

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ April 24, 2014

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on April 24, 2014 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Call to Order

Mr. Chase, Chairman, called the meeting to order at 7:10 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
Joseph Glasson
Sandra Della-Croce
Rich Altmiller

Also Present: Vijay Rajput, Ph.D., PE, Managing Director
Nancy Burnell, Supervisor, Meter Dept.
Vince Capaldi, Superintendent, WFP
Fred Walcott, Asst. Plant Superintendent WFP
Phil Smythe, Field Technician
Susan Wallover, Pretreatment Coordinator
Michael Andrews, Engineering Assistant
James A. Downey, III, Solicitor
Robert Serpente, Consulting Engineer

Public Participation

At this time there was no one in the audience that wished to address the Board.

Approval of the April 2014 Accounts Payable as Presented to the Board

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Approval of the April 2014 Accounts Payable as Presented to the Board

Motion

Mr. Glasson made a motion, seconded by Mrs. Keyser, to approve the April 2014 Accounts Payable as presented to the Board.

Questions/Comments

Mr. Altmiller inquired about the following invoice(s):

Bucks County Courier Times:

Invoice# 1-011802000

Amount: \$2,111.15

Various Advertisements

Dr. Rajput explained that this is for various advertisements.

GHD, Inc.

Invoice# 93413462

Amount: \$4,177.66

Professional Services through 03/23/2014

Dr. Rajput explained that this is our Consulting Engineer for the WTP Sedimentation Basin Contract.

Ms. Della-Croce questioned the following invoice(s):

Kershner Environmental Technologies, LL:

Invoice No: 29836

Amount: \$5,571.06

Transmitter, Calibrator & Cover Alarm for the Digester Bldg.

Dr. Rajput explained that this is for the WWTP Digesters Alarm System.

Versitron, Inc.

Invoice No. 13547

Amount: 4,800.00

Camera's Flow Equal & RAS Building

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Dr. Rajput explained it is a replacement cameras for the Flow Equalization and RAS Buildings at the WWTP. Installation work was done in-house by our Electrician Bill Keyser.

Mrs. Keyser questioned the following invoice(s)

US Supply

Invoice No: S5482851.001

Amount: \$354.23

Invoice No: S5490919.001

Amount: \$292.14

Meter Mechanics Supplies; Ball Valves, Hose 8x4 Saddle & 4"x 10' pvc 38 Cherry Ln SMB

It was explained that this is for the Meter Mechanics and they are ordered through the Administration office which will produce a Purchase Order with an A (Administration) on it however it is being expensed to the Meter Department budget.

Home Depot

Invoice No. 970035

Amount: \$697.99

Dryer & connection hardware - Field Garage

Dr. Rajput explained that this is a new dryer. Some Board Directors suggested that maybe commercial grade washers/dryers should be purchased.

Wilson, Elser, Moskowitz, Edelman & Dicker LLP

Invoice No. 2323458

Amount: \$6,494.00

Services through 02/27/2014

Dr. Rajput explained that this was for the EEOC charge.

Mrs. DeRosier questioned the following invoice(s)

Ricoh USA, Inc.

Invoice #91941733

Amount: \$225.89

4/2014 Blueprint Lease

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Dr. Rajput explained that this is a monthly charge. The number of copies made varies.

Roll Call

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

Motion carried unanimously

Approval of the March 27, 2014 Board Meeting Minutes as Presented to the Board

Motion

Mrs. Keyser made a motion, seconded by Mr. Altmiller, to approve the March 27, 2014 Board Meeting Minutes with corrections.

All in Favor 5
Abstention 1
Motion passed 5 to 1

Questions/Comments

Mrs. Keyser stated that the Board just received the minutes tonight and she is not sure if the Board will be able to approve them. With Mrs. Magro in the hospital, Mrs. Wallover prepared the remainder of the minutes that is the reason for receiving them so late.

Page 17 - Laptop Computers

Mr. Altmiller made a motion, seconded by Mr. Chase, that the Authority purchase laptops for the Board Members use which is correct. In Dr. Rajput's report it states that eight (8) were purchased when it should have been six (6).

Mr. Chase stated that the Board said it was going to be more than just the six (6). Mrs. Keyser wants the minutes to reflect the change. Further conversation ensued regarding the number of laptops to purchase.

The final decision was to purchase a total of ten (10) and the Board would like the March minutes to reflect this. Mr. Altmiller added that included in that motion was that the laptops are the property of the Authority.

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Corrected Motion:

Mr. Altmiller made a motion, seconded by Mr. Chase, to make the correction in the March Minutes that it was ten (10) laptops with Wi-Fi capability to be purchased from All Access (formally United Computer) and that they are the property of LBCJMA.

Roll Call on the Corrected Motion

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

Motion carried unanimously

Question/Comment

Finance Director Advertisement

Mrs. Keyser mentioned that in the minutes Mrs. Keyser made a motion, seconded by Mr. Glasson, to advertise for the Finance Director/Personnel HR position. Has this been done? Dr. Rajput responded that it has been advertised in the BCCT and Peter Place advertised it in Craigslist. Mrs. Keyser asked if we were also going to advertise with GFOA. Dr. Rajput replied that we could send it there. Mrs. Keyser also added that she talked to Lou Polaneczyk and he suggested to also advertise in the Philadelphia Inquirer on a Saturday/Sunday paper.

Motion

Mrs. Keyser made a motion, seconded by Mr. Altmiller, along with advertising in the Bucks County Courier times and Craigslist, to also advertise for this position in the Sunday Philadelphia Inquirer and GFOA as it has already been advertised in the Bucks County Courier Times and on Craigslist.

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Roll Call on the Corrected Motion

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

Motion carried unanimously

A discussion between Dr. Rajput and Mrs. Keyser ensued as to the title that should be used in the advertisement. Mrs. Keyser wanted to keep it as Finance Director and Dr. Rajput replied that he spoke with Peter Place who worked with him on the advertisement and it was Finance Manager. Mrs. Keyser requested that the Board receive a copy of the job description.

Low Lane Property

Mrs. Keyser inquired if Dr. Rajput has hired a Professional to appraise the donated property near the Church located on Low Lane in Levittown. Mr. Downey stated all the paperwork has been completed and submitted.

Pretreatment Variances

At this time there was no one in the audience that wished to address the Board.

Mrs. Keyser asked Mrs. Wallover what the status of the following Pretreatment Variances are from last month.

Wendy's Hamburgers - 1151 Oxford Valley Road, Levittown, Permit No. F017-2012 (12/04/2012 - 12/03/2013)

Mrs. Wallover reported that they are in the process of purchasing a grease trap. The spec was sent today and approved. Waiting for an installation date.

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Managing Director's Report

Contract WWTP-345: Restoration of Concrete Sidewalks, Driveways, Concrete Apron, Concrete Curbs and Site Affected by Water Main Breaks

Bids were received and opened on April 17, 2014 for the above contract. The main purpose of this project is to restore damages during the repair of water main breaks.

After review of the bid results it is recommended awarding Contract WWTP-345: Restoration of Concrete Sidewalks, Driveways, Concrete Apron, Concrete Curbs and Site Affected by Water Main Breaks to F&J Company, 3 Eagle Court, Fairless Hills, PA 19030 in the total base amount of \$98,987.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to approve F&J Company, 3 Eagle Court, Fairless Hills, PA 19030 for Contract WWTP-345: Restoration of Concrete Sidewalks, Driveways, Concrete Apron, Concrete Curbs and Site Affected by Water Main Breaks in the amount of \$98,987.

Roll Call on the Motion

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

Motion carried unanimously

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

The Contractor is currently working on Sedimentation Basin #1 to restore the deteriorating concrete walls of Sedimentation Tank #1. In talking to the Contractor he informed us that there are sections of the concrete channel walls that are severely deteriorated and will require concrete wall restoration involving patching, which is not covered under the base bid amount and will require a change order. In talking to the Contractor we informed him that this work or at least a portion should be covered under the base bid in the concrete section of the contract and not under the unit price of \$33/square feet for additional work. The Contractor agreed to perform the additional work at a unit price of \$18/square feet. The total amount of the above work is \$16,200.

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After reviewing the contract documents and a discussion with GHD the consulting engineer for this project, it was determined that the additional work is not covered under the base bid. After Dr. Rajput reviewed his June 2013 report to the Board it shows that it showed that a request was made to the Board to allocate \$1600. This change order was approved but never processed therefore, approval of \$16,200 for the additional concrete wall restoration for Tank Number 1 is being requested.

Motion

Mr. Altmiller made a motion, seconded by Mrs. Keyser, to rescind the original motion made in June 2013 approving \$16,000 and approve the new motion approving the amount of \$16,200.

Roll Call on the Motion

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

Motion carried unanimously

Emergency Sanitary Sewer Main Repair - Cherry Lane

On March 29, 2014 while addressing a sewer block on Cherry Lane approximately 635 linear feet of 8 inch sewer main was televised. CCTV inspection revealed that four (4) areas of sewer main segments required immediate action to avoid a collapse of the sewer line. These areas needed to be repaired using an open cut repair method with subsequent replacement of the whole segment. With the pipe being more than 11 feet deep and with a high ground water table, this work could not be performed in-house. K.E. Seifert was contracted on a time and material basis. It was agreed by both Mr. Downey, Solicitor and the Authority's Consulting Engineer that this work was an emergency situation.

Bucks County Water and Sewer Authority Bulk Water Purchase through Woodbourne Station

Bucks County Water and Sewer Authority (BCWSA) has completed the upgrade work and has started purchasing water on a regular basis through the Woodbourne Pump Station. BCWSA informed the Authority that they are not renewing their contract with the City of Philadelphia for bulk water purchase. They will be purchasing 2.8 MGD or approximately 2,000 GPM of bulk water through the Woodbourne Station for their Middletown Township water system effective July 31, 2014 on a permanent basis.

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Authority personnel met with BCWSA and their Engineer to discuss operational and control procedures. After discussion and testing it was found that after a 24 hour test was conducted to supply 2000GPM to 2200GPM there was no problem supplying water at this rate from the Authority's Highland Park Pump Station however, the 3.0 million gallon storage tank could not be filled. Options for reliable supply of 2.8 - 3.0 MGD bulk water on a permanent basis were discussed. One alternative involves installing an express line from Five Points to their Woodbourne Station. In order to determine the actual flow rate to the 3.0 MGD storage tank, the Authority's mobile water flow meter was installed on the water line to the storage tank. It was determined that the maximum flow the existing 20 inch line could deliver to the Highland Park storage tank is 2000GPM when pressure at five points was 60psi and approximately 2200GPM at 70psi. Another option being looked at is testing valve positions at different locations. The 20 inch water main that conveys water to the Highland Park Tank has a capacity to deliver approximately 12000GPM with head loss of approximately 2.4 ft/1000 ft. On April 23, 2013 a study was conducted on the existing valve positions. It was found that one valve was closed and when it was opened this valve flow rate to the Highland Park Tank increased to approximately 2800GPM. We are continuing the study on identifying and solving Highland Park's tank filling problem.

Contract WWTP- 343: Furnish and Supply Crushed Stone Aggregate

Notice of Intent to Award has been issued to the Contractor. We are currently waiting for the executed contract forms and documents along with the required Bonds and Insurance Certificates that will be forwarded to James Downey, Solicitor for review.

Annual Effluent Monitoring Report for the Wastewater Treatment Plant

Per the requirements of the Delaware River Basin Commission (DRBC) Docket, the required Annual Effluent Monitoring Report has been completed and submitted.

Water Main Extension - Looping in Elderberry

The extension/looping of the existing 6 inch dead-end at 2 Elderberry Drive to the existing 16-inch water main has been completed. The project involved installation of 360 linear ft. of 6-in DI water main. Work was performed in house by our Filed Crew. It resulted in a savings of more than \$40,000. Dr. Rajput would like to thank Jim Coon, Filed Crew Chief along with all the field employees for a job well done.

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Pretreatment Local Limits Reevaluation - Headwork Analysis

Review of USEPA comments on the Authority's Headwork loading and local limit evaluation has been completed. Headwork and local limit calculations were revised and submitted.

Annual Wasteload Management Report - PADEP Chapter 94 Report

Per the requirements of PADEP, the annual Waste Load Management Report - PADEP Chapter 94 Report was completed for the reporting year of 2013 and submitted to PADEP. This reports consists of Hydraulic and Organic loading calculations and projections for the next five (5) years, performance of the plant, connections to the Authority's system, Plant Maintenance, Wastewater Collection System Maintenance Program, Pumping Statins conditions and maintenance, sludge disposal, etc.

PA Turnpike/I-95 Interchange Project - Relocation of a Water Main and Sanitary Sewer Forcemain

A response letter has been prepared and forwarded to the PA Turnpike Commission. We are waiting for their response.

Mr. Downey explained to the Board what he feels could happen. They will go ahead and make the repairs the way they want. Dr. Rajput explained that instead of the line being straight it is going to be an elbow joint and that will require shutting down the water line for a period of time so that the water can be sanitized. Mr. Chase stated that it aggravates him that they design a project based on what they want to do then after they come along and say your mains are in the way so you have to move them. Mrs. DeRosier asked how this is going to impact the people living in that area. As Dr. Rajput stated earlier, you will have to shut the system down to do the replacement however you don't just turn the water on and that's it, you have to sanitize it first and that takes time which means the water could be down for several days. Mrs. DeRosier asked what areas would be affected by this, Dr. Rajput replied, the entire section of Durham Road and Ford Road as well as the Keystone Apartments. Mr. Glasson added that they will make concessions so that the residents will not be without water.

Water and Wastewater Systems

The Plants are performing well and are in compliance with all applicable permits.

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Well Project

The repair of several wells has been incorporated into the Budget for this year. Dr. Rajput has been in contact with Mercuri and Associates, Inc., who is a hydrogeologist. They have provided proposals as follows; not to exceed \$24,150 for phase one; phase two, not to exceed \$33,250. Dr. Rajput is requesting Board approval.

Motion

Mr. Glasson made a motion, seconded by Mrs. Keyser to hire Mercuri and Associates, Inc. to perform phase one not to exceed \$24,150 and phase two not to exceed 33,250 for well project.

Dr. Rajput informed the Board that John Fabian, Head of the Engineering Department of the DEP is retiring. Dr. Rajput is requesting Board approval to write a letter of commendation to Mr. Fabian.

Motion

Mrs. Keyser made a motion, seconded by Mr. Glasson, authorizing Dr. Rajput to send a letter of commendation to John Fabian, Head of the Engineering Department of the DEP on his retirement. Motion carried unanimously.

Finance Department Report

Unadjusted Balances

Beginning Balance (Unadjusted)	\$12,150,351.16
Accounts Payable/Committed Funds	<5,119,393.40>
Unadjusted Bank Balance (approximate)	7,030,967.76

Sewer Main Blockages in Tullytown

Mr. Altmiller commended the Field Crew for the job they did on the Sewer Main Blockages in Tullytown. He said he watched as they pulled up large rocks. He's asking Dr. Rajput how they got there. Mr. Smythe added that he has been seeing quite a bit of this in several sections. Dr. Rajput stated that he will investigate further and report back to the Board.

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

Mr. Downey reported that an Executive Session was held from 6:00 P.M to 7:00 P.M at which time litigation and personnel matters were discussed.

Old Business

Mrs. Keyser is asking Dr. Rajput for the status from a personnel meeting that was held a few months ago with the Union Representatives at the Administration office regarding two (2) clerical jobs one at the Wastewater Treatment Plant and one at the Administration office. Dr. Rajput replied that he will bring it up to the Board at the May meeting.

Laptop Computers

Mr. Chase asked Dr. Rajput to inform the Board what type of computers they will be receiving. Dr. Rajput replied that the HP I-5 Business class, 400 gb with 15 inch touch screen and wi-fi capable was best suited for our purposes.

Pump No 7 @ the Wastewater Treatment Plant

Mrs. Keyser asked for the status of this pump. Dr. Rajput new parts were ordered to rebuild this pump.

Addition

Mr. Glasson asked for the status of the new addition to the main office. Dr. Rajput replied that there is another meeting set up with the Township Engineer. More discussion went on regarding the new building.

New Business

There was no new business brought before the Board.

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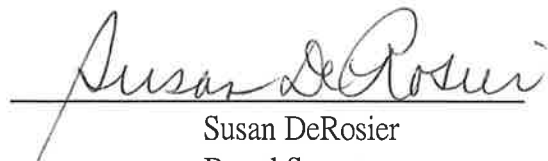
Public Participation

At this time there was no one in the audience that wished to address the Board.

Adjournment

Mr. Altmiller a motion, seconded by Ms. Della-Croce, to adjourn the Board meeting.
Motion carried unanimously.

Respectfully submitted by:



Susan DeRosier
Board Secretary

SDR/dm