

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ November 17, 2015

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Tuesday, November 17, 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 7:00 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.

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
Susan Wallover, Pretreatment Coordinator
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.

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Accounts Payable

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

Motion

Mr. Chase made a motion, seconded by Mrs. Murphy, to approve the November 2015 Accounts Payable as presented.

Questions/Comments

Mr. Altmiller questioned the following invoice(s)

D&B Guarino

Invoice # 3264

Amount: \$19,626.15

Engineering Services July through October, 2015

Mr. Altmiller stated that he has asked previously for them to be more specific with the charges. Some Board members pointed out that there was pricing details at the end of the invoice, Mr. Altmiller replied that is not a detail to me. Mrs. Keyser asked Mr. Serpente, Consulting Engineer, D&B Guarino replied that it does have the hourly breakdown. Dr. Rajput stated that, the time was spent on the foundation and structural design. Mr. Glasson asked Mr. Altmiller how far he wanted them to go; typically, an engineering bill does not break down that far. Dr. Rajput replied that he reviews the invoices from D&B Guarino. Mr. Glasson suggested that possibly Mr. Altmiller could sit down with Dr. Rajput prior to the Board meeting and go over the bill, or possibly even have Mr. Serpente sit in with Dr. Rajput and Mr. Altmiller. Mr. Glasson stated that this needs to be resolved.

REX Fuel Oil Company, Inc.

Invoice # 128 Violetwood Drive

Amount: \$8,961.48

Overpayment – Refund 128 Violetwood Drive

Mrs. Dunn explained that this property pays by on line payment and the Bank gave us \$9,052.00 instead of \$90.52.

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

Reserve Account

Invoice # 11838588

Amount: \$9,000.00

Postage Meter Refill/Pitney Bowes

Dr. Rajput explained that it is postage refill for mailing out bills, etc.

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 October 22, 2015

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

Roll Call on the Motion

Mr. Altmiller Aye

Mr. Chase Aye

Mr. Glasson Aye

Ms. Della-Croce Aye

Mrs. Keyser Abstain (not present at the October Board Meeting)

Mrs. Murphy Aye

Motion carried 5 Aye votes – 1 Abstention.

Pretreatment Variances

Crespo's Fratelli – 1253 Woodbourne Road, Levittown, Pa. Permit No. F118-2015 (09/21/2015 – 03/07/2016). New owner Diego Crespo is requesting a variance for the installation of an exterior 1,000-gallon two (2) compartment baffled grease trap and be permitted to continue using the existing 100-gallon internal grease trap. The Facility states utility lines and drop in elevation as reasons for variance request. To date nothing has been submitted.

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After discussion, the following motion was made:

Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, requiring Crespo's Fratelli –to install the recommended 1,000-gallon grease trap prior to March 7, 2016, which is when the permit for this facility expires.

Questions/Comments on the Motion

The Attorney representing Mr. Crespo asked if the situation could be investigated further with the possibility of installing a smaller grease trap due to the cost. Mrs. Wallover replied that the drawing was just handed out to us this evening and it showed the facility had room to install the required a1, 000-gallon grease trap. Mr. Crespo and his Attorney felt there would be interferences and Mrs. Wallover replied if that were the case, then they could evaluate a smaller exterior grease trap with installation and compliance by March 7, 2016. Mr. Chase added that if the tank could be moved from the location that is illustrated in the drawing and if you could tie into the existing line that runs behind the store, then you would not be crossing anything but a gas line. Mr. Altmiller stated that if all the drawings would have shown the proper measurements we could have given an educated answer to this.

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 stated that this does not stop your client from investigating to find another alternative. Mr. Altmiller added that Mrs. Wallover is the person that you need to keep in contact with, if there is a viable alternative, and Mrs. Wallover is agreeable with it come back to the Board and we will re-examine your request.

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JM Patton Associates - Presentation of the Insurance Policy Package January 1, 2016 thru January 1, 2017

Marty Wilson of JM Patton Associates, Inc. informed the Board that Jack Patton is now semi-retired and she along with another longtime associate have bought the agency together. Everyone congratulated her and wished her luck.

Ms. Wilson then gave the presentation for the 2016 Insurance Policy Coverage for the Authority. After the presentation and discussion, the following motions were made:

Motion #1 – Accept the Commercial Insurance Policy

Mrs. Keyser made a motion, seconded by Mr. Altmiller, to accept the Commercial Insurance Policy Coverage Renewal Proposal given by C.N.A., National Union AmeriHealth excluding the Workers' Compensation portion in the amount of \$341,751 for a period covering January 1, 2016 through January 1, 2017.

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 #2 – Accept the Delaware Valley Workers' Compensation Trust's (DWWCT) Proposal for Workers' Compensation Insurance

Mr. Chase made a motion, seconded by Cindy Murphy, to accept the Delaware Valley Workers' Compensation Trust's (DWWCT) Proposal for Workers' Compensation Insurance in the amount of \$141,396 for a period of one (1) year.

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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.

Managing Director's Report

Electric Supply Agreement

Constellation NewEnergy, Inc. is the Authority's current supplier for electricity. On November 11, 2015, a meeting was held with representatives from Constellation regarding the contract for 2016 Contract. A quotation was received based on the market grid pricing at the close of business on November 9, 2015 of \$0.05342/kWh. The current contract price is \$0.05756/kWh. Based on the price quoted from November 9th the Authority could realize a savings of approximately \$45,000 – \$55,000 during 2016. As expected, the price fluctuates from day to day depending upon market conditions, therefore the Authority will need to watch the market and lock in the pricing when we believe in our best interest. Dr. Rajput is asking for Board approval to execute the required documentation for electric supply from Constellation NewEnergy, Inc., for a period of one (1) year

Motion

Mr. Altmiller 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 one (1) year.

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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2016 Operating Budget

Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, to adopt the draft the 2016 Operating Budget 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.

Administration Building Addition

Per Bristol Township requirements, the Authority is required to issue a letter of credit for site improvements in the amount of \$92,892.90 and \$8,444.80 for Engineering/Inspection/Legal cash escrow. The Authority will try to obtain a waiver for the required letter of credit for the site improvements and to authorize advertisement for this project. After a short discussion, the following motion was made:

Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, to set up the escrow with Bristol Township in the amount of \$8,444.80 and to obtain the letter of credit from the bank in the amount of \$92,892.80.

Roll Call on the Motion

Mr. Altmiller	Aye
Mr. Chase	Aye
Mr. Glasson	Abstain (member of Bristol Township Council)
Ms. Della-Croce	Aye
Mrs. Keyser	Aye
Mrs. Murphy	Abstain (member of Bristol Township Council)

Motion carried 4 Aye votes – 1 Abstentions

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Christmas Luncheon/Gift Cards

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, and to approve giving all employees \$25.00 Christmas gift cards.

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

Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, to have the funds disbursed to each department for the employees Christmas Luncheon in the same amounts as were given last year, and to approve giving all employees \$25.00 Christmas gift cards.

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.

Superintendent – Water Treatment Plant

Dr. Rajput informed the Board that there was some inaccuracies in the job description that was awarded last month for this position, therefore he is requesting permission to meet with the union and revise/update the job description and re-post the position of Superintendent at the Water Treatment Plant.

Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, granting permission to Dr. Rajput to meet with the union, revise/update the job description, and re-post the position of Superintendent at the Water Treatment Plant.

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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.

Motion – Rescind Motion from the November 17, 2015 Board Meeting for Superintendent at the Water Filtration Plant

Mr. Chase made a motion, seconded by Mr. Altmiller, to rescind the motion that was made at the November 17, 2015 Board Meeting for the Superintendent of the Water Filtration Plant due to inaccuracies in the job description

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.

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 6:30 P.M to 7:10 P.M. at which time litigation, potential litigation and personnel matters were discussed.

Finance Manager's Report

2016 MMO (Minimum Municipal Obligation)

Mrs. Dunn, Finance Manager, reported that the Authority's bank balance as of November 17, 2015 is \$14,758,116.15 minus the committed project funds of \$6,312,203.30, bringing the balance to \$8,064,731.93.

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Old Business

Mr. Chase asked Dr. Rajput if he was in the process of preparing the Capital Budget to present to the Board. Dr. Rajput replied that he is and it will be presented to the Board in January or February.

New Business

There was no New Business presented to the Board.

Public Participation

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

Adjournment

Mr. Chase made a motion, seconded by Mr. Altmiller, to adjourn the Board meeting at 8:20 P.M.
Motion carried unanimously.

Respectfully submitted by:

Janet Keyser
Assistant Secretary

JK/dm
DPM0091

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