

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2015

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Tuesday, December 15, 2015 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 7:03 P.M. Mr. Downey will advise during his report.

Call to Order

Mr. Glasson, 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 former Board Director Rick Adams who passed away earlier in the week.

Roll Call

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

Board Members Present: Joseph Glasson
James Chase
Rich Altmiller
Cindy Murphy
Sandra Della-Croce
Janet Keyser

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, Acting Superintendent - WFP
Phil Smythe, Field Technician
Bob Serpente, Consulting Engineer

Public Participation

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

Christmas Treats

Ms. Della-Croce was once again kind enough to bring some delicious goodies for everyone to enjoy.

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Accounts Payable

Approval of the December 2015 Accounts Payable as Presented to the Board

Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, to approve the December 2015 Accounts Payable as presented.

Roll Call on the Motion

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

Motion carried unanimously.

Approval of the Board Meeting Minutes of November 17, 2015

Mrs. Murphy made a motion, seconded by Mr. Chase, to approve the Board Meeting Minutes of October 22, 2015 with correction.

Roll Call on the Motion

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

Motion carried unanimously

Pretreatment Variances

No Pretreatment Variances were brought before the Board at this meeting.

Managing Director's Report

Contract WWTP-358: Cured-In-Place Lining Project

A Significant portion of this project is complete. The scope of this project involves cleaning and Cured-In-Place lining of approximately 23,500 linear feet of 8-inch pipe, 2,300 linear feet of 12-inch interceptors and 2,980 linear feet of 15-inch interceptors.

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This project also included cutting protruding sewer laterals. It was discovered that significant portions of sewer pipe required heavy cleaning mostly due to root intrusion. This heavy cleaning was more than was anticipated. It was estimated that there would be approximately 390 laterals that require reinstatement and cutting of protruding laterals, of this it was estimated that 100 sewer laterals would require cutting the protruding laterals, however based on CCTV inspection of the sewer mains, it is determined that there are a total of 300 laterals that required cutting. As a result, an extra 200 laterals required cutting at an additional cost of \$100,000 (\$500 per lateral cutting as per the unit price the contract). In addition, several lines on Crystal Road needed to be lined at a cost of \$32,000. A change order for \$132,000 is being requested.

Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, authorizing Dr. Rajput to proceed with the change order to the above contract for \$132,000.

Roll Call on the Motion

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

Electric Supply Agreement

On November 19, 2015, the agreement with Constellation NewEnergy, Inc. for a two (2) year period was executed. This new agreement will produce an estimated savings of approximately \$63,932 per year or approximately \$127,865 during the two (2) year agreement period. Dr. Rajput reported that in his report last month he requested Board approval for a one (1) year period. He is asking the Board to revise the motion to reflect two (2) years.

Motion

Mrs. Murphy made a motion, seconded by Mr. Chase, authorizing Dr. Rajput to execute the required documentation for electric supply from Constellation NewEnergy, Inc., for a period of two (2) years. Original motion made at the November 2015 Board meeting was for one (1) year.

Water Treatment Plant – Discharge of Treated Water from WTP Sludge Dewatering System

The Authority has started discharging treated water from the sludge treatment and dewatering facility of the Water Treatment Plant to the Delaware River under the current NPDES permit. This has resulted in the reduction of approximately 400,000 – 500,000 gallons of flow per day to the Wastewater Treatment Plant.

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The Authority will see a significant savings in energy cost and prolonged life of mechanical equipment at the Wastewater Treatment Plant as well as the Riverside Pump Station. The concrete tank where the treated water is discharged is open to the atmosphere and susceptible to freezing, preventing discharge. In order to prevent this a pre-fabricated enclosure is needed. Several Potential Prefab Building suppliers/representatives have been contacted. Two (2) suppliers submitted quotations. The lowest quotation is for \$17,000.00 plus the door which is approximately \$1,360.00 making the total cost \$18,350.00. It is our hope that some of this work can be done in-house.

Motion

Mr. Chase made a motion, seconded by Mrs. Murphy, authorizing Dr. Rajput to purchase the pre-fabricated enclosure not to exceed \$19,000.

Questions/Comments

Mrs. Keyser asked Dr. Rajput who supplied the one (1) quote for this project. Dr. Rajput replied that Mike Andrews attained the quotation from Worthington Construction. Mrs. Keyser asked is that the only quote we received, why is it that they are the only quotation or always one of the quotations that we get? Dr. Rajput replied that four (4) Contractors were contacted. Two (2) companies did not submit a quotation and of the two (2) companies that did, Worthington Construction was the lowest. We will need to obtain quotation(s) for the installation of the door. As much as possible will be done in house.

Roll Call on the Motion

Mr. Altmiller	Aye
Mr. Chase	Aye
Mr. Glasson	Aye
Ms. Della-Croce	Aye
Mrs. Keyser	Abstain (see above questions/comments)
Mrs. Murphy	Aye

Motion carried 5 Aye Votes – 1 Abstention

Demand Response Program

The current Demand Response Agreement that the Authority has with Constellation NewEnergy Inc. will expire during May 2016. The Authority received a quotation and agreement from CPOWER for 2016-2017. They have also quoted a Revenue Estimate for emergency capacity. Per the quotation based on limited Demand response, the Authority could receive an annual participation fee of approximately \$63,303 for 2016-2017. Dr. Rajput is requesting Board authorization to negotiate an agreement with CPOWER or any other potential electric curtailment service provider who will offer the best annual participation fee.

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Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, authorizing Dr. Rajput to proceed with the agreement for the Demand Response Program.

Roll Call on the Motion

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

Motion carried unanimously

Administration Building Addition

All required contract specifications, bid documents and engineering plans are in the process of finalization. On December 3, 2015, several Authority representatives met with Bristol Township's Building Inspector. We are planning to advertise this project the week of December 28, 2015.

Job Award – Floating Clerk

Dr. Rajput reported there were sixty- seven (67) applicants that submitted resumes for both positions. After reviewing all resumes, eight (8) candidates were scheduled for interviews. Dr. Rajput is recommending hiring Marybeth Haberstick for the position of Floating Clerk and Galina Marie Zielinski for the position of Clerk Typist, both at a starting salary of \$22.397/hour. The probationary period for both positions is ninety (90) days from their starting date of January 4, 2016.

Motion – Floating Clerk

Mr. Chase made a motion, seconded by Cindy Murphy, to hire Marybeth Haberstick for the position of Floating Clerk at a starting salary of 22.397/hour with a ninety (90) day probationary period from the starting date of January 4, 2016.

Roll Call on the Motion

Mr. Altmiller	Abstain (related)
Mr. Chase	Aye
Mr. Glasson	Aye
Ms. Della-Croce	Aye
Mrs. Keyser	Aye
Mrs. Murphy	Aye

Motion carried 1 Abstention – 5 Aye Votes

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Motion – Clerk Typist

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to hire Ms. Galina Marie Zielinski for the Clerk Typist at a starting salary of 22.397/hour with a ninety (90) day probationary period from the starting date of January 4, 2016.

Roll Call on the Motion

Mr. Altmiller	Aye
Mr. Chase	Abstention (related)
Mr. Glasson	Aye
Ms. Della-Croce	Aye
Mrs. Keyser	Aye
Mrs. Murphy	Aye

Motion carried 1 Abstention – 5 Aye Votes

Job Award – Two (2) Infrastructure Maintenance Repairman for the Field Department at the Wastewater Treatment Plant

The above positions were posted in house. Of the current employees that signed the posting none possessed the required qualifications specifically a CDL License; therefore, it was advertised in the newspaper. Three (3) applicants applied for the above position. Dr. Rajput is recommending hiring Steven Basalyga and Christopher Wilson to fill the positions. The starting salary will be \$24.470/hour with a ninety (90) day probationary period from the starting date of January 4, 2016.

Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, to award the two (2) positions of Infrastructure Maintenance Repairman for the Field Department at the Wastewater Treatment Plant to Steven Basalyga and Christopher Wilson. The starting salary will be \$24.470/hour with a ninety (90) day probationary period from the starting date of January 4, 2016.

Roll Call on the Motion

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

Motion carried unanimously

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Job Award – Superintendent at the Water Treatment Plant

Dr. Rajput reported that the above position is currently open. As discussed at last month's meeting, there were some inaccuracies in the job description for the Superintendent at the Water Treatment Plant. Dr. Rajput met with the union, revised/updated the job description, and re-posted the position. After reviewing the qualifications and experience of the three (3) employees that signed the posting, Dr. Rajput is recommending awarding this position to Fred Walcott who is currently the Assistant Superintendent and has been filling in as Superintendent since Vince Capaldi retired with a yearly salary of \$87,000.00, effective January 1, 2016.

Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, to award the position of Superintendent at the Water Treatment Plant to Fred Walcott with a yearly salary of \$87,000.00, effective January 1, 2016.

Roll Call on the Motion

Mr. Altmiller	Aye
Mr. Chase	Aye
Mr. Glasson	Aye
Ms. Della-Croce	Aye
Mrs. Keyser	Abstain (related)
Mrs. Murphy	Aye

Motion carried 1 Abstention 5 Aye Votes

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

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

Mr. Downey reported that an executive session was held from 6:00 P.M to 7:03 P.M. at which time personnel matters and litigation regarding Tree Loans and Easement Issues, were discussed. Mr. Downey stated that at the November 2015 meeting the Board voted unanimously to the Delaware Valley Workers' Compensation Trust proposal for Workers' Compensation Insurance for a period of one (1) year. DVWCT requires a Resolution that needs to signatures from the Chairman and Secretary of the Board Directors.

Finance Manager's Report

Mrs. Dunn, Finance Manager, reported that the Authority's bank balance as of December 15, 2015 is \$12,771,550.23 minus the committed project funds of \$3,937,480.20, bringing the balance to \$8,834,070.03.

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Old Business

There was no Old Business presented to the Board.

New Business

Non-Union Employees Salaries

Motion – Michael Andrews

Mr. Altmiller made a motion, seconded by Mr. Chase, to approve a 5% increase effective January 1, 2016 for Mike Andrews, Engineering Assistant.

Roll Call on the Motion

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

Motion carried unanimously

Motion – Colleen Dunn

Mr. Altmiller made a motion, seconded by Mr. Chase, to increase the base salary for Colleen Dunn, Finance Manager to \$70,000 per year, effective January 1, 2016.

Roll Call on the Motion

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

Motion carried unanimously

Motion – Dr. Vijay Rajput, Ph.D., P.E., Managing Director

Mr. Altmiller made a motion, seconded by Mr. Chase, to approve a 7% increase effective January 1, 2016 for Dr. Vijay Rajput, Ph.D., P.E., Managing Director.

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Roll Call on the Motion

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

Mr. Chase wanted to thank the Authority's employees and I am sure the rest of the Board feels the same, especially the girls at the Administration office. They have been operating very short-handed and I hope our two (2) new employees and our other employees that are out are able to come back and staff our office again. Thank You again to everyone that has been helping and doing such a good job.

Mr. Glasson stated that he would like to echo not only Jim Chase but would also like to wish a Merry Christmas to all the employees and their families from all the Board.

Mrs. Keyser stated that she would like to add on to what Mr. Chase mentioned above regarding the staff at the Administration Building.

For months, we have been really running on low with employees and Nancy Burnell, Debbie Magro and Laureen Marterella have worked very hard to help fill the void. We have Debbie Magro who is around a 40-year employee, Nancy Burnell 37 years and Laureen Marterella 28 years. Mrs. Keyser wants to make a motion to give Nancy Burnell and Deborah Magro a Merit Bonus. Mrs. Keyser further stated that it is with deep regret that she is unable to include Mrs. Marterella in this vote as she is in the Clerical Unit of the Collective Bargaining Unit and in that unit you are unable to give a Merit Bonus.

Nancy Burnell wanted to acknowledge Victoria Bleistein who has really stepped up to the plate; she went into a job and had to start from scratch, along with doing her regular job among other duties.

After a lengthy conversation, the following motion was made:

Motion

Mrs. Keyser made a motion, seconded by Mr. Altmiller, to give a one-time Merit Bonus of \$3,000 to Nancy Burnell and Deborah Magro.

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Roll Call on the Motion

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

Dr. Rajput is requesting a motion for a \$3,000 Merit Bonus for Phil Smythe. Phil has also been doing an excellent job.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to give a one-time Merit Bonus of \$3,000.00 to Phil Smythe.

Roll Call on the Motion

Mr. Altmiller Aye
Mr. Chase Aye
Mr. Glasson Aye
Ms. Della-Croce Aye
Mrs. Keyser Not in the room at the time of voting
Mrs. Murphy Aye
Motion carried 5 Aye votes

Public Participation

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

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Adjournment

Mr. Altmiller made a motion, seconded by Mr. Chase, to adjourn the Board meeting at 8:05 P.M.
Motion carried unanimously.

Respectfully submitted by:


Cindy Murphy
Assistant Secretary

CM/dm
DPM0092