, Water Modeling, etc.

Mr. Chase asked Vince Capaldi about the lowest daily demand of 4.980 mgd as noted on his report. Vince responded it was not a typo and occurred during a plant shutdown.

Dr. Rajput thanked Jennifer Smythe for her help on all of Dr. Rajput's reports, saving a lot of time and money.

Mr. Chase asked Vince Capaldi about the deer in the round basin at the Water Plant, a discussion ensued regarding the encounter.

Mrs. Keyser asked Phil Smythe about the concrete shed building and easement issue in Plumbridge. Phil stated that the home is currently being sold and he is working with the seller and new buyer and has granted them time to comply.

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

Mr. Downey stated the Commonwealth of Pennsylvania has set new bidding parameters that are adjusted annually based on changes in the Consumer Price Index, effective January 1, 2013. The public bid requirement is now \$18,900, an increase of \$900. Three quotes are required for purchases between \$10,200 and \$18,900 and any purchase below \$10,200 does not require quotes or bids.

Mr. Downey explained the Low Lane Pump Station land donation, as discussed at the December 2012 Board Meeting. Upon review, Mr. Downey stated the Authority can receive the donation of land as well as acquire real estate by gift. Mr. Downey asked for a motion to create a resolution to acquire this land by gift. There is also a strip of land that is owned by the Commonwealth that cannot be obtained by the Authority through eminent domain or by gift and we will need to talk to the Commonwealth about buying this strip of land.

Motion

Mr. Czyzyk made a motion, seconded by Mrs. DeRosier, to create a resolution to acquire the donated land.

Questions/Comments

Ms. Della-Croce abstained because she is not aware of issues. Mr. Downey explained the issues of the donated land and the legal procedures of the Authority receiving donations/gifts.

Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Mr. Monahan Aye
Mrs. DeRosier Aye
Mr. Czyzyk Aye
Ms. Della-Croce Abstained—due to not understanding issue
Motion carried: 5 Aye votes – 1 Abstention

At 7:46 P.M. Mr. Downey stated Dr. Rajput requested an executive session to discuss personnel matters and litigation. The regular Board meeting reconvened at 8:42 P.M. Mr. Downey stated that during the Executive session litigation, potential litigation and personnel matters were discussed.

Mr. Chase made a motion, seconded by Mr. Czyzyk authorizing the Managing Director to hire one person, advertise and proceed with the testing.

Questions/Comments

Mrs. DeRosier questioned what position would be posted. A discussion ensued regarding the position and the motion was amended to post for the open position, follow posting procedures and advertise to begin the hiring process.

Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Mr. Monahan Aye
Mrs. DeRosier Aye
Mr. Czyzyk Aye
Ms. Della-Croce Aye
Motion carried unanimously

Finance Director's Report

Ms. Koszarek wanted to address the questions asked by Mr. Chase regarding the retirement and the dollar amount of water vs. sewer employees. Ms. Koszarek explained the dollar amounts are pretty much even in personnel because the field crew and lift station personnel are listed as subcategories in the budget. Mr. Chase said he was satisfied with the explanation. Ms. Koszarek reported on the following:

Unadjusted Balances

Bank Balance	\$13,607,831.52
Accounts Payable	<185,576.53>
Committed Funds	<6,447,116.66>
Unadjusted Balance	6,975,138.33

The unadjusted balance does not include the following projects: Sedimentation Basin, Aeration Blower, Jet Truck and Warranty, Sewer Lining, Wastewater Office Roof, Meter Building, Pumps #2 and #3 and the CCTV Camera. The December 2012 Revenue for Water and Sewer Service was \$1,052,159.85. In comparison, the 2011 Revenue was \$16,853,815.09 and the 2012 Revenue was \$16,821,845.70 which is \$31,000 less in 2012 because we are not currently receiving the amount for bulk water that we normally do. Ms. Koszarek stated we are doing much better because last year we were lower than the previous year after raising the rates. This year we'll be receiving more than \$31,000 for the bulk water. The Prepaid is in the Unadjusted Balance and provides figures to compare month to month. Ms. Koszarek also reported that we are doing better with bounced checks.

Old Business

Mrs. DeRosier asked Dr. Rajput about the Advanced Auto Parts purchase of a Battery Tender for the new Kubota Excavator. Dr. Rajput stated that it was not included in the purchase of the excavator.

Mrs. DeRosier asked Dr. Rajput about a discount with Grainger. Dr. Rajput stated that he called Grainger to discuss a discount but has not received a call back, but Dr. Rajput believes we are already receiving a discount.

Dr. Rajput asked the Board about advertising the monthly board meetings for 2013.

Motion

Mr. Chase made a motion, seconded by Mr. Czyzyk, advertising the board meetings will be held on the fourth Thursday of each month except for November and December which will be held the third Thursday of the month.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Monahan	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye
Ms. Della-Croce	Aye

Motion carried unanimously

Vehicle Repairs Centers for 2013

Dr. Rajput asked the Board about the auto vehicle repairs centers for 2013.

Motion

Mr. Chase made a motion, seconded by Mr. Czyzyk, to reverse the auto vehicle repair centers. For the 2013 year, the Water Plant vehicles will be sent to Suder's Auto Repair in Levittown and the Sewer Plant vehicles will be sent to Robert's Auto Repair in Tullytown.

Motion carried unanimously.
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Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Monahan	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye
Ms. Della-Croce	Aye

Motion carried unanimously

New Business

Mrs. DeRosier explained the Public Employment Verification Act and how it relates to the Authority. Dr. Rajput stated that the Authority is already enforcing the law; the contractors must comply with the security requirements and notifications as outlined in their contractor packets.

Mrs. DeRosier brought up the Marcellus Shale Gas Sale distribution, she explained that the Authority may be able to get money by submitting a project request for consideration to the county. Dr. Rajput stated he had a meeting with Senator Tomlinson and he reported the Senator will look into any grant money that is available to the Authority. A discussion ensued regarding the Marcellus Shale controversies throughout the Tri-state areas.

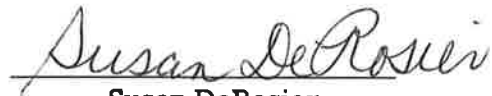
Public Participation

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

Adjournment of Board Meeting

Mr. Czyzyk made a motion, seconded by Mr. Chase, to adjourn the Board meeting at 8:50 P.M.

Respectfully submitted by:



Susan DeRosier
Board Secretary