

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ October 23 2014

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on October 23, 2014 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Executive Session

An Executive Session was held from 6:10 P.M. to 6:35 P.M. Mr. Downey will advise during his report.

Call to Order

Mr. Chase, Chairman, called the meeting to order at 7:18 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
Sandra Della-Croce
Rich Altmiller

Board Member Absent: Joseph Glasson

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

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 ~ October 23 2014

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

Motion

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

Questions/Comments

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

Hutchinson Contracting

Invoice# Several Invoices

Amount: \$19,851

Prepare, grade & pave roadway @ the rear of the WWTP plant/Stabilize roadway to bulk bins

Ms. Della-Croce wanted to know what plant these invoices pertained to and does this happen often. Dr. Rajput explained that there was a dirt road that has been paved at the rear of the WWTP plant where the Field Maintenance Department has storage.

MeterPro Services, Inc.

Amount: \$25,216.97

Invoice # Several Invoices

520 Radio Reads – 100 per month/Meter Supplies

Ms. Della-Croce asked for an explanation. Mrs. Burnell, Meter Department Supervisor, responded that they are radio read meters that the department receives monthly to install.

U.S. Municipal Supply, Inc.

Amount: \$14,216.41

Spare camera transporter for S6 camera truck

Ms. Della-Croce asked what this was for. Dr. Rajput explained that the Field Department uses this piece of equipment for the transportation of the camera through the sewer lines when they are being televised.

Rio Supply, Inc. of PA

Amount: \$27,936.25

5/8" T-10 Encoder Meters

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ October 23 2014

Ms. Della-Croce asked what this was for. Mrs. Burnell explained that it is a type of equipment that is put on certain meters,

PMRS (Pennsylvania Municipal Retirement System)

Invoice # Several Invoices

Amount: \$796,850.52

2014 MMO Employer Contribution for Employees & Supervisors 3rd qtr .for both non-supervisory and supervisory pension plans.

Thomas P. Carney, Inc.

Invoice #Pay 19

General Construction Shed

Ms. Della-Croce asked what this was for. Dr. Rajput explained this is for an ongoing project Rehabilitation of the Settlement Basins at the Water Treatment Plant.

Mrs. Keyser questioned the following invoice(s)

PMRS (Pennsylvania Municipal Retirement System)

Invoice ##9 –Employer Contribution for 2014 MMO Supervisors & Non- Supervisors

\$769,482.00

Mrs. Keyser noticed that the MMO's for 2014 have been paid as stated above, however, she questioned if the additional payment to the Supervisory Pension Plan in the amount of \$250,000 for the 2014 year was paid. Dr. Rajput replied that it would go out with the Bi-Weekly paychecks on Friday.

Approval of the September 23, 2014 Board Meeting Minutes as Presented to the Board

Questions/Comments

Mrs. Keyser stated that on the first page it states:

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.

It should read:

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on **September 23, 2014** at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ October 23 2014

Motion

Mrs. Keyser made a motion, seconded by Mr. Altmiller, to approve the September 23, 2014 minutes with one correction as stated above.

Motion carried unanimously

Pretreatment Variances

Philly Soft Pretzel Factory – 4216 Woodbourne Road, Levittown, PA Permit # F163-2014 (09/24/2014 – 09/23/2015)

Rosemary Shin, owner of Philly Soft Pretzel Factory located at 4216 Woodbourne Road, Levittown, PA, attended the Board meeting and requested a decrease in sampling frequency from semi-annual for TSS and O&G to annual. This facility has an internal 30 lb. trap and has passed all parameters since opening.

Motion

Mr. Altmiller made a motion, seconded by Mrs. Keyser, to decrease sampling for Philly Soft Pretzel Factory located at 4216 Woodbourne Road, Levittown, PA from semi-annual for TSS and O&G to annual testing as well as meeting all other requirements of the Pretreatment Program.

Motion carried unanimously.

Managing Director's Report

Contract WWTP-349: Furnish and Deliver Rock Salt (Sodium Chloride) for 2014-2015 Season through the Bucks County Consortium

Bids were received and Morton Salt, Inc. was the lowest bidder. Dr. Rajput explained the price increase for this year and recommended awarding this contract to Morton Salt, Inc. in the amount of \$57.57 per ton delivered.

Motion

Mr. Altmiller made a motion, seconded by Mrs. Keyser, to award Contract WWTP-349 to Morton Salt, Inc. in the amount of \$57.57 per ton delivered.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ October 23 2014

Roll Call

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

Constellation NewEnergy, Inc.

Dr. Rajput reported that we have an agreement with Constellation NewEnergy, Inc. with regards to the electric for the Authority. Dr. Rajput is requesting authorization from the Board to enter into an Electricity Supply Agreement between the Authority and Constellation NewEnergy, Inc. for a period of one year 01/06/2015 through 01/05/2016. The current agreement will expire 01/05/2016. This agreement is for the Water Filtration Plant and the Wastewater Treatment Plants.

Motion

Mr. Altmiller made a motion, seconded by Mrs. Keyser, authorizing Dr. Rajput to enter into an Electricity Supply Agreement between the Authority and Constellation NewEnergy, Inc. for a period of one year 01/06/2015 through 01/05/2016 for Authority. The current agreement will expire 01/05/2016.

Roll Call

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

Assignment of Demand Response Contract

Constellation has agreed to sell substantially all of its assets with respect to its demand response business to Enerwise Global Technologies, Inc. (Enerwise) in order to allow Constellation to continue to credit the Authority any compensation it earns under the DR Agreement on its Supply Agreement invoices, Constellation is requesting the Authority's

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ October 23 2014

consent to assign the Demand Response Agreement and the Authority's agreement that the assignment of the Demand Response Agreement go to Enerwise formally Constellation.

Motion

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, authorizing Dr. Rajput that in order to allow Constellation to continue to credit the Authority any compensation it earns under the DR Agreement on its Supply Agreement invoices, Constellation is requesting the Authority's consent to assign the Demand Response Agreement and the Authority's agreement that the assignment of the Demand Response Agreement go to Enerwise formally Constellation.

Roll Call

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

Motion carried unanimously

Bond Issue

Dr. Rajput asked Mr. Downey, Solicitor, to report on the following items.

Mr. Downey reported that the Authority has a Bond Issue outstanding that was created in 2010. There are specific periodic reporting requirements that have to be made through Fox Rothschild Law Firm in Blue Bell, PA. Daryl Peck from Concord Public Financial Advisers, which is the Authority's advisor who was hired at the beginning of the Bond Issue.

There are strict reporting requirements, therefore, Mr. Downey is asking for the Board to make a motion to authorize the Authority to participate in the United States Securities & Exchange Commission's Municipalities Continuing Disclosure Cooperative Initiative and to authorize Dr. Rajput to sign any and all appropriate documents to so participate.

Motion

Mrs. DeRosier made a motion, seconded by Mr. Altmiller, to authorize Dr. Rajput to sign any and all appropriate documents in order to participate in the United States Securities & Exchange Commission's Municipalities Continuing Disclosure Cooperative Initiative.
Motion carried unanimously

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ October 23 2014

Pretreatment Local Limits Reevaluation/Headwork Analysis

Mr. Downey reported that the advertisement for the Pretreatment Local Limits states that there is to be any public comment this evening regarding this. It was discussed prior to the meeting and decided that when the second Public Participation comes up that it should be announced that now is the time to speak and it should be noted in the minutes that it did occur and after there is or is not public participation as is required, then at that time a motion can be made and voted on.

2014 Health Insurance Renewal-Delaware Valley Health Insurance Trust

Dr. Rajput reported that the average increase for the Authority's 2015 premium for medical, Rx and Dental will be 8.85% increase.

Global Positioning System (GPS)

Mrs. Keyser asked Dr. Rajput who was going to be installing the GPS system. Dr. Rajput replied that the company where the GPS's are being purchased will also do the installation of each Authority vehicle.

Public Participation

Mrs. Keyser advised Mr. Chase that he skipped over the first Public Participation at the beginning of the meeting and should address it at this time. Mr. Chase asked if there was anyone present in the audience that would like to address the Board.

Mrs. Marterella an employee of the Authority asked if the Union Representatives will be meeting again with Dr. Rajput with regards to the Resolution for the GPS System. Dr. Rajput stated that in his opinion he does not feel that it has anything to do with the Union. Mr. Chase added that it is nothing that the Union has to be involved with. Mr. Chase also added that he feels that when the units are up and running a memo could be sent to all employees via their paychecks explaining what the GPS units are doing in the trucks.

Mrs. Marterella stated that she just wants to make the Board aware that when the meeting ended Dr. Rajput would take the concerns back to the Board and we would meet again to review the Revised Resolution. Mr. Downey added that he was given direction by Mr. Altmiller to draft a Resolution after meeting with the Union. Mr. Downey stated that the Resolution was revised based on what was discussed at the meeting with the union representatives.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ October 23 2014

The revised Resolution was presented to the Board and that is what was passed. It was exclusively agreed upon that Dr. Rajput would be in charge of the monitoring. In the event Dr. Rajput is not available for whatever reason then the Board along with the Union's input would select another administrator.

As the Chairman pointed out it would be appropriate that everyone review the system and is shown how it works so that there isn't an issue of subterfuge or hiding.

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

Pretreatment Local Limits Reevaluation/Headwork Analysis

Mr. Downey reported that as required by the Environmental Protection Agency a Resolution to revise Local Limits was advertised in the local newspaper on October 3, 2014. This advertisement is also made part of the Resolution. This allows sufficient time if anyone would like to address the revisions to the Local Limits.

Motion

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, to approve the Resolution to adopt the revised Local Limits pertaining to the Authority's Pretreatment Program as required for publicly owned treatment works.

Motion carried unanimously

Questions:

Mrs. Keyser would like to know if the Village of Pennbrook Forcemain Lining Project was completed on 10/21/2014 as it stated in the report. Dr. Rajput responded that it has not. It could be another two (2) months before it is complete. There have been some unforeseen problems.

Mrs. Della-Croce asked if Village of Pennbrook creates more problems than other areas with a number of apartments they have. Dr. Rajput replied that there are two (2) issues. One is the force main which is old and the pipe is asbestos cement. The second reason is in that area we have had a lot of grease problems so we are looking into ways to control that.

Mrs. Della-Croce questioned the Roadway to the field areas. It states this project will be completed as soon as the Authority Electrician installs the lighting fixtures. Mike Andrews responded that the fixtures are there and Bill Keyser our Electrician just has to run the wire. He is waiting for a few more items to come in.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ October 23 2014

Mrs. Keyser asked Mike Andrews if he met with Gilmore & Associates today regarding the office addition at the Administration building. Mr. Andrews responded that he did and he is going up to their firm next week and they are going to guide me through the last few items that need to be taken care of. Mike also added that the Authority is on the November Agenda for the Bristol Township Council Meeting.

Issuance of Water and/or Sewer Permits

Mrs. Keyser requested that when first time permits are being worked on and reported on as in Mr. Smythe's monthly Board report, that he also include the permit costs that the applicant is paying for said permit so that the Board is aware of the monies coming in on Water and/or Sewer Permits. The Board Directors agreed that the permit costs should be included in Mr. Smythe's monthly reports.

Mrs. Keyser asked Mrs. Burnell about the Giant Store on New Falls Road. It was reported in Mr. Smythe's monthly report that the permit was completed and that he was "currently checking with the billing office regarding whether required inspections were obtained by the Applicant." Mrs. Keyser asked Mrs. Burnell if she knew what this meant. Mr. Smythe was not present at the meeting to give an explanation. Mrs. Burnell replied this is the Giant that has been renovated and they have completed everything that they are supposed to have done so she wasn't sure what Mr. Smythe meant. Both Mrs. Keyser and Mrs. Burnell stated that this is the first time they ever saw a request like this.

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

Mr. Downey reported that an Executive Session was held from 6:10 PM to 6:35 PM at which time personnel matters were discussed along with the Pretreatment Resolution revisions, pending unfair labor practice suit, American Arbitration Association proceedings and a breach of duty lawsuit before a Magisterial District Judge saying we did not repair what we were supposed to however the Authority claims it is a private line. Hopefully by next month's meeting all with the exception of the unfair labor practice will be resolved.

Introduction of the Authority's Finance Manager

Mr. Chase welcomed the Authority's new Finance Manager Colleen Dunn. The Board wished her well in her new position.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ October 23 2014

Finance Report

Dr. Rajput reported that the Authority's balance as of October 22, 2014 is \$12,963,750.04 minus the committed project funds which are \$5,234,545.35, bringing the balance to \$7,729,204.69. September 2014 Revenue collection was \$1,925,386.45.

Old Business

There was discussion regarding the Board's laptops and the following motion was made:

Motion

Mrs. Keyser made a motion, seconded by Ms. Della-Croce, for Dr. Rajput to contact United Computer and to ask for a credit for the laptops that were given to the Board, Managing Director, Finance Manager, Administrative Secretary and Solicitor since the Authority has a one (1) year warranty and since the majority of the lap tops are not working at all or others are having problems.

Roll Call

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

Motion carried unanimously

Motion

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, authorizing Dr. Rajput to obtain a new computer company to service and maintain the Authority computer system.

Questions/Comments

Mrs. Keyser wanted to add to the motion that Dr. Rajput is to just obtain several quotes and Mr. Altmiller replied he is asking Dr. Rajput to obtain a new company. Mr. Chase replied that Dr. Rajput would have to come back to the Board before any final decision was made.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ October 23 2014

Revised Motion

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, authorizing Dr. Rajput to obtain several quotes for a new computer company to service and maintain the Authority computer system.

Roll Call

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

New Business

At this time there was no new business brought before 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 ~ October 23 2014

Adjournment

Mr. Altmiller made a motion, seconded by Mrs. Keyser, to adjourn the Board meeting at 8:50 P.M.

Motion carried unanimously.

Respectfully submitted by:



Susan DeRosier
Board Secretary

SDR/sw
DPM 0066:DSS