

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ August 28, 2014

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on August 28, 2014 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Executive Session

An Executive Session was held from 6:00 P.M. to 7:00 P.M. Mr. Downey will report on this during his report.

Call to Order

Mr. Chase, 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: James Chase
Janet Keyser
Susan DeRosier
Joseph Glasson
Sandra Della-Croce
Rich Altmiller

Also Present: Vijay Rajput, Ph.D., P.E., Managing Director
James A. Downey, III, Solicitor
Nancy Burnell, Supervisor, Meter Dept.
Vince Capaldi, Superintendent, WFP
Fred Walcott, Asst. Plant Superintendent WFP
Phil Smythe, Field Technician
Susan Wallover, Pretreatment Coordinator

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Public Participation

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

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

Motion

Mr. Glasson made a motion, seconded by Mr. Altmiller, to approve the August 2014 Accounts Payable as presented to the Board.

Questions/Comments

Mrs. Keyser inquired about the following invoice(s):

Bucks County International

Invoice# Several Invoices

Amount: \$2,267.12

Various vehicle repairs

Mrs. Keyser wanted to know if any of the repairs to the vehicles were from the accident involving an employee. Dr. Rajput responded that he did not believe so but he would confirm and report back to the board.

Mercuri Associates Inc.

Invoice#

Amount: \$29,084.00

Well Project Consulting

Mrs. Keyser wanted to know the details of these bills. Dr. Rajput responded that this was for the spec preparation but we are not moving forward on this project. A discussion ensued regarding their findings and recommendations for the well project proposal.

R. Morell Tractor Sales

Invoice # several invoices

Amount: \$9,773.55

Various vehicle repairs

Mrs. Keyser asked about cleanup of sewer main interceptors for \$1500. Dr. Rajput and Phil Smythe responded that it was for maintaining the interceptor areas from excessive growth and is done twice a year during the summer and fall.

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Scrappy's Auto Service

Invoice # several invoices

Amount: \$2,761.69

Vehicle repairs to S19 and S15

Mrs. Keyser asked about the S19 accident repair cost \$2,205.45, Janet asked about getting a detailed accident analysis cost for this accident and what we were turning into the insurance company. Mrs. Keyser asked Dr. Rajput if we heard anything and Dr. Rajput said he did not hear anything further and was told the case was closed.

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

G & G Electrical Construction, LLC

Invoice# Several Invoices

Amount: \$1,067.29

Two electrical repairs

Mr. Altmiller asked about the \$591.29 street light repair at 86 Upper Orchard Drive. Dr. Rajput believed this was dug up accidentally while we were on a water main break.

Thomas Scientific Company

Invoice#

Amount: \$5,004.00

Electric Stil

Mr. Altmiller asked what it was and why was it needed. Vince Capaldi that this was a back-up for the lab and is required to de-mineralize the water and used for rinsing purposes.

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

Thomas P. Carney Inc

Invoice#

Amount: \$181,703.65

Sedimentation Construction Project

Verizon Wireless

Invoice# several invoices

Amount: \$3,101.19

Phones

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Ms. Della-Croce asked about the Snowball Gate bill and Dr. Rajput and Phil Smythe responded we have a flow meter there costing \$30.90 per month. The \$3,070.29 is the monthly phone bill for all of the Authority's phones.

Laureen Marterella asked the board if they had her revision and ensure that it was included in the bills.

Roll Call

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

Motion carried unanimously

Approval of the June 26, 2014 Board Meeting Minutes as Presented to the Board

Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, to approve the June 26, 2014 as presented to the board.

Motion carried unanimously

A discussion ensued that the minutes should be done within one week of the board meeting.

Pretreatment Variances

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

Managing Director's Report

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

Dr. Rajput reported the agreement was reached with the PA Turnpike Commission and includes a \$70,000.00 commitment from the Authority. Dr. Rajput is requesting the board approve the \$70,000.00 cost to the Authority for this project without any duck unders.

Motion

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Mr. Altmiller made a motion, seconded by Mrs. DeRosier, to approve \$70,000.00 for the PA Turnpike Project providing there are no duck unders.

Roll Call

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

Mr. Chase thanked Mr. Downey and Dr. Rajput and staff for their negotiation and help on this project.

Replacement of Field Maintenance Vehicle

Dr. Rajput is requesting approval to replace S-19, a 2002 F150 with 140,000 miles on it, with a new vehicle under the Pa State - Costar Contract. A discussion ensued about the \$2,200.00 in repairs just made to this vehicle and the necessity of replacing this vehicle now instead of in a few years.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to approve the replacement of S-19 with a 2015 Ford Super Duty F250 truck under the Pa State - Costar Contract for \$31,568.53.

Roll Call

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

Sale of Wastewater 2000 Ford Pick Up Truck

Dr. Rajput requested approval to accept the bid of \$275.00 for the 2000 Ford Pick Up Truck sold "as is" to Mark's Motors. A discussion ensued regarding the sale of this truck as well

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as the 2001 Ford Focus that had been in an accident. Dr. Rajput informed the board the 2001 Ford Focus that was previously advertised to be sold "as is" has been totaled by the insurance company and cannot be sold. The insurance company will pay the Authority \$5,104.50 for this vehicle and has already been picked up.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson for \$275.00 to approve the sale of the 2000 Ford 4x4 Pick Up Truck to Mark's Motors.

Roll Call

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

Installation of Natural Gas for the Grit/Bar Screen Building

Dr. Rajput has received quotes for the installation of natural gas lines, which has to be performed by a certified gas installer. The Authority will purchase the heaters themselves at a cost of \$3,740.72 and contract out the installation to Superior Heating and Cooling for \$13,700.00. Dr. Rajput recommended the board approve \$17,441.00 for this project.

Motion

Mrs. DeRosier made a motion, seconded by Mr. Altmiller, to approve \$17,441.00 for natural gas heaters and installation.

Roll Call

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

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Installation of Paved Driveway behind the Flow Equalization Building to the Field Storage Area

Our Field Crew and Electrician have installed the necessary equipment and have received quotes to pave the driveway. The lowest responsible bid received was for \$16,600.00 from Hutchinson General Construction. Dr. Rajput is requesting approval for paving the driveway.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to approve the Driveway Paving to Hutchinson General Construction not to exceed \$16,600.00.

Roll Call

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

Motion carried unanimously

Rehabilitation/Replacement of 8" Force Main from Village of Pennbrook Pump Station-Update

As previously reported, the force main location has been problematic. We are awaiting for PECO to temporarily de-energize the underground electric lines to locate the forcemain. Phil Smythe provided the board with the Authority's history of this line and the fact that the line is not on any of the Authority's maps.

Electronic Water and Sewer Bill Payment-Update

Dr. Rajput and Nancy Burnell are working with Harris Computer for implanting the electronic billing.

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

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Dr. Rajput reported the Contractor has completed the installation of the plate settlers on Basin No. 2 and Basin No 1. has been put in service by Mr. Chase on August 15, 2014. The Authority should see a decrease chemical costs and in sludge fees. Please refer to the pictures and Vince Capaldi's report.

Payroll and Time Keeping System - Update

Dr. Rajput explained the existing ADP system will not be supported after October. Meetings have been held with Paychex, a payroll service company that provides time keeping and attendance solution software. Their payroll system can also be interfaced with our existing Kronos System or they could provide a seamless attendance payroll system. We just received a quote from ADP and will try to meet with them before we make a decision. Dr. Rajput is requesting authorization from the board to negotiate and purchase a new Payroll and Time Keeping System to address the Authority's needs.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to authorize Dr. Rajput to purchase a new Payroll and Time Keeping System.

Roll Call

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

Motion carried unanimously

Pretreatment Local Limits - Update

Dr. Rajput reported that US EPA have approved the Authority's Re-Evaluation. The new limits will have to be advertised before they can be approved by the board. Susan Wallover will follow up with the advertisement and Mr. Downey will follow up with the preparation of the Resolution.

WWTP Lab Reporting - Update

Dr. Rajput reported that he has submitted the renewal application to PA DEP for their review and approval. Until it is approved, we will continue to sub-contract out our lab analysis.

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Finance Report

Dr. Rajput reported that the Authority's balance as of August 27, 2014 is \$12,893,427.00 minus the Accounts Payable of \$264,000 just approved and the committed projects which are close to \$4,000,000.00, bringing the balance to \$8,852,449.00. July 2014 Revenue collection was \$1,645,841 which is an increase of \$218,000. Also, the Bucks County Water and Sewer Authority has begun taking water from us bringing in an additional \$250,000 to the Authority.

Supervisor's Reports

Mr. Chase asked Phil Smythe about his easement inspection reports. Phil explained the results have decreased in flows to the Authority and decreased the sewer back-ups. Typically the Authority experiences 12-18 flood outs per year, to date we have not experienced any flood outs this year. The combined efforts of the inspections and the field crew jetting efforts have had a major impact on the sewer system.

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

Mr. Downey reported that an Executive Session was held from 6:00 PM to 7:00 PM and discussed litigation, potential litigation and personnel matters. Mr. Downey reported they a letter received from the South Carolina Department of Health and Environmental Control and a law firm. The letter concerns the Authority's waste disposal manifest from a 1997 to burn waste has contaminated the ground and created a Superfund site which must be cleaned up. Under CERCLA, the Authority is liable for a portion of the \$36,000,000 cleanup cost. It has been determined that it costs \$1/pound to cleanup this waste and the Authority's liability is \$2,833.00 to settle this matter. Mr. Downey recommends the board approve the payment of \$2,833.00 to settle this matter.

Motion

Mrs. DeRosier made a motion, seconded by Mr. Altmiller, to approve the payment of \$2,833.00 to settle this matter.

Roll Call

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

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Mr. Altmiller Aye

Motion carried unanimously

Mr. Downey drafted a Resolution for the GPS system and installation. It was suggested it be discussed with the labor representatives and the Board be ready to address the matter at the September board meeting. Mr. Altmiller stated nothing has been purchased, but received prices of about \$35/vehicle. Dr. Rajput will schedule a meeting with the Personnel committee and the labor representatives. The Resolution calls for the GPS monitoring to be performed by a Dr. Rajput.

Old Business

Mrs. Keyser asked about the status of a cleaning service for the offices, Dr. Rajput stated that he was in full agreement with Mrs. Keyser's decision several years ago to have the in-house staff clean the offices at the respective locations.

Mrs. Keyser asked Dr. Rajput about the GIS Project. Dr. Rajput has stated that this project is on hold.

Mrs. Keyser asked the status of the Discipline Code. Dr. Rajput stated he prepared a draft copy and submitted it to the board and nothing else was done. Mrs. Keyser asked that this draft be sent again to the board, Dr. Rajput said he would send the board another copy.

Mr. Chase asked the board members about problems they are having with the recently purchased laptop computers. A discussion followed regarding the computer setup from United Computers. Dr. Rajput thought it may have been due to Wi-Fi issues, and will talk to Comcast about the problems. Mr. Chase asked Dr. Rajput look into getting prices from other companies to handle the Authority's computer work. A discussion followed United Computers and previously used computer companies. It was suggested that a workshop be scheduled with the board members and Bob from United Computers to address the problems.

Vince Capaldi reported that he is having a problem with SCADA and the new computer. He cannot run the SCADA program and it will not work with our current operating system. Vince also has problems printing out his monthly report for the past six (6) months since the server was hooked up. Bob told Vince to wait until the Authority is thoroughly hooked up with Comcast and the problem may be resolved. The Authority has to wait until the contract is over with AT&T. It was suggested to Vince to hook up the old computer to handle the SCADA system. Dr. Rajput will follow up with Bob over software compatibility issues and the operating system.

New Business

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Mrs. Keyser stated she sits on another board with a bank, and had the minutes yesterday and had just received the minutes by email. The minutes need to be received within a week of the meeting.

Mrs. DeRosier thanked Dr. Rajput and Mike Andrews for taking care of a homeowners driveway problems regarding the Authority's concrete contractor and inferior work and the behavior.

Mrs. DeRosier asked Dr. Rajput what we pay yearly for the payroll system. Dr. Rajput responded we pay approximately \$8,000.00/year. Mrs. DeRosier was told previously the integration was too expensive and was cost prohibitive.

Mr. Altmiller requested a motion to purchase a 2015 Ford Escape to replace the 2000 Ford Focus (currently used by Susan Wallover). The Ford Focus is old and is the same vehicle Dr. Rajput had been in an accident with. A discussion followed about vehicle hand me downs, Dr. Rajput stated that he currently has a 2009 Ford Escape. Nancy Burnell suggested that vehicle bids have a minimum bid to cover recent repair and advertisement costs. The board requested a revised assessment of all the Authority's vehicles, including the repair costs as maintained by the respective locations.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to authorize the purchase of a 2015 Ford Escape through PA State – Co Star not to exceed \$25,500.00.

Roll Call

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

Adjournment

Mrs. Keyser made a motion, seconded by Mrs. DeRosier, to adjourn the Board meeting. Motion carried unanimously.

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Respectfully submitted by:

Susan DeRosier
Board Secretary

SDR/sw
DPM 0062:DSS