

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ March 22, 2018

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday March 22, 2018 at the Authority's Administration Building located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

CALL TO ORDER

Mr. Chase, Chairman, called the meeting to order at 7:00 P.M., which was followed by the Pledge of Allegiance and a moment of silence for all the men and women that are put in harm's way every day to protect this great country.

EXECUTIVE SESSION

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

ROLL CALL

Mrs. Magro took roll call as follows:

BOARD MEMBERS PRESENT:

James Chase
Richard Altmiller
Cindy Murphy
John Monahan
Bobbie DePalo

BOARD MEMBERS ABSENT

Joseph Glasson

ALSO PRESENT:

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

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PUBLIC PARTICIPATION

Sheryl Velez of 51 Red Maple Lane was concerned about a letter she received from our Solicitor, regarding a court hearing with regards to access to the manhole in her backyard. Mr. Downey advised the Board that he was informed by Authority personnel that this property is up for sale so any corrections can be made at the time of settlement. A letter was sent to the court administrator indicating that the house is for sale, and they do not want to hold up the sale and they are asking that the trial be postponed.

APPROVAL OF THE MARCH, 2018 ACCOUNTS PAYABLE AS PRESENTED TO THE BOARD DIRECTORS.

MOTION

Mr. Altmiller made a motion, seconded by Mr. Monahan, approving the March, 2018 Accounts Payable as presented.

QUESTIONS/COMMENTS

Mr. Altmiller questioned the following invoice(s):

Knox Company
Invoice # 01280014
Amount: \$352.00
Knox Box for the Administration Office.

Mr. Altmiller stated that a Knox Box is required by law in order to have a building up to code. He doesn't feel that the Authority should be paying for this, it should have been included in the building specifications.

MeterPro Services, Inc.
Invoice # 2351
Amount: \$14,186.00
Set-up St. Joseph Court/New Falls Rd/Permit

Dr. Rajput replied that this is for the meter set up intended for St. Joseph Court on New Falls Road. Reimbursement for this will be included in the permit fee.

Steve's Locksmith
Invoice #18-37
Amount: \$1,395.00
Inter-office locks-replacements

Mr. Altmiller asked why the Authority paid \$1,395.00 to have locks replaced in the addition, this should have been taken care of on the specifications.

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Work-N-Gear, LLC

Invoice 3 Invoices

Amount: \$4,827.13

Outerwear Allowance - Employee benefits per Union Contract 2018

Mr. Altmiller asked if the employees have to purchase work clothes or does the Authority give them the money so they can purchase them? Dr. Rajput replied that every two (2) years the employees are allotted money to purchase clothing for work, and all employees must be in work attire. Mrs. Dunn added that this is the first year the employees were given the option of a buyout, three (3) employees chose the buyout the remaining employees went to Work-N-Gear to purchase their work clothes.

ROLL CALL ON THE MOTION

Mr. Monahan Aye

Mrs. Murphy Aye

Mr. Altmiller Aye

Mr. Chase Aye

Mrs. DePalo Aye

Motion carried unanimously

APPROVAL OF THE BOARD MEETING MINUTES OF FEBRUARY 22, 2018

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, approving the Board Meeting Minutes of February 22, 2018 as presented.

ROLL CALL ON THE MOTION

Mr. Monahan Aye

Mrs. Murphy Aye

Mr. Altmiller Aye

Mr. Chase Aye

Mrs. DePalo Aye

Motion carried unanimously

MANAGING DIRECTORS REPORT

CONTRACT WWTP-385: PURCHASE ONE (1) 2019 TRI-AXLE DUMP TRUCK WITH STAINLESS STEEL BODY UNDER CoSTAR CONTRACT #025-008 AND 025-060 FOR TRIAD TRUCK EQUIPMENT BODY MUNICIPAL WORK VEHICLES., FIELD DEPARTMENT, WASTEWATER TREATMENT PLANT - (CAPITAL IMPROVEMENT PROJECT \$200,000)

In order to reduce outside contractor costs regarding the long term water main replacement program, the Authority is planning to do more work in-house utilizing the Field Department.

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In order to accomplish this, the Authority will need to have a Tri-Axle Dump Truck for hauling materials and to move equipment. \$200,000 has been allocated for this dump truck in the 2018 Capital Improvement Budget.

The Authority has received a quotation from Bucks County International, Inc., for a 2019 Tri-Axle an accessories (Model 2019 HV613 SBA HV613) under CoStar Contract #025-008 Municipal Work Vehicles and from Triad Truck Equipment, Inc., for a stainless steel body (BEAU-ROC model SSM4 18 304 Stainless steel body construction) under Costar Contract \$025-060. The total quoted price under CoStar's contract is \$140,917.00 for the truck base chassis/axle frame and \$48,600 for the Stainless Steel Body. There will be only one (1) Contactor whose responsibility is to furnish and supply the complete dump truck to the Authority. Dr. Rajput is requesting Board approval to award this contract under CoStar's contract to Bucks County International, Inc., for the complete dump truck with the total amount not to exceed \$190,000.

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to award this contract under CoStar's contract to Bucks County International, Inc., for the complete dump truck with the total amount not to exceed \$190,000.

ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mrs. Murphy	Aye
Mr. Altmiller	Aye
Mr. Chase	Aye
Mrs. DePalo	Aye

Motion carried unanimously

WWTP-386: PURCHASE OF ONE (1) MEDIUM SIZED EXCAVATOR – KUBOTA KX 80-4553A WITH VARIOUS SIZE BUCKETS AND ACCESSORIES UNDER CoSTAR CONTRACT No. 4400011426 FIELD DEPARTMENT, WASTEWATER TREATMENT PLANT (CAPITAL IMPROVEMENT PROJECT - \$150,000).

Dr. Rajput stated that with the ongoing Water Distribution System Maintenance/Rehabilitation Program, it was determined that it is more cost effective to purchase a new medium size excavator rather than renting one. This is needed as the Authority is planning to perform more excavation work in-house which will be done by the Field Department. A quotation has been obtained for a Kubota KX80-4553 with various buckets and accessories from Eagle Power and Equipment Corporation under CoStar Contract No. 4400022426. The total quoted price is \$117,218.48. Dr. Rajput is requesting Board approval to purchase the above from Eagle Power an Equipment Corporation for a total amount not to exceed \$119,000.

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MOTION

Mr. Altmiller made a motion, seconded by Mrs. DePalo, to approve the purchase of a Kubota KX 80-4553A with various size buckets and accessories under CoStar Contract No. 4400011426 with a total not to exceed \$119,000.00

ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mrs. Murphy Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mrs. DePalo Aye
Motion carried unanimously

**CONTRACT WWTP-387: ONE (1) EAGER BEAVER TAG TRAILER UNDER COSTAR CONTRACT No. 4400011426 ,
FIELD DEPARTMENT, WASTEWATER TREATMENT PLANT**

This contract is to purchase an Eager Beaver 20XPT Tag Trailer with extra length and hydraulic ramp for hauling the medium size excavator that is being purchased under Contract No. WWTP-386. The Authority has received a quotation for the trailer from Eagle Power and Equipment Corporation under CoStar Contract no. 4400011426. The total quoted price is \$24,948.14. Dr. Rajput is requesting Board approval to purchase this trailer with an amount not to exceed \$25,000.

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, approving the purchase of One (1) Eager Beaver Tag Trailer under CoStar Contract No. 4400011426, Field Department, Wastewater Treatment Plant, Contract WWTP-387 with an amount not to exceed \$25,000.

ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mrs. Murphy Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mrs. DePalo Aye
Motion carried unanimously

**WWTP-382: RESTORATION OF CONCRETE SIDEWALKS, DRIVEWAYS, CONCRETE APRONS, CONCRETE CURBS
AND SITES AFFECTED BY WATER MAIN BREAKS**

The main purpose of this project is to restore Concrete Sidewalks, Driveways, Concrete Aprons, Concrete Curbs and roadways disturbed during the repair of water main breaks, water main rehabilitation and or replacement and any other restoration involving concrete sidewalks, driveways, etc.

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As there was only one (1) bidder, Dr. Rajput is requesting Board approval to award the above contract to John Feher Concrete Construction, LLC, 18 Steel Road West, Morrisville, PA 19067.

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to award Contract WWTP-382: Restoration of Concrete Sidewalks, Driveways, Concrete Aprons, Concrete Curbs and Sites Affected by Water Main Breaks to John Feher Concrete Construction, LLC, 18 Steel Road West, Morrisville, PA 19067.

ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mrs. Murphy	Aye
Mr. Altmiller	Aye
Mr. Chase	Aye
Mrs. DePalo	Aye

Motion carried unanimously

CONTRACT NO. WWTP 381: FURNISH AND SUPPLY STONE DURING 2018 – 2019 (PARTICIPATION IN THE 2018-2019 BUCKS COUNTY CONSORTIUM HIGHWAY MATERIALS JOINT BID)

The Authority once again participated in the 2018-2019 Bucks County Consortium Highway Materials joint bid. The Authority participates generally to purchase #2-3/4" stone and #2A stone mix (2A modified stone). Bids were opened on February 26, 2018. After reviewing the bids submitted, Dr. Rajput is requesting Board approval to award the above contract to Eureka Stone Quarry, 800 Lower State Road, Chalfont, PA 18914, with bid pricing of \$13.50/ton delivered for No. 1A Stone Mix and \$16.00/ton delivered for No. 2B ¾ Stone.

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to award Contract No. WWTP 381: Furnish and Supply Stone During 2018 – 2019 (Participation in the 2018-2019 Bucks County Consortium Highway Materials Joint Bid) to Eureka Stone Quarry, 700 Lower State Road, Chalfont, PA 18914, with bid pricing of \$13.50/ton delivered for No. 1A Stone Mix and \$16.00/ton delivered for No. 2B ¾ Stone.

ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mrs. Murphy	Aye
Mr. Altmiller	Aye
Mr. Chase	Aye
Mrs. DePalo	Aye

Motion carried unanimously

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CONTRACT WTP-384: FURNISH AND INSTALL, REPLACE, AND REHABILITATE ROOF SYSTEMS AT LBCJMA WATER AND WASTEWATER TREATMENT PLANT'S BUILDINGS (CAPITAL IMPROVEMENT PROJECT)

This project involves replacement of the existing roof system of the Authority's main plant building which houses filters, lab, SCADA system, pumps and other critical equipment of the Water Treatment Plant. The filter building roof is more than 50 years old and needs to be replaced and/or rehabilitated. The Water Treatment Plant project will also include rehabilitation and replacement of the existing roof gutters with larger size seamless gutters, removal of all existing downspouts and draining rain water into grass area. This project also involves the rehabilitation of the existing roof system of the L.D. Davis Building at the Wastewater Treatment Plant. This encompasses replacement of the existing roof screws with stainless steel metal screws with sealing washers. Contract documents and technical specifications are being prepared. The Authority would like to thank Mr. Altmiller for his valuable and continued assistance on this project and we will certainly be utilizing his assistance in developing the technical specifications for this project as this is one of his areas of expertise.

WTP-146: FEASIBILITY STUDY ON THE INSTALLATION OF MIXING SYSTEM ON TWO (2) WATER STORAGE TANKS – HIGHLAND PARK AND FIVE POINTS

The Authority is currently conducting a feasibility study on the installation of a mixing system for the existing 3 MG Highland Park Storage Tank and the 4 MG Five Points Storage Tank to improve circulation of water formation and further reduction of THM and HAA. Currently, the Authority is in full compliance with MCL for these disinfection byproducts. Dr. Rajput and staff members met with Bucks County Water and Sewer Authority to review their THM and HAA monitoring results from their Woodbourne Pump Station sampling location. They have recorded a relatively elevated concentration of HAA at this location. This pump station takes bulk water from the Authority's Highland Park Pump Station. Bucks County Water and Sewer Authority is currently installing the mixing/aeration system on their water storage tanks. They have expressed interest to include this project (Highland Park Tank) with their contract if it is determined to be effective. The Authority could then either reimburse them or provide credit for bulk water that they purchase from us.

PROJECT NO. WTP-147: REPLACEMENT/REHABILITATION OF THE EXISTING VALVING SYSTEM ON TWO (2) 20 INCH WATER MAINS (H-PATTERN) AT THE WATER TREATMENT PLANT – (CAPITAL IMPROVEMENT PROJECT)

Presently, there are four high service pumps with a total rated capacity of 20 MGD which supply treated potable drinking water from the Water Treatment Plant to the Authority's water distribution system via three water mains, two 20 inch and one 24 inch. Per the original design and construction, two 20 inch water mains are interconnected with five twelve 12 inch gate valves in H-Pattern. All valves are original making them more than 60 years old and as a result, all of the 12 inch valves need to be replaced with new 20 inch valves. The Authority has been working diligently to develop and implement a plan to complete this project with a minimum disruption of the water supply. Most of this work will be done in-house by the Field Department with the exception of the installation of the line stopper which is specialized work. The cost of the line stopper installation and removal could be in the range of \$110,000 to \$150,000.

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The Authority has reached out to a company that specializes in this type of work for a quotation. Dr. Rajput would like to thank Mr. Chase for his continued and valuable assistance. He is always there to share with us his more than 30 years of experience and knowledge that he has with the Authority's Water System.

2017 ANNUAL WATER QUALITY DATA

In compliance with the requirements of the Safe drinking Water Act 1996 Amendments relating to the Consumer Confidence Reports, the Authority has completed and distributed the Water Quality Data to its Whole Sale customers Bucks County Water and Sewer Authority and the Township of Falls Authority for preparation of their annual Water Quality Report (Consumer Confidence Report – CCR) for the 2017 reporting year. This report shows that the drinking water the Authority produces is one of the best, which consistently meets or exceeds all water quality standards. Dr. Rajput thanked Mike Hoelzle, Water Treatment Plant Assistant Superintendent for preparing and compiling the water system operational and monitoring data for 2017. He did a great job.

Mr. Altmiller took this time to congratulate Dr. Rajput and the entire staff for a job well done. The Authority has the best quality water, and also has the lowest prices in the area.

CONTRACT WWTP-376: FURNISH AND SUPPLY POLYMERS FOR LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY'S WATER AND WASTEWATER TREATMENT PLANTS.

Notice of intent to award has been sent to Polydyne, Inc., along with all contract documents for signature.

CONTRACT WWTP-369: INSTALLATION OF CURED-IN-PLACE SANITARY SEWER LINING IN VARIOUS LOCATIONS – PHASE V – LBCJMA WASTEWATER COLLECTION SYSTEM.

To date, approximately 59,058 lineal feet of sewer mains have been lined.

CONTRACT WWTP-369: INSTALLATION OF CURED-IN-PLACE SANITARY SEWER LINING IN VARIOUS LOCATIONS – PHASE V – LBCJMA WASTEWATER COLLECTION SYSTEM.

This is an ongoing project and the Authority is continuing the upgrade of the existing computers and SCADA System at the Water Treatment Plant. This project is being completed in phases. Most of the electrical work is being done in-house by Bill Keyser, the Authority's electrician. He is doing a great job.

ANNUAL BIO SOLIDS REPORT (SLUDGE DMR) TO USEPA FOR THE WASTEWATER TREATMENT PLANT

The required annual Bio Solids Report (Sludge DMR) for the reporting year of 2017 for the Authority's Wastewater Treatment Plant has been submitted to the USEPA. The total dewatered sludge generated and disposed of at the landfill during the reporting year was estimated to be approximately 3220 metric tons based on wet weight basis and approximately 702 metric tons based on dry weight basis.

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The amount of sludge generated during 2017 was lower than that of 2016 by approximately 300 metric tons or 331 US tons on wet basis. This could translate to a savings of approximately \$31,000. Dr. Rajput thanked Jennifer Smythe for her assistance in preparing and submitting this report.

ANNUAL TIER II REPORT FOR THE WASTEWATER TREATMENT PLANT

The required Tier II Annual Report for the Wastewater Treatment Plant was submitted to the Bureau of Occupational and Industrial Safety/Pennsafe Program.

LOCAL LIMITS REEVALUATION/HEADWORK ANALYSIS PRETREATMENT PROGRAM

Per the requirements of the renewed NPDES permit for the Wastewater Treatment Plant and USEPA requirements, the Authority has submitted a list of the local limit parameters for the evaluation and sampling plan to USEPA and PADEP for their review and approval.

ANNUAL WASTELOAD MANAGEMENT REPORT – CHAPTER 94 REPORT

The Authority is in the process of completing the required Annual Chapter 94 Report for the reporting year of 2017. Per the requirements, letters have been sent to municipalities and bulk customers to supply information on development projects and potential sewer service connections. This report will be submitted on or before March 23, 2018.

PRETREATMENT ANNUAL REPORT

The Authority is in the process of completing the required Pretreatment Program Annual report for the reporting year of 2017 per the requirements of the Authority's NPDES Permit and USEPA. The report will be submitted to the USEPA and PADEP on or before March 2, 2018. Dr. Rajput would like to thank Susan Wallover, Pretreatment Coordinator for her assistance in preparing this report.

ANNUAL WATER AUDIT REPORT – DELAWARE RIVER BASIN COMMISSION (DRBC)

Per the requirements of the DRBC, the annual Water Audit was performed for the Authority's water system for the reporting year of 2017. The completed water audit report has been submitted to the DRBC. The water audit report was computed at 93, which is considered to be a first-rate score. The Authority is proactively continuing to investigate the source of the unaccounted water. For the reporting year of 2017, the percent of unaccounted water was calculated to be approximately 6%. The Authority is also continuing to investigate and determine various options of reducing the amount of unbilled metered water usage, which includes water used for flushing and leakage loss. It is estimated that the Authority's water main length is 180 miles with 19,358 active connections. This equates to approximately 107 connections per mile of water mains. The total annual operating cost for the Authority's water system was estimated to be approximately \$6.21 million, not including Capital Improvement Projects for the reporting year of 2017 which is lower than that of 2016 by approximately \$1.44 million. This demonstrated that the Authority was able to further reduce its operational expenses by the above stated amount. This is mainly due to the continued optimization of

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operation and personnel resources. Dr. Rajput would like to thank Colleen Dunn, Finance Manager for compiling the annual water system operating cost data and Nancy Burnell, Meter Department Supervisor for compiling and providing the water consumption and customer connection data.

WTP-190: WASTEWATER TREATMENT PLANT SCADA SYSTEM UPGRADE

As part of the ongoing installation and upgrades of the SCADA System at the Wastewater Treatment Plant, the Authority is continuing to upgrade the existing PLCs, VFDs, and connecting all equipment and process controls. The Authority has received the required CLX hardware to replace the existing outdated PLC-5 for the Dissolved Air Floatation (DAF) system. Most of the electrical work is being done in-house by Bill Keyser the Authority's electrician.

WATER AND WASTEWATER SYSTEMS

The average daily drinking water supplied for the month of February 2018 was approximately 7.17 MGD. The monthly average effluent flow from the Wastewater Treatment Plant was approximately 6.09 MGD for the month of January 2018.

During the March snow storms the Authority was able to maintain operations of the Water Treatment facilities, Wastewater Treatment Plant facilities, Pumping Stations and Water Distribution system. Dr. Rajput would like to thank all staff members, operational and support personnel, with special mention to Phil Smythe, Mike Andrews, Len Rodak, Jim Coon, Nancy Burnell, Fred Walcott, Mike Hoelzle and Bill Keyser, they all did an excellent job in maintaining the required level of operations of all the critical facilities during very adverse weather conditions.

The Authority's ongoing easement management program, sanitary sewer system rehabilitation/lining and Capital Improvement Projects are all helping in effective and efficient operation and management of the Water and Wastewater Systems. The Authority is continuing to make significant progress in improving the systems. Dr. Rajput took this time to thank the Board of Directors for their tremendous support, encouragement, appreciation and guidance, without their support it would not have been possible.

SOLICITOR'S REPORT – JAMES A. DOWNEY, III, ESQUIRE

Mr. Downey reported that an executive session was held from 6:30 PM to approximately 6:55 PM
Matters discussed were:

- On-going Litigation. 51 Red Maple Lane, Ms. Velez was present at tonight's meeting.
- Trial on March 14, 2018, regarding easement issues

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FINANCE MANAGER'S REPORT

Mrs. Dunn, Finance Manager, previously gave the Board her report to review.

SHORT TERM DISABILITY

- One employee began leave on December 18, 2017 and is expected to return Monday March 26, 2018.
- One employ began leave on February 12, 2016, expected return is unknown as of March 22, 2018.

OLD BUSINESS

There was no old business brought before the Board Directors.

NEW BUSINESS

There was no new business brought before the Board Directors

PUBLIC PARTICIPATION

There was no Public Participation.

ADJOURNMENT

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to adjourn the Board meeting at 7:26 P.M. Motion carried unanimously.

Respectfully submitted by:



Cynthia Murphy
Secretary

CM/dm
Micro tape