

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ July 24, 2014

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on July 24, 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
Michael Andrews, Engineering Assistant
Robert Serpente, Consulting Engineer

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Public Participation

Mrs. DeRosier said she received an email and pictures from the homeowner at 39 Rambler Lane, Levittown who is waiting for restoration work from a June 22, 2014 water main break. The homeowner had concerns regarding the height of the apron, curbs and driveway work. Dr. Rajput replied that the restoration work is under contract but would find out the specific details from the contractor and report back to Mrs. DeRosier.

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

Motion

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

Questions/Comments

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

Drexel University

Invoice# 11366117

Amount: \$3,395.00

Environmental Law/ Regulation Course for Mike Andrews

Dr. Rajput said he believed this would be a good course for Mike Andrews to take and the Authority is not paying for Mike's college tuition.

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

Brian Hoskins Ford

Invoice# Amount: \$20,217.00

2014 F150 Truck (S-14)

Ms. Della-Croce asked if this truck was replacing the utility truck (S-14). Dr. Rajput said the vehicle is currently being stored in the LD Davis building and when we receive the registration and insurance card, the vehicle will then be turned over to the wastewater utility personnel.

Ms. Della-Croce also asked about the bottom of Page 21 on the Accounts Payable Report and Laureen Marterella that this number reflects the total amount paid out to vendors from page 18 to page 21.

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

All Covered

Invoice # 226020

Amount: \$2,013.75

Remote Support and System Administration

Debbie Magro explained that this is United Computer and that they changed their name and they were just taken over.

K.E. Seifert, Inc

Invoice #

Amount: \$47,370.87

Emergency bypass Birch Valley Pumping Station Force Main

Dr. Rajput explained that this was an emergency as previously discussed before with the board.

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

Marrazzo's Manor Lane Florist

Invoice#

Amount: \$55.93

Straw bales restoration Gaping Rock Road

Ms. Della-Croce asked what does this mean and why.

Dr. Rajput explained that this was for the water line replacement project and is used to stabilize the ground.

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

R. Morell Tractor Sales

Invoice # several invoices

Amount: \$6,270.60

Mrs. Keyser asked why a backhoe was rented when we have two.

Phil Smythe responded that there was a problem with the plant backhoe and we needed to rent a backhoe while the one was being repaired. The plant backhoe is old and is not used on the road.

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Commonwealth of Pennsylvania

Invoice # PWSID# 1090026

Amount: \$500.00

Chapter 302 Operator Certification

Mrs. Keyser asked who the employee was.

Dr. Rajput explained that this was DEP Certification annual fees for each plant and that it was not for employee certifications. Discussion ensued regarding innovative ways the state generates revenue.

Roll Call

Mrs. Keyser Aye

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 table the minutes until next month because they had just received them.

Motion carried unanimously

Pretreatment Variances

McDonald's – Route 413, Levittown – Permit No. F076-2013 (06/05/2013 – 06/04/2014).

This facility was issued a Show Cause Order for chronic noncompliance for exceeding the O&G discharge limit.

Joel and Les Dukart, Owners, stated they have not had any problems until recently and do not know why they have been failing the sample analysis since they have been cleaning. They are in the process of building their new site and have been held up by the permits for the past 7-9 months. They just received approval from DEP and plan to begin construction on August 8, 2014 and expect construction will take 3 months. They have spent several thousand dollars to correct problem and had planned for the current facility to have been closed. As soon as the new site construction began corporate was to approve the closing of the existing store.

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Susan Wallover explained the violations began November 2013 and the facility had been issued several Notices of Violations and told via email the trap needed to physically be entered and inspected to determine if there were cracks in the grease trap piping. The owners objected to the \$1500.00 quote for the cleaning and inspection since they plan on closing soon. Susan was asked her recommendation and she responded to shut them down since they are not interested in the affects downstream or to the homeowners in Plumbridge. The owners stated that if required, they would have the grease trap cleaned and inspected.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to begin procedures to shut down procedures.

Roll Call

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

Motion Approved 5 Aye votes

Uncle Bill's Country Market – 55 Highland Park Place, Levittown. Permit No. F039-2013 (03/31/2013 – 03/30/2014).

Bill Smith, Owner, is requesting a decrease in the sampling frequency from quarterly to Semi-Annually for permit just issued on 7/3/14. Mr. Smith said he was late due to lack of communication since Susan was out and no one else notified him that he was late on his samples. Also, his sample failures were due to his hauler not cleaning the sample port when the trap is emptied. With the change in the hauler and changing the soap/cleaning products, owner is asking for relief from the four samples to come up to date and would like to sample twice to come up to date. Discussion ensued regarding why the permit is a 1 ½ years behind schedule. Also, the owner let the Board know how helpful Victoria is and that she is a great customer representative.

Motion

Mrs. DeRosier made a motion, seconded by Mr. Altmiller, to grant permission to Uncle Bill's Country Market to sample twice and pass, then renew his permit with quarterly sampling for one year.

Motion carried unanimously.

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Roll Call

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

Red Lobster Restaurant – 2275 East Lincoln Highway Langhorne. Permit No. F056–2013 (4/17/2013 – 4/18/2014). This facility is expected to be sold and Gail Ciccone, Manager, is requesting a variance to allow the existing floor drains throughout the restaurant to remain due to safety concerns and ice.

After discussion the following motion was made:

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to grant the variance for the continued use of the floor drains due to safety issues.

Roll Call

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

Managing Director's Report

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

As previously reported, the force main has been reported to be 3500 linear feet and a change order had been approved for \$444,000 to rehabilitate the line. Work had been performed to locate the line and the map was found to be 1,000 feet in error. The problem came to light when the line was walked and measured because the Authority does not have as built maps of certain sections of the force main from North Park to Pinewood. Mike Andrews verified and walked the line with the Contractor, but the line will be physically located when the line is televised. Dr. Rajput recommended cancelling the previous change order and requesting

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approval on a revised change order for \$594,000.00 for the 4500 linear feet force main. This project is not in the Capital Improvements Budget but is needed.

Motion

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, to approve the revised change order in the amount of \$444,000 to \$594,000.00.

Roll Call

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

Motion carried unanimously

Electronic Water and Sewer Bill Payment

As detailed in Nancy Burnell's report and explained by Dr. Rajput and Nancy that it would be beneficial as well as cost-effective for the Authority staff because less time would be required for entering a customer's payment which will then be automatically downloaded. It costs \$0.38 for bulk mail as compared to \$0.30 for email bill notification. It will save labor and the Authority will get the payments quicker. The monthly fee will be \$280.00, which will also give access to the customers of their accounts. The Board needs to decide if the cost will be passed onto the customer (\$3.25/transaction) or will the Authority continue to pay the costs (\$2.75/transaction). The customers are currently not charged for direct debit, the Authority eats all the cost. We need to determine if our customers are interested in the eBill instead of bills being mailed. Training is available and will consist of webinars only, due to trainer's costs. The convenience of using this system and avoiding a late fee. Also, the banks are holding on the payments to the Authority.

Motion

Mrs. Keyser made a motion, seconded by Mr. Altmiller, to approve the Electronic Water and Sewer Bill Payment for \$2,250 and \$280 monthly fee to the Authority with the transaction fee being passed onto the customer.

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Roll Call

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

2nd Motion

Mrs. DeRosier made a motion, seconded by Mr. Altmiller, to approve the advertisement in the Bucks County Courier Times advising the customers of the availability of the Electronic Water and Sewer Bill Payment option.

Roll Call

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

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

Dr. Rajput reported the Authority has not received answers to their questions, specifically the July 17, 2014 email regarding disinfection and the proposed design. A discussion ensued regarding the demands made by the PA Turnpike Commission on this project and the Authority's concerns and options.

Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, to authorize Mr. Downey along with Dr. Rajput and staff to negotiate with the PA Turnpike Commission on this project.

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

2013 Annual Audit Report

Dr. Rajput reported the annual audit report has been completed by Lopez, Teodosio & Larkin.

2013 Annual Water Quality Report/Consumer Confidence Report

Dr. Rajput reported the annual report has been completed and has been posted on the Authority's website, paper copies will still be available upon request.

Replacement of Water Main on Gaping Rock Road

Dr. Rajput reported that 600 linear feet of the existing water main on Gaping Rock Road has been replaced by our Field Crew, saving the Authority \$70,000.00 by performing the work in-house.

Installation of 8" Water Main Crossing Route 13

Dr. Rajput reported that the 8" water main crossing Route 13 is now complete. The line has been disinfected and is back in service. Several businesses along Route 13 now have the option of extending and hooking up to the water main, at their cost. The Authority saved \$8,000.00 on this project.

Supervisor's Reports

Vince Capaldi updated the Board on Basin No. 1 on the Sedimentation Basin Improvement Project, the job is almost done.

De-Icing System

After touring the Chester Water Authority, it was determined that the Authority does not need nozzles, saving the Authority some money.

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Administration Building Addition

Mike Andrews is still working on the plans for the new building, the Township is requesting additional parking. The project may be ready to go out for bids after meeting all of the Township requirements. We will be applying for a waiver from the Township Land Development requirements.

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

Mr. Downey reported that an Executive Session was held from 6:00 PM to 7:10 PM and discussed ongoing litigation pertaining to the Equal Opportunity Commission conference that had been scheduled for July 28, 2014 and has been postponed with no new date set. The board authorized Mr. Downey to proceed with the easement issues for 12 and 20 Sunflower Road. Mr. Downey requested a Motion to appoint Louis Polaneczky, CPA, to conduct a Forensic Audit of the payroll and accounting department, especially with regards to tax consequences.

Motion - REVISED

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to appoint Louis Polaneczky to conduct a Forensic Audit providing he is qualified and has experience performing a Forensic Audit.

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. Downey reported that at the recent Unemployment Hearing, he was called to testify as a witness without any notice. Since he cannot defend and testify at the same time, Mr. Downey requested Mr. Russ Sacco to represent the Authority at the August 11, 2014 Unemployment hearing.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to appoint Mr. Russ Sacco to represent the Authority at the Unemployment Hearing.

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Roll Call

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

Dr. Rajput requested authorization to re-advertise for the Finance Manager position

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to authorize Dr. Rajput to re-advertise the Finance Manager position, since the previous candidate had turned the job offer down.

Roll Call

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

Old Business

Turkish American Club of Levittown - 1538 Haines Road, Levittown, PA

Susan Wallover brought it to the Boards attention that a representative from the facility was required to attend the meeting and had not showed up.

Motion

Mrs. DeRosier made a motion, seconded by Mr. Altmiller, to shut down the Turkish American Club of Levittown.

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

Mrs. Keyser asked if a letter was sent to GOAL notifying them of their equipment that needs to be removed from the Authority's property. It was determined a letter had not been sent, but the address will be confirmed and a letter will be sent.

Mrs. Keyser asked about hiring additional utility at the WWTP. A discussion ensued and Dr. Rajput does not believe any additional personnel are needed.

Mrs. Keyser asked about the two (2) clerical positions, one at the administration office and the other at the WWTP. Dr. Rajput reported that the administration office position was awarded and will be discussed with the WTP Superintendent to ensure that when the employee transfers it will not create a problem with operations. Laureen Marterella informed the Board that the WWTP position will still be in the 30 day probationary period.

Mrs. Keyser asked about the WWTP Lab Fill-In, Dr. Rajput has prepared the job description and it will be posted tomorrow.

Mr. Altmiller brought up the Chain of Command memo. Mrs. DeRosier asked about clarifications in the memo. A discussion ensued about scheduling of meetings must be through Dr. Rajput and redefine the current memo language to clarify employees are to go through Dr. Rajput for any problems. The meeting initially scheduled for next week will have to be rescheduled since Dr. Rajput will not be available.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, authorizing Dr. Rajput to post the revised Chain of Custody memo to the employees.

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

Mr. Chase asked about if the Authority's website is done by our employees and is a little behind, perhaps by six months and Jennifer Smythe is doing a great job. Mrs. DeRosier pointed out that they are not volunteers and that Jennifer and Victoria Bleistein received a pay upgrade for maintaining the Authority's website.

Mrs. Keyser asked about the Ford Focus station wagon that was in the accident will be advertised to be sold as is.

Mrs. DeRosier informed the board about a news clipping she read about body wash ingredients.

Mrs. Keyser requested a motion that Debbie Magro receive a \$2 increase since her work load has increased since the Finance Director left, effective immediately. Mrs. DeRosier said it should go through the union. Dr. Rajput told the board that an upgrade is given to both Debbie and Susan whenever they are performing the Finance Director's job duties. Mrs. Keyser withdrew the motion.

Mr. Altmiller wanted to explore the cost of installing GPS in vehicles. A discussion ensued regarding the various GPS options and Phil Smythe has been looking into the costs. Also, Mr. Downey to look into developing a GPS Policy and Dr. Rajput will continue looking into GPS.

Mr. Chase removed Mrs. Keyser from the Personnel Committee and be replaced by Mr. Glasson.

Public Participation

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

Adjournment

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

Respectfully submitted by:

Susan DeRosier
Board Secretary

SDR/sw
DPM 0061:DSS