

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ March 26 2015

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, March 26, 2015 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Executive Session

An Executive Session was held from 6:30 P.M. to 7:15 P.M. Mr. Downey will advise during his report.

Call to Order

Mr. Glasson, Chairman, called the meeting to order at 7:20 P.M., which was followed by the Pledge of Allegiance and a moment of silence for former Board Member, Robert Lewis who passed away earlier this month.

Roll Call

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

Board Members Present: James Chase
Janet Keyser
Rich Altmiller
Joseph Glasson
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, Acting Superintendent - WFP
Phil Smythe, Field Technician
Mike Andrews, Engineering Assistant
Bob Serpente, Consulting Engineer

Public Participation

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

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Approval of the March 2015 Accounts Payable as Presented to the Board Motion

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

Questions/Comments

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

J & M Warrell, Inc.
Invoice # 03-04-2015
Amount: \$2,655.00
Shed Demolition – Admin Office

Mr. Altmiller feels that the cost for the demolition of the shed is very high. Mrs. Burnell stated that she called many contractors to have the shed removed; J & M Warrell, Inc. was the only contractor to respond.

R. Morrell Tractor Sales
Invoice # 5441
Amount: \$2,700.00
Backhoe Rental 1/2/15 to 2/6/15

Dr. Rajput explained that a new backhoe was purchased, however it took approximately six (6) months for it to come in so a rental was needed in the interim. We have since received it.

Mr. Glasson and Mrs. Della-Croce questioned the following invoice(s)

Hale & Son Construction, Inc.
Invoice #1252
Amount: \$5,200.00
Re-grade property at Bloomsdale Pump Station

Phil Smythe, Field Technician explained that this was in his report for March. Road widening, curb removal, cleanup and brush/debris removal which improved road access.

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Mrs. Keyser questioned the following invoice(s)

Jennifer Smythe

Invoice #Reimbursement HTML

Amount: \$341.92

Reimbursement for HTML course for LBCJMA's website

Mrs. Keyser asked for clarification on this invoice, was it just for the website. Dr. Rajput replied that it was. Mrs. Keyser then asked how the website was doing; Mrs. Dunn replied that we are now placing notices such as when the Water Department performed the valve replacement there was a notice posted on our website informing our customers that this project was taking place.

Mr. Altmiller questioned the following invoice(s)

Suburban Propane

Invoice #: 2751-114830

Amount: \$479.11

Heating oil delivery for the Administration Office 3/10/15

Dr. Rajput replied that this is for heating oil for the Administration office.

Mrs. Della-Croce questioned the following invoice(s)

Digital Forensics Consultants

Invoice #: 20150211-07

Amount: \$2,000.00

Forensics Exam 1 Device/Review of Drives

Mrs. Keyser explained that this invoice is for the EEOC case that is pending with the Authority.

Paul John's Tree, Inc.

Invoice #: PJ-0223

Amount: \$7,800.00

Forsythia Gate & Trenton Rd tree removal

Mr. Smythe explained that the Authority has a Force Main that goes from the entire Twin Oak/ Highland Park area. That Pumping Station comes up Trenton Road and comes down that street in Forsythia Gate to a manhole and there were quite a few trees on top of it.

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After inspection it was determined that, the trees were not on the owner's property but on the right of way area so the Authority is responsible for taking those trees down.

G & G Electrical Construction, LLC

Invoice #: Pay #7 WTP320B

Amount: \$18,887.54

Payment #7 for Contract WTP320B Electrical Sedimentation Basin

Dr. Rajput explained that this is a Contract for the Electrical Sedimentation Basin. There is also Contract WTP 320, A which is the general portion of this contract.

Levittown Partners, LLC

Invoice #: Escrow Check/Refund

Amount: \$ 1,412.79

Refund/Escrow Check for 4545 New Falls Road

Mrs. Burnell explained that this is for a water withdrawal permit.

Roll Call

Mr. Chase Aye

Ms. Della-Croce Aye

Mrs. Keyser Aye

Mr. Altmiller Aye

Mr. Glasson Aye (abstain on the payment of Benjamin Franklin Plumbing for \$10,283.00 for Invoices 359519 & 359452).

Motion carried unanimously

Approval of the February 28, 2015 Board Meeting Minutes as Presented to the Board Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, to approve the February 28, 2015 Board Meeting Minutes as presented.

Motion carried unanimously.

Pretreatment Variances

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

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Managing Director's Report

Contract WTP-355: Furnish/Supply Crushed Stone Aggregate to Lower Bucks County Joint Municipal Authority (Bucks County Consortium of Municipalities)

Bucks County Consortium received bids on February 27, 2015 for the above contract. After review of all bid documents, it is recommended awarding Contract WTP WTP-355: Furnish/Supply Crushed Stone Aggregate to Lower Bucks County Joint Municipal Authority (Bucks County Consortium of Municipalities) to Eureka Stone Quarry, 800 Lower State Road, Chalfont, PA 18914. The Authority will be using the 2B – ¾ Stone, 2A Stone Mix and Screened Top Soil (see bid tabulation table below for pricing).

Bidder/Contractor	BID AMOUNT	
	No. 2A STONE MIX	No. 2B ¾ STONE
Eureka Stone Quarry 800 Lower State Road, Chalfont, PA 18914	\$13.50 /ton delivered	\$16.00 /ton delivered
Hanson Aggregate PO Box 196, Penns Park, PA 18943	\$114.50/ton delivered	\$17.30/ton delivered
H & K Materials 300 Skunk Hollow Road, Chalfont, PA 18914	\$16.38/ton delivered	\$18.38 ton/delivered
Miller Materials Pipersville, PA	\$15.00/ton delivered	\$19.00/ton delivered

Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, to award Contract WTP-355: Furnish/Supply Crushed Stone Aggregate to Lower Bucks County Joint Municipal Authority (Bucks County Consortium of Municipalities) to Eureka Stone Quarry, 800 Lower State Road, Chalfont, PA 18914. The Authority will be using the 2B – ¾ stone, 2A stone mix and Screened Top Soil per the bid tabulation table listed above.

Roll Call on the Motion

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

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Water Shut Off or Water Restoration Charges after Hours

Presently the Authority charges \$100 for any customer requesting water shut off or water restoration services after the Authority's normal working hours. The existing restoration fees as well as the service fees have not been revised in a number of years and is based on old overtime wages. Based on the information it is recommended to increase the Water shut off or Water Restoration Charges after Hours from \$100.00 to \$150.00 and the Service Fee to be increased from \$25.00 to \$50.00.

Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, to increase the Water Restoration Charges from \$100.00 to \$150.00 and increase the Service Fee from \$25.00 to \$50.00.

Roll Call on the Motion

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

Motion carried unanimously

2015 Yearly Auto Repair

Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, to assign the Water Treatment Plant to Suder's Automotive, 1315 Randall Avenue, Levittown, PA 19057, the Wastewater Treatment Plant to Tullytown Auto Repairs located at 291 Main Street, Tullytown, PA 19007 and the Administration Office can go between the two (2) repair shops.

Roll Call on the Motion

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

Motion carried unanimously

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Contract WWTP-356: Furnish and Install Duo Deck Floating Cover and Gas Recirculation System on Anaerobic Digester No. 2 at the Authority's Wastewater Treatment Plant

Due to the substantial amount of snow recently, the existing floating cover and gas recirculation system for Digester No. 2, which is original, sustained heavy damage and taken out of service. This project is included in the Authority's 2015 Capital Improvement Budget. Work has commenced on the preparation of the specifications and contract documents for bidding. We are also investigating the most feasible method of removing the sludge from the digester. In order to save on the disposal expenses, we are planning to pump the sludge from the digester to the inlet of the DAF System. This will require rental of a vacuum truck. Once the Digester has been emptied, the existing Floating Cover will be removed and we will be able to survey the existing condition of the digester walls and piping.

Contract WWTP-357: Replacement of Existing Water Mains

Based on the history of main breaks and their conditions we have started prioritizing them for replacement. It is certainly more cost effective to perform this work in-house, however in doing this we would only be able to replace approximately 600-800 linear feet of pipe. It has been decided that it would be beneficial to put this out for bid for providing specialized services with the required equipment to work alongside the Authority's Field Department on an as needed basis. We have started working on this project and should have bid proposals for the Board's review at the April or May Board meeting.

Contract WTP-359: Furnish and Install Second Sludge Dewatering Centrifuge.

Currently the Authority has one (1) Sludge Dewatering Centrifuge that was installed during 1999-2000. One belt press was kept to serve as a backup sludge dewatering system. That belt press is old and beyond repair. The belt press needs to be replaced with a new centrifuge with a higher sludge loading capacity, and the existing centrifuge will serve as a backup sludge dewatering system. Review of new centrifuge technology indicates that we will be using significantly less energy compared with that of the existing centrifuge that would almost triple the sludge loading capacity. This project is included in the 2015 Capital Improvement Budget.

Contract WTP- 354: Disposal of Dewatered Sludge from the Authority's Water Treatment Plant

Notice of Intent to Award has been issued to the Contractor. The Authority is waiting for their executed contract forms and documents along with the required Bonds and Insurance certificates.

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Contract WWTP-353: Disposal of Dewatered Sludge from the Authority's Wastewater Treatment Plant

Notice of Intent to Award has been issued to the Contractor. The Authority is waiting for their executed contract forms and documents along with the required Bonds and Insurance certificates.

Contract WWTP-351: Furnish and Provide Services for Tree Trimming and Removal

Notice of Intent to Award has been issued to the Contractor. The Authority is waiting for their executed contract forms and documents along with the required Bonds and Insurance certificates.

WWTP-352: Restoration of Concrete sidewalks, Driveways, Concrete Aprons, Concrete Curbs and Sites Affected by Water Main Breaks

Notice of Intent to Award has been issued to the Contractor. The Authority is waiting for their executed contract forms and documents along with the required Bonds and Insurance certificates.

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

We have received the prefabricated metal bridge and the Contractor will start the installation as soon as weather permits. In addition, the Contractor will investigate source of a potential leak at the end of the newly installed 20-inch bypass.

Contract WWTP-335: Cured-In-Place Lining Project

Approximately 39,392 linear feet of sanitary sewer main ranging in size from 8 inches to 18 inches of sanitary sewer pipes has been lined/rehabilitated as presented below:

Size, inches	Length, feet	
8	28,186	Gravity sewer main
10	1,794	Gravity sewer main
12	7,412	Gravity sewer interceptor
15	1,568	Gravidity sewer interceptor
18	3,411	
8	4,515.6	Force Main, Village of Pennbrook Pump station

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Under this contract, there is a balance of \$99,000 remaining. We will be able to line approximately 1,815 linear feet of 12-inch sewer interceptor. This interceptor runs along a drainage ditch, which receives flow from Birch Valley Pump Station.

Annual Wasteload Management Report (Chapter 94 Report)

We are in the process of completing the required Annual Chapter 94 Report for the reporting year of 2014.

Pretreatment Annual Report

We are in the process of completing the required Pretreatment Program Annual Report for the reporting year of 2014.

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

The PA Turnpike Commission's Contractors are planning to start work on the relocation of the Laurel Bend Pump Station Force Main in approximately two (2) weeks.

Annual Water Audit Report – Delaware River Basin Commission (DRBC)

As per the requirements of the DRBC, the required annual water audit for the reporting year of 2014 has been completed and submitted electronically to the DRBC. The water audit data validity score was computed to be 93, which is considered an excellent score. We are proactively continuing to investigate the source of the unaccounted water.

The percent of unaccounted water has been calculated to be approximately 5.01. We are also continuing to investigate and determine options to reduce the amount of unbilled metered water usage. We have implemented the use of plant effluent for the Chlorination System at the Wastewater Treatment Plant. This has resulted in reducing a significant amount of potable water.

Water and Wastewater Systems

Both Plants are performing well and are in compliance with all applicable permits.

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Questions/Comments

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

Mr. Altmiller questioned how we could have a leak if this is a new bypass. Dr. Rajput explained there is a chamber where the flow from the surplus line comes in and they installed a 20-inch bypass line. We have always had a leaking problem from that pit. Mr. Chase added that there have been problems since the day that it was installed back in the 70's.

Ms. Della-Croce asked Dr. Rajput what Dewatered Sludge was. Dr. Rajput replied that the digester collects the sludge at that point there is 1% solids and the remaining is water, the water is then removed from the sludge leaving approximately 24% solids.

WWTP-352: Restoration of Concrete sidewalks, Driveways, Concrete Aprons, Concrete Curbs and Sites Affected by Water Main Breaks

Mr. Glasson stated that Bristol Township is almost ready to begin their Road Paving Project and he is asking that any restoration work that needs to coincide with the areas in Bristol Township that are slated for road paving.

Dr. Rajput thanked Mr. Glasson for providing the Authority with the areas that are scheduled to be paved. Mrs. Dunn added that we still need the dates in order to coordinate the work properly. Mr. Glasson replied that he would have it sent over tomorrow.

Addition to the Administration Building – Meter, Offices, Map/File Room, Board Room

We have contacted Vanguard Modular Building Systems Company regarding the prefabricated metal building. We are also exploring the design-built bidding option.

Ms. Della-Croce asked that since we have contacted Vanguard Modular Building Systems Company if this project is progressing or is it behind due to all the bad weather we have been having. Dr. Rajput replied it was delayed due to the inclement weather. Dr. Rajput added that Mike Andrews is working on the plans. Dr. Rajput also added that we would be using some expertise from Mr. Altmiller for this project. Mike Andrews added that we are working with the Township's Engineer on any remaining paperwork.

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

Mr. Downey reported that an Executive Session was held from 6:30 P.M to approximately 7:10 P.M at which time there was a presentation from Counsel regarding an on-going EEOC claim.

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Mr. Downey is requesting that after the Public Participation on the Agenda and before the meeting is adjourned, the Board break for a brief Executive Session to discuss on-going litigation and pending litigation, which is scheduled for next week.

Finance Manager's Report

Currently we have one (1) employee on Disability.

Mrs. Dunn, Finance Manager, reported that the Authority's bank balance as of March 26, 2015 is \$12,922,323.66 minus the committed project funds of \$3,055,272.96, bringing the balance to \$9,867,050.70.

Old Business

There was no old business presented to the Board.

New Business

There was no new business presented to the Board.

An Executive Session convened at 7:47 P.M. with the regular meeting re-convening at 8:10 P.M. Mr. Downey reported that in the Executive Session the following was discussed: two (2) matters of pending litigation; an EEOC complaint and an American Arbitration matter scheduled for April 2nd.

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Adjournment

Mr. Altmiller made a motion, seconded by Mr. Chase, to adjourn the Board meeting at 8:10 P.M.

Motion carried unanimously.

Respectfully submitted by:

Janet Keyser
Secretary

JK/dm
DPM0076

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Adjournment

Mr. Altmiller made a motion, seconded by Mr. Chase, to adjourn the Board meeting at 8:10 P.M.

Motion carried unanimously.

Respectfully submitted by:



Janet Keyser
Secretary

JK/dm
DPM0076