

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ September 27 2016*

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Tuesday, September 27, 2016 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 6:50 P.M. Mr. Downey will advise during his report.

### **Call to Order**

Mr. Chase, Chairman, called the meeting to order at 7:04 P.M., which was followed by the Pledge of Allegiance and a moment of silence for Authority employee, Phil Smythe whose Father recently passed away, and for all the men and women that put their lives on the line every day for the safety of our country.

### **Roll Call**

Mrs. Magro, Administrative Secretary took roll call as follows:

**Board Members Present:** James Chase  
Rich Altmiller  
Sandra Della-Croce  
Cindy Murphy  
John Monahan  
Joseph Glasson

**Also Present:** Vijay Rajput, Ph.D., P.E., Managing Director  
Colleen Dunn, Finance Manager  
Nancy Burnell, Supervisor, Meter Department  
Debbie Magro, Administrative Secretary  
James A. Downey, III, Solicitor  
Fred Walcott, Superintendent – Water Filtration Plant  
Mike Hoelzle, Assistant Superintendent  
Phil Smythe, Field Technician/Lift Station Supervisor  
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.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ September 27 2016*

### Ratification and Approval of the July 2016 Accounts Payable as Presented to the Board Directors

#### Motion

Mr. Altmiller made a motion, seconded by Mr. Monahan, to approve the July, 2016 Accounts Payable as presented.

#### Roll Call on the Motion

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

Motion carried unanimously

### Ratification and Approval of the August 2016 Accounts Payable as Presented to the Board Directors

#### Motion

Mr. Glasson made a motion, seconded by Mrs. Murphy, to approve the August, 2016 Accounts Payable as presented.

#### Roll Call on the Motion

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

Motion carried unanimously

### Approval of the September 2016 Accounts Payable as Presented to the Board Directors.

#### Motion

Mrs. Murphy made a motion, seconded by Mr. Monahan, to approve the September, 2016 Accounts Payable as presented.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ September 27 2016*

### Roll Call on the Motion

Mr. Chase                   Aye  
Mr. Glasson                Aye  
Mr. Altmiller              Abstention – Invoice for Dumack Engineering  
Ms. Della-Croce         Aye  
Mrs. Murphy              Aye  
Mr. Monahan              Aye  
Motion carried 5 Aye Votes – 1 Abstention

### Approval of the Board Meeting Minutes of June 23, 2016

### Questions/Comments

Mr. Chase pointed out that there are a few places where Mr. Glasson's name was omitted from the Roll Call on the Motion. Mrs. Magro also informed the Board that a few other changes were also made.

### Motion

Mr. Glasson made a motion, seconded by Mr. Monahan, to approve the Board Meeting Minutes of April 28, 2016 with corrections.

### Roll Call on the Motion

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

### Pretreatment Variances

### Keystone Bagels – 8010 Mill Creek Road, Levittown. Temporary Permit F-193-2016 (03/11/2016 – 08/26/2016). New Owner Laura Drury, present

Dr. Rajput explained that the new owners came before the Board requesting a variance from the installation of a 1,000 gallon exterior grease trap and be permitted to use the existing 25 gallon internal grease trap. At that time, a motion was made to approve the temporary variance for six (6) months and if Keystone Bagels does not fail any of the testing, they could continue using the 25-gallon internal grease trap. Dr. Rajput further explained that he feels they have complied with all the requirements set before them at May 24, 2016 Board Meeting. Dr. Rajput is requesting the Board for approval of the requested variance for the existing 25 gallon internal grease trap with quarterly testing for all parameters with the permit start date of October 1, 2016.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ September 27 2016*

### Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to approve the variance for the continued use of the existing 25 gallon internal grease trap with quarterly testing for all parameters with the permit start date of October 1, 2016. Mr. Glasson added that he does go to Keystone Bagels and they do run a clean operation.

### Roll Call on the Motion

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

Motion carried unanimously

### Managing Director's Report

### Vehicle Replacement

As part of the Authority's ongoing fleet Replacement/Modernization Program, the following vehicles need to be replaced:

**S-24 Mechanics Van at the Wastewater Treatment Plant** – This 2002 Ford Van currently has in excess of 44,000 miles. It presently has transmission issues and the air conditioning system has failed. Considering the condition and repair costs, it is recommended replacing this vehicle with a 2017 Ford F-150. A quotation has been obtained from Hondru Ford in Manheim PA under PA CoStar Contract No. 25-006 in an amount not to exceed \$27,000.

### Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to replace S-24, a 2002 Ford Van under PA CoStar Contract No. 25-006 with a 2017 Ford F-150 in an amount not to exceed \$27,000.

### Roll Call on the Motion

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

Motion carried unanimously

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ September 27 2016*

## **S-8 Utility Body Truck – Field and Wastewater Treatment Plant**

This 2001 Ford F-350 utility truck currently has in excess of 75,000 miles. This truck is routinely used on water main breaks and is one of the main vehicles used to plow snow. Considering the condition and repair costs, it is recommended replacing this vehicle with a 2017 Ford F-450. A quotation has been obtained from Hondru Ford in Manheim PA under PA CoStar Contract No. 25-006 in an amount not to exceed \$55,000.

### **Motion**

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to replace S-8, a 2001 Ford F-350 under PA CoStar Contract No. 25-006 with a 2017 Ford F-450 in an amount not to exceed \$55,000.

### **Roll Call on the Motion**

Mr. Altmiller	Aye
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mr. Monahan	Aye
Mr. Glasson	Aye

Motion carried unanimously

## **Ford 555 Backhoe used by the Field Department as Wastewater Treatment Plant**

This 1993 Ford Backhoe currently has in excess of 44,000 miles. There has been a significant amount spent in repairs and maintenance. It is recommended replacing this backhoe with a new Case 590 SN Backhoe with accessories. A quotation has been obtained from Eagle Power and Equipment Corp., Montgomeryville. The quoted price is \$108,444.80 with a trade-in value of \$7,000 for the existing Ford 555 Backhoe. The above price for the new Backhoe after a 44% discount (\$75,063) under Co Star State Contract #440001143. The price before the deduction and trade in was \$187,658. We are requesting Board approval to approve the purchase of a new Case 590 Backhoe with a price not to exceed \$110,000 from Eagle Power and Equipment Corp.

### **Motion**

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to replace the 1993 Ford 555 Backhoe with a new Case 590 SN Backhoe from Eagle Power and Equipment Corp., Montgomeryville, PA under PA CoStar State Contract No. 4400011431 in an amount not to exceed \$110,000.00.

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ September 27 2016*

## **Roll Call on the Motion**

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

## **Contract WWTP-359: Furnish and Install One (1) Sludge Dewatering Centrifuge at the Wastewater Treatment Plant.**

A notice to Proceed has been issued to Eastern Environmental Contractors, Inc., completion date is April 30, 2017. At the Pre-Construction meeting that was held on September 1, 2016 the contractor presented the construction schedule. As the Centrifuge is a relatively long delivery item, the contractor has informed the manufacturer to proceed with the shop drawing preparation and manufacturing process. This project is being designed and managed in-house.

## **Contract WWTP-366: Furnish and Deliver Three (3) Grinders for the Wastewater Pump Stations**

A notice to Proceed has been issued to Franklin Miller, Inc., completion date is December 3, 2016. It may require some outside installation assistance for the grinders when they are ready for delivery. This project is being handled in-house.

## **Ferric Chloride Tank Replacement at the Water Treatment Plant**

The new Ferric Chloride tank has been delivered to the site. As required by The PADEP this will be installed by a PADEP certified above ground tank installer. If all goes well the new ferric chloride tank could be placed in service during the week of September 26<sup>th</sup>.

## **Contract A-312: Administration Building Extension**

The contractor has completed the installation of the foundation and is currently working on installing the utilities and concrete slab. The water service line with fire hydrant was installed in-house. The prefabricated metal building should be delivered within the next two (2) weeks.

## **Contract WTP-371: Disposal of Liquid Sludge from the Water Treatment Plant**

Notice to Proceed has been issued to Russell Reid. The duration of this contract is three (3) years. Contract completion date is July 31, 2009.

*Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ September 27 2016*

**WWTP-370: Furnish and Supply New Kennedy Fire Hydrants Valves and Pipe to Lower Bucks County Joint Municipal Authority**

Notice to Proceed was issued to Hajoca Corporation. The duration of this contract is two (2) years. The contract completion date is September 14, 2016.

**Water Distribution System Maintenance Program – Rehabilitation and Replacement of Existing Water Mains – Phase II**

To date approximately 8,818 lineal feet of water mains have been replaced on the following streets:

Viaduct Lane	860 ft.
Emily Road	510 ft.
Autumn Lane	1,875 ft.
Indian Creek	2,048 ft.
Junewood Drive	980 ft.
Dolphin Road	1,078 ft.
Manor Elementary School (Dead end Elimination)	
<b>TOTAL</b>	<b>8,818 ft.</b>

The Authority is in the process of completing a field study to determine the conditions of the water mains in the Vermillion Hills and Thornridge sections for potential replacement under the ongoing Water Distribution System Maintenance Program. There is also one dead end, a 6 inch water main on Trenton Road which has been a contributing source of rusty water. The Authority has been discussing with the Township of Falls Authority (TOFA) regarding looping the above dead end with their existing 12 inch water main which is located on the opposite side of Trenton Road. If possible, the Authority would like to have this completed by the end of the year. Currently there is one interconnection that is closed however, TOFA has informed the Authority that they would like to reopen this interconnection after the fall flushing. The Authority would bear the cost of the meter(s) and the pit. Dr. Rajput is requesting Board approval to proceed with the above project. The cost would be approximately \$30,000.

Dr. Rajput added that during 2015, the Authority replaced approximately 7,965 lineal feet of water mains and approximately 3.2 miles of the existing water mains have been replaced.

**Motion**

Mr. Altmiller made a motion, seconded by Mr. Glasson, granting permission for Dr. Rajput to proceed with the interconnection with the Township of Falls Authority (TOFA) on Trenton Road at a cost not to exceed \$30,000.

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ September 27 2016*

## **Roll Call on the Motion**

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

## **Feasibility – Photoionization Demonstration – Pilot System for Odor Control**

The Authority is evaluating a potential replacement alternative to the existing chemical scrubber at the Kenwood Wastewater Pump Station. The new patented process called NEUTRALOX Photoionization could be a potential alternative to the existing scrubber. This is a physical-chemical off-gas treatment process for the control of odors originating from waste, sewage and sludge treatment processes. AMBI Bio Filtration Ltd based in Toronto, Canada manufactures the system. They have a pilot plant that they can bring to the site for a feasibility study; however, there will be to/from shipping charges that could range from \$1,200 to \$3,000. They will provide technical support and start up services at no cost. They also have a provision to return the money in terms of a credit if the system is purchased from them. Dr. Rajput feels this is worth investigating. This will require PADEP approval and modifications to the existing permit.

## **Contract WWTP-369: Installation of Cured-In-Place Sanitary Sewer Lining in Various Locations Phase V LBCJMA Wastewater Collection System.**

Construction documents and specifications for Phase 5 of the Sanitary Sewer Main Lining Project are being prepared. This project is part of the Authority's ongoing Wastewater Collection System Rehabilitation. Under this phase, the Authority is planning to rehabilitate approximately 53,000 lineal feet of sewer pipe ranging in size from 8" to 21". Approximately 28,472 lineal feet of sewer pipe was rehabilitated during Phase 4. Bids will be advertised in October and the results will be presented to the Board at the October or November Board meeting.

## **2015 Annual water Quality report – Consumer Confidence Report**

The annual Water Quality Report for 2015 was completed and posted on the Authority's website as per the requirements of the Safe Drinking Water Act 1996 Amendments relating to the Consumer Confidence Reports.

## **DRBC Docket Renewal for the Wastewater Treatment Plant**

The required renewal application for the Permit Docket has been completed and was submitted to the Delaware River Basin Commission in August 2016.



# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ September 27 2016*

### **Water Treatment Plant Laboratory Accreditation Renewal**

The annual renewal application for the Water Treatment Plant Laboratory Accreditation was submitted to the PADEP in July 2016.

### **Water Allocation Permit Compliance report**

The annual water Allocation Compliance Report for 2015 was submitted to the PADEP during July 2016.

### **NPDES Permit Renewal for the Water Treatment Plant**

Notification has been received from the PADEP regarding the renewal of the NPDES permit for the Water treatment Plant. The permit is due on or before December 2, 2016. The renewal permit will be submitted on or before November 30, 2016.

### **Water and Wastewater Systems**

The average drinking water supplied for the month of August 2016 was approximately 10.24 MGD. The monthly average effluent flow from the Wastewater Treatment Plant was approximately 5.80 MGD for the month of July 2016.

### **Assistant Superintendent**

Dr. Rajput introduced Mike Hoelzle, the Authority's new Assistant Superintendent at the Water Treatment Plant to the Board Directors.

Mr. Chase added that he has known Mike for a while and he knows him to be very conscientious and feels that he is going to do an excellent job for the Authority. He added that between Fred Walcott, Superintendent and Mike the Water Plant is in good hands.

### **Audit Presentation by Peter Place - Lopez, Teodosio & Larkin December 31, 2014 and 2013 Annual Audit Report**

The offices of Lopez, Teodosio & Larkin have audited the financial statements of the business-type activities, of Lower Bucks County Joint Municipal Authority, as of and for the years ended December 31, 2015, which collectively comprise the Authority's basic financial statements.

### **Management's Responsibility for the Financial Statements**

The Authority is responsible for the preparation and fair presentation of the financial statements in accordance with the accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ September 27 2016*

### Auditor's Responsibility

The Auditor's responsibility is to express an opinion on these consolidated financial statements based on our audit. The firm conducted their audit in accordance with auditing standards generally accepted in the United States of America. These standards require that the firm plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

The information provided by the Authority was derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. This information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In the opinion of Lopez, Teodosio and Larkin, the information is fairly stated in all material respects in relation to the financial statements as a whole.

### Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce to accept the December 31, 2015 Annual Audit report as presented by Peter Place of Lopez, Teodosio & Larkin.

### Roll Call on the Motion

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

Motion carried unanimously

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

Mr. Downey reported that an executive session was held from approximately 6:00 P.M to 6:50 P.M. at which time ongoing litigation, was discussed and will require a motion. Pursuant to the Sunshine Law, Mr. Downey reported that there was information and strategy discussion related to negotiations of the Collective Bargaining Agreement. There is a pending unfair labor practice hearing before the Commonwealth of Pennsylvania Department of Labor hearing examiner on Wednesday, October 5, 2016 to commence in Harrisburg at 10:00 A.M. Mr. Downey added the he along with Dr. Rajput and Mrs. Dunn have spent a fair amount of time preparing and it was discussed during this evenings executive session. As a result of the discussion, and at the recommendation of Dr. Rajput and myself, a motion is being requested to authorize the Managing Director to attempt to settle the unfair labor practice and pending American Arbitration Association claim this is a pending grievance that relates to one person, within the parameters recommended by Dr. Rajput and myself not to exceed more than \$4,000.00.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ September 27 2016*

It would be a universal settlement related to all claims and would be non-precedent and would terminate the universal grievance.

### **Motion**

Mr. Glasson made a motion, seconded by Mrs. Murphy, to authorize Dr. Rajput to attempt to settle the unfair labor practice and a pending American Arbitration Association claim, which is a pending grievance that relates to one person, within the parameters recommended by Dr. Rajput and Mr. Downey not to exceed more than \$4,000.00.

### **Roll Call on the Motion**

Mr. Altmiller	Nay
Mr. Chase	Aye
Mr. Glasson	Aye
Ms. Della-Croce	Aye
Mr. Monahan	Aye
Mr. Glasson	Aye

Motion carried 5 Aye votes – 1 Nay vote

### **Tree Loan Balances**

Mr. Downey informed the Board that he along with Mrs. Dunn and Mrs. Magro have been working diligently to collect the monies on outstanding Tree Loans. Right now, six (6) letters have been sent that we might need to take action on with the local District Justice if we do not receive a response.

### **Finance Manager's Report**

Mrs. Dunn, Finance Manager, reported that the MMO for 2016 is due by the December 2016. This is normally paid in October. She is suggesting that the Authority pay \$1,038,972.00 for the 2016 allocation: Supervisory Plan \$670,252 – Non- Supervisory Plan \$368,720. Mrs. Dunn has also suggested that the Authority pay an extra \$500,000 for 2016's unfunded liability. Disbursement would be \$375,000 to the Supervisory Plan and \$125,000 to the Non-Supervisory Plan. An extra contribution was not submitted for 2015.

### **Motion**

Mrs. Murphy made a motion, seconded by Mr. Monahan, giving permission to Mrs. Dunn to pay the MMO for 2016 in the amount of \$1,038,972.00. be \$375,000 to the Supervisory Plan and \$125,000 to the Non-Supervisory Plan.

*Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ September 27 2016*

**Roll Call on the Motion**

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

**Motion**

Mr. Glasson made a motion, seconded by Mrs. Murphy, approving the payment of an additional \$500,000, 375,000 for the Supervisory Plan and \$125,000 for the Non-Supervisory Plan towards the 2016's unfunded liability.

**Roll Call on the Motion**

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

The Authority's bank balance as of September 27, 2016 is \$13,755,261.31 minus the committed project funds of \$5,689,850.71, bringing the balance to \$8,065,410.60.

**Old Business**

There was no Old Business presented to the Board.

**New Business**

Dr. Rajput informed the Board that the November meeting would need to be re-scheduled as it falls on Thanksgiving. Then following motion was made.

**Motion**

Mr. Glasson made a motion, seconded by Mrs. Murphy, to re-schedule and advertise the November Board Meeting from Thursday November 24<sup>th</sup> to Tuesday November 22<sup>nd</sup>.

*Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ September 27 2016*

**Roll Call on the Motion**

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

**Public Participation**

Mike Nye, resident of Indian Creek and a member of the Bristol Township Environmental Advisory Council asked how the security of the financial data is kept. Mrs. Dunn replied that this is handled through TD Bank. Mr. Nye then asked what about the Authority's customer information. Mrs. Dunn replied that this is cloud based now. Dr. Rajput along with the Board assured Mr. Nye that the Authority takes every precaution to ensure the safety of its financial information as well as their customers.

**Adjournment**

Mr. Altmiller made a motion, seconded by Mr. Glasson, to adjourn the Board meeting at 7:55 P.M. Motion carried unanimously.

Respectfully submitted by:

  
Sandra Della-Croce  
Secretary

DM/  
DPM0108