

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ February 23, 2017

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday February 23, 2017 at the Authority's Administration Building located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Executive Session

An Executive Session was held from 6:30 P.M. to 6:55 P.M. Mr. Downey will advise during his report.

Call to Order

Mr. Glasson, Chairman, called the meeting to order at 7:05 P.M., which was followed by the Pledge of Allegiance and a moment of silence for all emergency personnel and our armed forces that protect us every day.

Roll Call

Mrs. Magro took roll call as follows:

Board Members Present:

James Chase
Rich Altmiller
Sandra Della-Croce
John Monahan
Cindy Murphy
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 Treatment Plant
Mike Hoelzle, Assistant Superintendent, Water Treatment Plant
Phil Smythe, Field Technician/Lift Station Supervisor
Mike Andrews, Engineering Assistant

Public Participation

There was no Public Participation.

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Approval of the February 2017 Accounts Payable as Presented to the Board Directors.

Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, approving the February 2017 Accounts Payable with the exception of payment to D&B Guarino Engineers, LLC.

Roll Call on the Motion

Mr. Glasson	Abstain – not present at the January Board Meeting
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Abstain – not present at the January Board Meeting

Motion carried 2 Abstentions 4 Aye Votes

Approval of the Board Meeting Minutes of January 26, 2017

Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, approving the Board Meeting Minutes of January 26, 2017 as presented.

Roll Call on the Motion

Mr. Glasson	Abstain – not present at the January Board Meeting
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Abstain – not present at the January Board Meeting

Motion carried 2 Abstentions 4 Aye Votes

Pretreatment Variances

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

Managing Directors Report

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

This project is part of the Authority's ongoing Wastewater Collection System Rehabilitation Program. This phase involves Cured-In-Place Lining (CIPP) for the Authority's sanitary sewer pipe of approximately 54,000 lineal feet ranging in size from 8 to 21 inches. This project is being designed and handled in house.

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The contract documents and specifications have been prepared for rebid. Bid opening was held on February 14, 2017. There was a total of six (6) bidders. The bid package submitted by Standard Pipe Services, LLC, was reviewed and evaluated. The qualification documents for this project have been reviewed with James A. Downey, III, Esquire and it has been determined that the above apparent lowest bidder does not meet the qualification requirements of the Contract and Specification documents. Therefore the apparent lowest bidder is determined to not be responsible. As a result, the bid package submitted by the apparent second lowest bidder, AM-Liner East, Inc., was reviewed and evaluated. Based on review and evaluation of the bid package and qualifications, AM-Liner East, Inc., has all required qualifications and capability to furnish and complete this project. It is recommended awarding the above contract to AM-Liner East, Inc. located at Berryville, VA 22611 for a total base bid amount of \$2,115,961.75.

Motion

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to award Contract WWTP-369: Installation of Cured-In-Place Sanitary Sewer Lining in Various Locations – Phase V, LBCJMA Wastewater Collection System, to AM-Liner East, Inc., located in Berryville, VA 22611, for a total base bid amount of \$2,115,961.75.

Note: The first company did not meeting the required qualifications for the above contract.

Roll Call on the Motion

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

Motion carried unanimously

WWTP-365: Restoration of Concrete Sidewalks, Driveways, Concrete Aprons, Concrete Curbs and Sites Affected by Water Main Breaks

This contract involves furnishing and providing all labor, tools, required equipment, materials, methods, processes, implements and machinery which are necessary and required to repair, and/or install, and/or replace, and/or restore and put in complete order for use involving concrete sidewalks, curbs, driveways, driveway apron and street patching in areas of trenches excavated for the repair of water mains of the Authority or similar work involving concrete and/or bituminous concrete work required within the Authority's service area is due to expire on April 20, 2017.

There is a provision in the contract that the Authority reserves the right to extend the contract for an additional one (1) year upon written agreement by both parties. This has been discussed with the Contractor and they are willing to extend the contract with the same terms, conditions, and unit prices.

Dr. Rajput is asking for Board approval to extend the above contract until April 20, 2018 under the same terms, conditions and pricing as the current contract.

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Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, giving Dr. Rajput approval to proceed with the extension of the above contract for another year, until April 20, 2018 under the same terms, conditions and pricing as the current contract.

Roll Call on the Motion

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

Motion carried unanimously

Annual Bio Solids Report (Sludge DMR) to the USEPA for the Wastewater Treatment Plant

The required Annual Bio Solids Report (Sludge DMR) for the reporting year of 2016 for the Wastewater Treatment Plant has been completed and sent to the USEPA. The total dewatered sludge generated and disposed of at the landfill during 2016 was estimated to be approximately 3543 metric tons, based on wet weight and approximately 735.4 metric tons based on dry weight.

Wastewater Treatment Plant Laboratory Renewal Application for Environmental Laboratory Accreditation

The required annual renewal application for the Environmental Laboratory Accreditation of the Wastewater Treatment Plant Laboratory has been completed and submitted to the Bureau of Laboratories, PADEP. On March 2, 2017 the PADEP will be conducting an on-site assessment of the Wastewater Treatment Plant Laboratory. The Authority is in the process of compiling and submitting the requested information.

Administration Building Extension

The Contractor is working on the interior of the building. The plumbing, interior framing and dry wall installation have been completed and they will soon begin painting. On February 20, 2017, PECO completed switching and energizing the new transformer to the newly installed electric system.

Annual Effluent Monitoring Report for the Water Treatment Plant to the DRBC

Per requirements of the NPDES permit and the DRBC's docket, the Authority has completed and submitted the annual Effluent Monitoring Report.

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Annual Water Use Report – Water Supply Charge - DRBC

Per requirements of the DRBC, the Authority has completed and submitted the annual Surface Water use Report of the Water System. The total water withdrawal from the river during 2016 was 3,009.63 million gallons. Of this, 300.96 Million Gallons was estimated to be consumptive use and approximately 2,708.67 Million Gallons was estimated to be non-consumptive use.

The Authority's waste use for the reporting year was in compliance with the Authority's Water Entitlement. As there were no overages with the consumptive and non-consumptive entitlement amounts, there was no water usage charges to the Authority.

Annual Tier II Report for the Wastewater Treatment Plant

Preparations have started for the Annual Tier II Report for the Wastewater Treatment Plant. Submission is due February 2017.

Annual Wasteload Management Report – Chapter 94

Preparations have started for the Annual Chapter 94 Report for the reporting year of 2016. The report is due by March 31, 2017.

Pretreatment Annual Report

Preparations have started for the Pretreatment Program Annual Report for the reporting year of 2016. The report is due by March 31, 2017.

Annual Water Audit Report – Delaware River Basin Commission

Per the requirements of the DRBC, the Authority has started performing the required annual water audit of its water system for the reporting year of 2016. The completed audit will be submitted electronically to the DRBC.

Interconnection with the Township of Falls Authority at Trenton Road

The Authority has been informed that the required preassembled meter vault is ready for delivery and installation. The required Highway Occupancy Permit from PENNDOT has also been received. Installation will be done in-house by the Field Department. The work is being coordinated with TOFA. Work should be completed within the next two (2) weeks weather permitting.

WTP Standard Operating Procedure Training

Training of the Water Treatment Plant Standard Operating Procedure for operational employees will be held during the month of February or March, 2017.

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Installation of the Infiltration Basin for the Administration Building Extension Project

Per the requirements of Bristol Township concerning the post construction installation of the storm water management and infiltration basin, the Contractor will begin installation February 22, 2017.

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

A construction progress meeting was recently held at the Wastewater Treatment Plant to discuss the construction and delivery schedule for the above contract.

Potential Replacement of the Existing Two (2) Stage Scrubber with a Photoionization System for Odor Control at the Kenwood Wastewater Pump Station

On January 25, 2017 a meeting was held with the engineer of Ambio Biofiltration Ltd, to discuss the construction and delivery schedule of equipment for the above contract.

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

The grinder at Mill Creek Pump Station has been installed and placed in full operation. Work is beginning on Birch Valley and Art Carney Pump Stations.

Contract WWTP-373: Furnish and Supply Stone through the Bucks County Consortium Highway Materials Joint Bid for 2017-2018

The required information has been submitted to the Consortium for the participation in the 2017-2018 above contract. The Authority participates generally to purchase #2 stone and #2A stone mix (2A modified stone). During 2016, approximately 350 tons of #2A ¾ stone and approximately 2,810 tons of #2A stone mix were purchased.

Fecal Coliform, Enzyme Substrate Procedure-Method Colilert – 18/Quantity-Tray (IDEXX) for the Wastewater Treatment Plant Lab

The required equipment and supplies have been purchased from IDEXX for the above referenced method of analyzing the Wastewater Treatment Plants effluent samples for fecal coliform. This method is relatively easier and takes less time than the current method of membrane filtration. The Authority is currently working on developing the required Standard Operating Procedures and Quality Control Procedures for submission to the PADEP for review and approval. The above method is already an approved method by the USEPA and the PADEP.

CarMax Project – Water Service Connection Permit

On January 16, 2017 the Authority met with the Engineer and Contractor for CarMax which is the old K-Mart site and discussed their available options for a water service connection to the Authority's water system.

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Right now they are evaluating two (2) options: #1 would be to run an 8 or 10 inch water main from their site to the 12 inch water main of the Authority's located at the intersection of Woodbourne Road and Harmony Road. #2 would be to run an 8 inch water main from their site and connect to the existing 8 inch water main of the Authority's located at Terrance Road in the Twin Oaks section. They are planning to conduct flow and pressure testing at the Twin Oaks location.

Water and Sewer Service Connection to the Proposed St. Joseph's Court in Thornridge

The Authority is working with the developer of the above proposed residential development project regarding their water and sewer service connection. They are planning on constructing an age qualified community consisting of 124 units. A meeting has been scheduled for February 22, 2017 to discuss permitting and scheduling of the work involving the water system improvements.

NPDES Permit Renewal for the Water Treatment Plant

Work has started on the required NPDES permit application for the Wastewater Treatment Plant. The application should be completed in March 2017. All required influent and effluent samples for analysis of parameters have been completed. The results should be sent from Analytical Laboratory the first week of next month.

Water and Wastewater Systems

The average drinking water supplied for the month of January was approximately 8.72 MGD. The monthly average effluent flow from the Wastewater Treatment Plant was approximately 5, 77 MGD for the month of December 2016, record lows demonstrates the benefits of the rehabilitation of the sewer pipes using pipe lining, easement maintenance and the Authority's inspection program.

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

Mr. Downey reported that an executive session was held from 6:30 P.M. to approximately 6:55 P.M. where potential ligation was discussed.

Mr. Downey is asking for a motion from the Board to authorize Dr. Rajput, Managing Director to sign the easement agreement pertaining to the Penn Valley School on behalf of the Lower Bucks County Joint Municipal Authority.

Motion

Mr. Altmiller made a motion, seconded by Mrs. Murphy, authorizing Dr. Rajput, Managing Director to sign the easement agreement pertaining to the Penn Valley School on behalf of the Lower Bucks County Joint Municipal Authority.

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Roll Call on the Motion

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

Motion carried unanimously

Mr. Downey stated that at last month's meeting he informed the Board that the court term and number cited in the minutes for the lawsuit that the Board directed him to continue is misstated. The correct number is 20162056. Per Board direction the complaint has been filed and we are waiting for a response.

Finance Manager's Report

Mrs. Dunn, Finance Manager, reported that there is one person out Workers' Compensation. Date of return is unknown at this time.

Old Business

There was no Old Business presented to the Board.

New Business

Mr. Glasson informed Dr. Rajput and the Board that the patch work done for a water main at the Emilie Road entrance to Indian Creek is not so good.

Public Participation

There was no Public Participation.

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Adjournment

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to adjourn the Board meeting at 7:30 P.M.
Motion carried unanimously.

Respectfully submitted by:



~~Sandra Della-Croce~~ Cynthia Murphy
Secretary

DM/
DPM0009