

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ November 19, 2014*

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Wednesday, November 19, 2014 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

### **Executive Session**

An Executive Session was held from 6:05 P.M. to 7:02 P.M. Mr. Downey will advise during his report.

### **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 for a former employee, Debbie Barnes, who passed away this month.

### **Roll Call**

Mrs. DeRosier, Secretary, took roll call as follows:

**Board Members Present:** James Chase  
Janet Keyser  
Susan DeRosier  
Rich Altmiller  
Joseph Glasson

**Board Members Absent:** Sandra Della-Croce

**Also Present:** Vijay Rajput, Ph.D., P.E., Managing Director  
Colleen Dunn, Finance Manager  
James A. Downey, III, Solicitor  
Nancy Burnell, Supervisor, Meter Dept.  
Fred Walcott, Asst. Superintendent - WFP  
Phil Smythe, Field Technician  
Robert Serpente, Consulting Engineer

### **Public Participation**

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

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ November 19, 2014*

## **JM Patton Associates - Presentation of the 2015 Insurance Policy Package**

Jack Patton and Marty Wilson of JM Patton Associates, Inc. gave a presentation for the 2015 Insurance Policy coverage for the Authority. After the presentation and discussion the following motion was made.

### **Motion**

Mrs. DeRosier made a motion, seconded by Mr. Glasson, to accept the Commercial Insurance Policy Coverage Renewal Proposal for 2015 in the amount of \$600,994.

### **Roll Call**

Mr. Chase	Aye
Mr. Glasson	Aye
Mrs. DeRosier	Aye
Mrs. Keyser	Aye
Mr. Altmiller	Aye

Motion carried unanimously

## **Approval of the November 2014 Accounts Payable as Presented to the Board**

### **Motion**

Mr. Altmiller made a motion, seconded by Mrs. Keyser, to approve the payment of the November 2014 Accounts Payable as presented to the Board.

### **Roll Call**

Mr. Chase	Aye
Mr. Glasson	Abstain on VR-00028006 – Benjamin Franklin Plumbing
Mrs. DeRosier	Aye
Mrs. Keyser	Aye
Mr. Altmiller	Aye

Motion carried unanimously with the exception of the vote on VR-00028006 – Benjamin Franklin Plumbing from Mr. Glasson

## **Approval of the October 23, 2014 Board Meeting Minutes as Presented to the Board**

### **Motion**

Mrs. Altmiller made a motion, seconded by Mrs. Keyser, to approve the October 23, 2014 minutes as presented to the Board.  
Motion carried unanimously

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ November 19, 2014*

## **Pretreatment Variances**

There was no Pretreatment presented at tonight's meeting and there was no one in the audience that wished to address any pretreatment issues.

## **Managing Director's Report**

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

The Contractor has completed the project and is now addressing the punch list items. As reported last month the concrete bridge between the existing rectangular sedimentation basins and circular sedimentation basin is in poor condition and needs to be replaced. Per the proposed quotation/change order given from the company to replace the existing concrete bridge with a prefabricated metal bridge is \$28,531.12. The existing concrete column will be used. It is recommended approving the above change order in the amount of \$28,531.12 to Contract WTP-320A.

## **Motion**

Mr. Altmiller made a motion, seconded by Mrs. Keyser, to accept the proposed quotation/change order in the amount of \$28,531.12 for the replacement of the concrete bridge between the existing rectangular sedimentation basins and circular sedimentation basin.

## **Roll Call**

Mr. Chase	Aye
Mr. Glasson	Aye
Mrs. DeRosier	Aye
Mrs. Keyser	Aye
Mr. Altmiller	Aye

Motion carried unanimously

## **2015 Operating Budget**

Dr. Rajput presented a draft copy of the Proposed Operating Budget for 2015 to the Board for review and approval consideration.

## **Motion**

Mr. Altmiller made a motion, seconded by Mr. Glasson, to approve the 2015 Operating Budget as presented by Dr. Rajput.

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ November 19, 2014*

## **Roll Call**

Mrs. Keyser           Aye  
Mr. Chase            Aye  
Mrs. DeRosier       Aye  
Mr. Glasson          Aye  
Mr. Altmiller        Aye  
Motion carried unanimously

## **Credit Card Fee**

Customers who pay their bills by credit card are presently not required to pay any fees, these fees are being absorbed by the Authority. The cost is approximately \$25,000 - \$35,000 per year that the Authority is paying, not the customer, depending upon the number of customers paying their bills by credit card. After researching this, it is recommended that the Authority charge 3% to all customers who utilize credit cards for payment. This information will be on all customer's water and sewer bills advising of this charge that will take effect January 1, 2015.

## **Motion**

Mr. Altmiller made a motion, seconded by Mr. Glasson, to begin charging a 3% fee for all customers who choose to pay their bills with a credit card. This charge will take effect January 1, 2015.

## **Roll Call**

Mrs. Keyser           Aye  
Mr. Chase            Aye  
Mrs. DeRosier       Aye  
Mr. Glasson          Aye  
Mr. Altmiller        Aye  
Motion carried unanimously

## **Payroll and Time Keeping System**

On October 29, 2014, we had a project kick off telephone conference with the Project Manager of ADP regarding the new payroll and time keeping system. The first phase of the project will involve the installation of five (5) new biometric time clocks. As per ADP requirements we will need both the new and existing clocks functional for approximately three (3) weeks. The new clocks will be installed during the first week of December.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ November 19, 2014*

We have received two (2) quotes. The first company informed us that they are not familiar with time clock installation work as this is specialized work involving both hardware as well as software installation. The second quotation we received from Click-it-Solutions who has performed similar installation work and gave the Authority a quote of \$1,310.00.

### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Glasson, authorizing Dr. Rajput to hire Click-it-Solutions to install 5 new biometric time clocks during the first week in December 2014 at a cost of \$1,310 for the upgrade to the Authority's payroll and time keeping system.

Motion carried unanimously

### **Roll Call**

Mrs. Keyser           Aye

Mr. Chase            Aye

Mrs. DeRosier       Aye

Mr. Glasson          Aye

Mr. Altmiller        Aye

Motion carried unanimously

### **Computer Services**

There have been some difficulties with the laptops that were purchased through Co-Stars a few months ago. The software was installed by All Covered our current computer service company. Dr. Rajput met with Jay Sklarow of All Covered to discuss how to best resolve this issue. Since the laptops were not purchased from All Covered they are not responsible for the actual computers. Dr. Rajput spoke with a representative from Click-it-Solutions who will be installing our biometric time clocks and they offered to take one of the laptops and look at it and give his opinion at no cost to the Authority. His recommendations were that the computer as far as the hardware is concerned is very good and that the main issue seems to be with the software configuration. Click-it-Solutions hourly rate is \$105/per hour and the cost for the installation of the cable(s) would be \$85/per hour. Mrs. Keyser asked if the Authority will be receiving some type of reimbursement from All Covered for the configuration errors, Dr. Rajput replied that he will follow up on this. The Board gave approval for Dr. Rajput to move forward with obtaining Click-it-Solutions to re-configure the software on all the laptops that were purchased from Co-Stars (10 laptops in all).

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ November 19, 2014*

## **Rehabilitation/Replacement of the 8 inch Force Main from Village of Pennbrook Pump Station**

Dr. Rajput reported that this project is on tract. The installation of eleven (11) excess pits has been completed. Work was performed in-house by our Field Department. Eleven (11) steel plates had to be rented to temporarily cover the pits until the lining work is completed. It has been a difficult project with so many unknowns especially location and installation details of the existing forcemain. The contractor will begin the first phase of the lining on Monday, November 17, 2014.

## **Global Positioning System (GPS)**

Installation of the GPS systems began today, Wednesday, November 19, 2014. Mr. Chase asked Dr. Rajput if he was going to explain to the Union Representatives how the GPS System works and what it can do so that they can pass the information on to everyone else. Dr. Rajput stated that a memo along with a copy of the Resolution was sent to each employee.

## **Bird Removal Quotes for L.D. Davis Building at the WWTP**

Mike Andrews obtained three (3) quotes for the removal of the birds at the L.D. Davis Building at the WWTP.

## **Motion**

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, to obtain Buchanan Termite & Pest Control for the trapping and removal of birds from the L.D. Davis Building, as well as the cleanup of the second floor and disinfection of floor upon removal. Price included sealing up of entry points. Price includes a one year guarantee on parts and labor for \$15,000.00.

## **Questions/Comments**

After discussion regarding the three (3) quotations that were presented the first motion was rescinded and the following motion was made:

## **Motion**

Mr. Altmiller made a motion, seconded by Mrs. Keyser, to acquire Moyer Indoor/Outdoor for the proposed trapping and removal of birds from the L.D. Davis Building, as well as the cleanup of the second floor and disinfection of floor upon removal. Price to include sealing of entry points for birds. Price to include a two (2) year guarantee on parts and labor for \$18,884.00 based on being the lowest responsible bidder for the work that is required by the Authority.

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ November 19, 2014*

## **Roll Call**

Mrs. Keyser           Aye  
Mr. Chase            Aye  
Mrs. DeRosier       Aye  
Mr. Glasson          Aye  
Mr. Altmiller        Aye  
Motion carried unanimously

## **WWTP 345: Restoration of Concrete Sidewalks, Driveway, Concrete Apron, Concrete Curbs and Sites Affected by Water Main Breaks**

Review of the work finished has just been completed. It was found that the amount of work involving mainly the blacktop restoration exceeded the amount projected in the original portion of the restoration work in terms of square footage, it has been exceeded by approximately \$18,495.00, this is still being verified for accuracy. It is being requested that the Board approve a change order for this contract for an additional \$20,000.

After discussion the following motion was made:

## **Motion**

Mrs. DeRosier made a motion, seconded by Mrs. Keyser, to table any motion regarding the above subject project, WWTP 345 until the Board can be presented a detailed/itemized report and invoices from the contractor. The Board also requested that Mike Andrews be present at the December meeting to discuss this contract in more detail.  
Motion carried unanimously

## **Christmas Luncheon**

Each year the Board Directors are asked to approve a Christmas Luncheon for the employees. It is one way to thank the employees for a job well done. Dr. Rajput requested Board approval to disburse funds to each department for the employees Christmas Luncheon in the same amounts as were given last year.

Administration	\$400.00
Water Treatment Plant	\$400.00
Wastewater Treatment Plant	\$550.00

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ November 19, 2014*

## **Motion**

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, to have the funds disbursed to each department for the employees Christmas Luncheon in the same amounts as were given last year.

## **Roll Call**

Mrs. Keyser           Aye  
Mr. Chase            Aye  
Mrs. DeRosier        Aye  
Mr. Glasson          Aye  
Mr. Altmiller         Aye  
Motion carried unanimously

## **Christmas Gifts for Employees**

Dr. Rajput stated that each year the Authority purchases a \$25 gift card for all full time employees and asked for authorization to do the same this year.

## **Motion**

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, to grant authorization to the Director to purchase and distribute \$25 gift cards for all Authority employees in spirit of the Holidays.

## **Roll Call**

Mrs. Keyser           Aye  
Mr. Chase            Aye  
Mrs. DeRosier        Aye  
Mr. Glasson          Aye  
Mr. Altmiller         Aye  
Motion carried unanimously

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

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

Mr. Downey reported that an Executive Session was held from 6:05 P.M to 7:02 P.M at which time ongoing litigation and pending litigation was discussed. On October 27<sup>th</sup> an American Arbitration proceeding was scheduled, however it did not take place as the Arbitrator did not show up and so far has not been rescheduled.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ November 19, 2014*

There is an Unfair Labor Practice hearing scheduled in Harrisburg on December 18<sup>th</sup>. Also, a hearing was held on November 6, 2014 regarding the suit commenced by the Leeper Center. Mr. Downey requested the presence of Phil Smythe and Jim Coon to attend this hearing as witnesses for the Authority. Mr. Downey just wanted to inform the Board that the Authority has two (2) exceptional employees as they testified in a very concise, non-technical manor.

### **Easement Issues**

Mr. Downey has easement issues regarding the following addresses.

- 33 New School Lane
- 47 New School Lane
- 54 Newberry Lane

Mr. Downey requested Board authorization to proceed to compel the homeowners to remove the easement violations which they have failed or refused to do.

### **Motion**

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, granting authorization to Mr. Downey to proceed with the process to compel the homeowners to remove the easement violations which they have failed or refused to do at 33 New School Lane, 47 New School Lane and 54 Newberry Lane.

### **Roll Call**

Mrs. Keyser	Aye
Mr. Chase	Aye
Mrs. DeRosier	Aye
Mr. Glasson	Aye
Mr. Altmiller	Aye

Motion carried unanimously

### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Glasson, to have Dr. Rajput interview and hire a Forensic Auditor to perform a forensic audit on the Authority's payroll that was performed by a former employee.

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ November 19, 2014*

## **Roll Call**

Mrs. Keyser           Aye  
Mr. Chase            Aye  
Mrs. DeRosier       Aye  
Mr. Glasson          Aye  
Mr. Altmiller        Aye  
Motion carried unanimously

## **Finance Report**

Mrs. Dunn, Finance Manager, reported that there are two (2) people out on disability. As of October 1, 2014 Assurant Insurance Company will now be handling the Authority's short term disability claims. The Authority's bank balance as of November 18, 2014 is \$12,629,924.20 minus the committed project funds which are \$3,811,119.80, bringing the balance to \$8,818,804.40. Also the Authority's October 2014 revenue collection was \$1,238,487.

## **Old Business**

There was no Old Business presented to the Board at this time.

## **New Business**

Since Mr. Glasson was not at last month's meeting, he took this opportunity to welcome Mrs. Dunn to the Authority and he is sure she will do a good job.

Mr. Glasson stated that recently he has become aware of PECO running a smart program on rebates for decreasing electric usage. Recently Bristol Township retrofitted all the street lights and in doing that the Township will be receiving a rebate check in the amount of \$136,000. Mr. Glasson would like Dr. Rajput to look into this for the Authority and report his findings back to the Board.

## **Public Participation**

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

*Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ November 19, 2014*

**Adjournment**

Mr. Altmiller made a motion, seconded by Mr. Glasson, to adjourn the Board meeting at 8:48 P.M.

Motion carried unanimously.

Respectfully submitted by:

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Susan DeRosier  
Board Secretary

SDR/dm  
DPM 0068:DSS