

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ April 25, 2019

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday April 25, 2019 at the Authority's Administration Building located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

CALL TO ORDER

Mr. Glasson, Chairman, called the meeting to order at 7:15 P.M., which was followed by the Pledge of Allegiance, Mr. Glasson asked everyone to take a moment to remember all our first responders and our military that keep us safe every day.

ROLL CALL

Mrs. Magro took roll call as follows:

BOARD MEMBERS PRESENT:

PRESENT

John Monahan
Michael Sidoti
Cindy Murphy
Joseph Glasson
James Chase
Bobbie DePalo

ALSO PRESENT

Vijay Rajput, Ph.D., P.E., Managing Director
Colleen Dunn, Finance Manager
Nancy Burnell, Meter Department Supervisor
Debbie Magro, Administrative Secretary
Fred Walcott, Superintendent, Water Treatment Plant
Mike Hoelzle, Assistant Superintendent, Water Treatment Plant
Phil Smythe, Field Technician, Lift Station Supervisor
Susan Wallover, Pretreatment Coordinator
Mike Andrews, WWTP Manager/Engineering Assistant
James A. Downey, III, Solicitor

PUBLIC PARTICIPATION

Dave Wheeler, owner of Dairy Delight on Woodbourne Road informed the Board that he purchased the business last April and has done extensive renovations. He explained that the ice cream machines are water cooled. He was informed that this water can not be discharged back into the Authority's sewer system. Mr. Wheeler is asking if he would be permitted to have a deduct meter installed to deduct that water from his bill since it isn't going into the Authority's sewer system. Dr. Rajput told Mr. Wheeler to contact Nancy Burnell and she will help with whatever needs to be done.

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APPROVAL OF THE APRIL 2019 ACCOUNTS PAYABLE AS PRESENTED TO THE BOARD DIRECTORS.

MOTION

Mr. Chase made a motion, seconded by Mrs. DePalo, approving the April 2019 Accounts Payable as presented.

ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. DePalo	Aye

Motion carried unanimously

VOTING

Mr. Glasson informed the Board that he will be abstaining from any and all invoices pertaining to McIntyre Plumbing and/or Benjamin Franklin Plumbing for the entire year.

APPROVAL OF THE BOARD MEETING MINUTES OF MARCH 28, 2019

MOTION

Mr. Sidoti made a motion, seconded by Mr. Monahan, approving the Board Meeting Minutes of March 28, 2019 as presented.

ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. DePalo	Aye

Motion carried unanimously

PRETREATMENT VARIANCE

Original Brothers Deli – 6702 Mill Creek Road, Levittown. Temporary Permit F127-2019 (04/01/2019 – 09/16/2019). Facility was purchased in 2018, the new owner, Prexa Patel, is requesting a variance from the installation of an exterior 1,000-gallon baffled grease trap. The facility currently has a 50-gallon internal grease trap and the owner would like to continue using the existing internal grease trap.

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MOTION

Mr. Chase made a motion, seconded by Mr. Monahan, giving permission to Original Brothers Deli located at 6702 Mill Creek Road, Levittown to keep the 50-gallon internal grease trap with quarterly testing and cleaning.

ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. DePalo	Aye

Motion carried unanimously

MANAGING DIRECTOR'S REPORT

CONTRACT NO. WTP-399: PURCHASE OF 28 ROTORK ACTUATED PRATT BUTTERFLY VALVES FOR THE REPLACEMENT OF THE EXISTING FILTER VALVES FROM EDWIN ELLIOT & CO. (UNDER COSTAR CONTRACT NUMBER 016-093) WATER TREATMENT PLANT

This project involves purchasing 28 Rotork Actuated Pratt Butterfly Valves to replace the existing Filter Valves. Currently, we have ASCO Valves which are used to control the filter operations. The ASCO Valves are a proprietary item and their cost has significantly increased. One ASCO Valve was \$5,300.00, the current cost is \$12,092.00. It is also becoming more problematic to acquire parts for these valves. Considering age, problems, and availability of the ASCO Valves, it is more cost effective to replace them with the above-mentioned valves. The Actuated Rotork Pratt Valves will also provide a more reliable tool for consistent operation of the filters. These valves will be integrated with the Water Plant SCADA System. We have obtained proposals for the purchase of 28 Actuate Valves from Edwin Elliot & Co., Lafayette Hills, Pennsylvania under COSTAR Contract Number 016-093. The total quoted cost for 28 valves under the COSTAR Contract is \$159,595.00. As a result of going through COSTARS, the Authority will realize a saving of approximately \$36,480.00. We will also realize a saving of more than \$200,000 by selecting the above stated filter valve replacement option. This is a 2019 Capital Improvement Project.

MOTION

Mrs. Murphy made a motion, seconded by Mr. Sidoti, approving the purchase of 28 Rotork Actuated Pratt Butterfly Valves to replace the existing Filter Valves under COSTAR Contract Number 016-093 for a total quoted cost of \$159,595.00.

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ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. DePalo	Aye

Motion carried unanimously

CERTIFICATE OF DEPOSIT (CD)

The Authority has a CD in the amount of \$4,000,000 with TD Bank which matured recently. The Authority earned approximately \$130,775 on this deposit during the last two years (March 2017-March 2019) of fixed deposit. We met with TD Bank and the Republic Bank representatives to discuss current CD rates that they can offer to the Authority. TD bank quoted 2.17% rate for a two-year term whereas Republic Bank quoted 3.0% for a two-year term. Considering the current financial condition and allocated amount for the Capital Improvement Projects, the Authority could set aside \$4,500,000 for a 2-year CD. As Republic Bank quoted a higher rate than TD Bank, we recommend selecting Republic Bank for the CD at a rate of 3.0% for a two-year term. With a \$4.5 Million CD, the Authority will realize earnings of approximately \$274,050. Similar to TD Bank, in compliance with the Commonwealth of Pennsylvania Act 72 of 1971 (P.L. 281), as amended (the Act), Republic First Bank DBA Republic Bank agrees to pledge collateral for all deposits held by the Authority in excess of the FDIC insurance limits, as required by the Act. In this regard, we discussed and obtained approval from the Board Directors via telephone (April 8-9, 2019) to open a CD account with Republic Bank. As a result, we have already opened the CD account and are in the process of depositing \$4.5 million for a 2 year term at the rate of 3.0%. We would to request the Board to ratify the telephonic approval for the CD in the amount of \$4.5 million for a 2 year term at the interest rate of 3.0% with Republic Bank.

MOTION

Mrs. Murphy made a motion, seconded by Mr. Chase, to ratify the Board's telephonic approval for the CD for a 2-year term at the interest rate of 3.0% with Republic Bank.

ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. DePalo	Aye

Motion carried unanimously

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TEMPORARY FILED MAINTENANCE WORK LEADER ON AN AS NEEDED BASIS

TEMPORARY FIELD MAINTENANCE WORK LEADER ON AN AS NEEDED BASIS

Approval is requested to create a Temporary Field Maintenance Work Leader on an as needed basis at the Wastewater Treatment Plant as determined by the Managing Director or designee, with an effective date of April 18, 2019. This position will come under the direction of the Managing Director or designee. With Board approval, any qualified employee who is temporarily upgraded to this position by the Managing Director or designee, would receive \$3.00/hour in addition to his/her current hourly rate. This position will be available to any qualified Field Crew/Infrastructure Maintenance Repairman who meets the requirements of the job description.

MOTION

Mrs. Murphy made a motion, seconded by Mrs. DePalo, granting approval to Dr. Rajput to create a Temporary Field Maintenance Work Leader Position which will come under the direction of the Managing Director or designee. Any qualified employee who is temporarily upgraded to this position would receive \$3.00/hour in addition to his/her current hourly rate. This position will be available to any qualified Field Crew/Infrastructure Maintenance Repairman who meets the requirements of the job description.

ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. DePalo	Aye

Motion carried unanimously

WATER AND SEWER SERVICE PERMIT ESCROW

Approval is requested to require an Escrow from all applicants who are seeking a Water and/or Sewer Service Connection Permit. The Escrow will be used to cover inspection, miscellaneous costs to the Authority that could occur should permit requirements not be fulfilled, etc. Once construction is complete and the Authority has determined that the permittee has complied with all the permit requirements and as-built plans have been submitted, any remaining escrow will be refunded to the permittee upon written request. The Escrow amount will be based on the size of the project. With Board approval, we would also like to implement a nominal 2% administrative charge on all Escrow accounts.

MOTION

Mrs. Murphy made a motion, seconded by Mr. Chase, to establish an Escrow account for applicants who are seeking a Water and/or Sewer Service Connection Permit.

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The Escrow will be used to cover inspection, miscellaneous costs to the Authority that could occur should permit requirements not be fulfilled, etc. Once construction is complete and the Authority has determined that the permittee has complied with all the permit requirements and as-built plans have been submitted, any remaining escrow will be refunded to the permittee upon written request. The Escrow amount will be based on the size of the project. And, to implement a nominal 2% administrative charge on all Escrow accounts.

ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. DePalo	Aye

Motion carried unanimously

CONTRACT WWTP-359: FURNISH AND INSTALL ONE (1) SLUDGE DEWATERING CENTRIFUGE AT THE WASTEWATER TREATMENT PLANT

The Authority is in the process of concluding this contract. Now we are only required to operate the Centrifuge approximately twice a week compared to past operation of 5-6 days a week. All punch list items have been addressed. In compliance with the Contract, Alfa Laval the supplier/manufacturer of the Centrifuge conducted a performance evaluation. They failed to meet the required polymer application provision of the contract which calls for a performance penalty. The Authority has been discussing/negotiating the performance penalty settlement with Alfa Laval and they have agreed to accept/settle the performance penalty for the polymer dose which is valued at \$25,000 (\$17,000 payment plus \$8,000 in spare parts and services).

CAR MAX PERMIT COMPLIANCE RESOLUTION

On April 18, 2019, members of the Authority met with representatives from Car Max to discuss the outstanding water and wastewater service connection permit noncompliance items. The Authority has accepted the offer of \$16,000 from CarMax toward the improvement of the sanitary sewer main serving their facility as settlement for permit noncompliance involving installation of a DR 26 sewer pipe as a replacement for of DR 18. Also, Car Max will own and maintain this sewer pipe. The Authority will put this money toward the lining of the sanitary sewer that runs from a Manhole located upstream of the Car Max connection to a manhole located near Sam's Club and Restaurant Depot including the lining of a manhole. Car Max also agreed to submit As-built plan.

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DO PARTNERSHIP FOR THE DELAWARE ESTUARY

On April 12, 2019, representatives from the Authority attended the first meeting of DO Partnership for the Delaware Estuary in Hamilton, NJ. We learned that the DRBC is in the process of developing more stringent Ammonia Nitrogen for effluent discharge from major Wastewater Treatment Plants, which the Authority is part of. If the new limits are implemented, the Authority will need to upgrade its Wastewater Treatment Plant to comply with the new Ammonia Nitrogen and Nutrient discharge criteria. The Philadelphia Water Department (PWD) has organized the formation of a Delaware Estuary Dissolved Oxygen Improvement Partnership (DO Partnership) in order to facilitate a discussion of the Delaware River water quality with the major POTW dischargers, which was recognized by DRBC. The formation of the DO Partnership is an opportunity for each utility to bring their ideas and desires to collaborate on strategies and solutions to improve the Delaware River water quality and reduce ammonia loadings. Presently, there is no financial commitment to participate in the partnership.

ANNUAL WASTELOAD MANAGEMENT REPORT (CHAPTER 94 REPORT)

According to the requirements of PADEP, the Annual Waste Load Management Report (PADEP Chapter 94 Report) has been completed and submitted for the reporting year of 2018.

The report presents Hydraulic and Organic loading calculations and projections for the next five (5) year performance of the plant, connections to the Authority's system, plant maintenance, Wastewater Collection System maintenance program, Pumping Stations conditions and maintenance, sludge disposal etc. The annual daily average wastewater flow to the Plant was 8.42 MGD for the reporting year of 2018.

The plant performance in terms of CBOD5 and Total Suspended Solid reduction efficiencies were calculated to be approximately 94.3% and 95.6%, respectively. The annual average CBOD5 and Total Suspended Solid concentrations in the Plant effluent were 5.41 mg/L (permit limit - 20 mg/L) and 8.27 mg/L (permit limit – 30 mg/L), respectively. The Plant performance was consistently excellent. The maintenance work completed for the Collection System during 2018 involved CCTV inspection of approximately 25,167 lineal feet of sewer pipe, jetting/cleaning of approximately 5,826 lineal feet of sewer pipe and root removal/cutting of approximately 7,599 lineal feet of sewer pipe. During the reporting year, there were 308 homes that removed trees from the Authority's sanitary sewer easement areas. There were 190 homes which were found to have broken sewer vents/cleanouts that have been repaired. During the reporting year, 82 sanitary sewer laterals were replaced.

Under the ongoing, I&I control program in the Wastewater Collection System Rehabilitation Program, approximately 6,065 lineal feet of sewer mains ranging in size from 8 inch to 15 inch were cleaned, inspected and lined during the reporting year of 2018. Under Phase V, a total of 57,863 linear feet of sewer pipes was lined.

We would like to thank Jennifer Smythe for her assistance in compiling and tabulating the voluminous monitoring data and preparing this report.

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WTP PADEP CHAPTER 110, WATER ALLOCATION, WATER MANAGEMENT PLAN WATER WITHDRAWAL AND USE REPORTING

Per PADEP requirements under PADEP Chapter 110, Water Allocation, the Water Management Plan Water Withdrawal and Use Report was prepared and submitted electronically to PADEP. The total potable water supplied from the Water Treatment Plant during the reporting year of 2018 was approximately 2718.969 Million gallons. Of this, approximately 33.2% was calculated to be bulk water supplied. The annual daily average water was calculated to be approximately 7.449 MGD (it was 7.853 MGD for 2018).

2018 ANNUAL WATER QUALITY DATA

In compliance with the requirements of the Safe Drinking Water Act 1996 Amendments relating to the Consumer Confidence Reports, we have completed and sent our Water Quality Data to the Authority's 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 reporting year of 2018. The drinking water that the Authority produces is one of the best, which consistently meets or exceeds all water quality standards. Dr. Rajput would like to thank Michael Hoelzle for preparing and compiling the Water System Operational and Monitoring data for 2018.

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

As per the requirements of the DRBC, the required Annual Water Audit was performed for our water system for the reporting year of 2018. The completed water audit report was submitted electronically to the DRBC. The water audit data validity score was computed to be 93, which is considered to be an excellent score. We are proactively continuing to investigate the source of the unaccounted water. For the reporting year of 2018, the percent of unaccounted water was calculated to be approximately 8.82%. We are also continuing to investigate and determine options for reducing the amount of unbilled metered water usage, which includes water used at the Water and Wastewater Treatment Plants and leakage loss. It is estimated that the Authority's water main length is 180 miles and there were 19,476 active connections. This equates to approximately 108 connections per mile of water mains.

BILLING PROGRAM UPDATE – INVOICE CLOUD

The Authority is pleased to announce that it has chosen a new, paperless billing solution to add convenience and flexibility for our customers. Harris Technology, the Authority's Accounting and Billing software provider has teamed up with Invoice Cloud to provide a simple and secure e-billing and payment software system. The main benefit of this upgrade is the options the customer will have to remit payment for their Water/Sewer bill. Customers will still be able to pay via credit card, check or bank check but they currently do not have the option to select a date to pay their bill. Future payments will allow our customers to set up a payment the day they receive their bill. Customer's will also receive email or text reminders that their bill due date is near and the link to pay will be included in the correspondence.

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Another benefit our customer's will have is the option to pay via credit card or bank account over the phone via an Interactive Voice Response (IVR). IVR will accept payments after hours and on weekends. For security reasons our customer's payment information will be retained on servers hosted and owned by Invoice Cloud. The Authority will not need to increase or change our existing security software with this change over. Invoice Cloud will also give Authority Staff an in-depth view of our customer's online transactions and allow the opportunity to see payments that are scheduled, pending or declined; these are items our current provider does not provide. Colleen Dunn and Nancy Burnell have been working on this project since August 2018. We would like to thank them for their efforts in putting this together. It will prove to be beneficial for both Customers as well as to the Authority.

CONTRACT WWTP-392: INSTALLATION OF CURED-IN-PLACE SANITARY SEWER LINING IN VARIOUS LOCATIONS – PHASE IV

On April 8, 2019, we had a Project Progress meeting with the Contractor and discussed the complaints received from customers. The Contractor continues to make significant progress. We would like thank Mike Andrews for his work on managing this project along with valuable assistance from Phil Smythe, Jennifer Smythe and Jim Coon.

CONTRACT WWTP-394: REPLACEMENT OF ROOFING SYSTEMS AND ASSOCIATED WORK ON VARIOUS BUILDINGS AT THE WATER AND WASTEWATER TREATMENT PLANTS, LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY

The Contractor is continuing to install fasteners, a ridge vent cover and base flashing around the ventilation fans at the LD Davis Building roof. Since there is money remaining in the contract under allowances, we have authorized the Contractor to proceed with the rehabilitation of Low Duty Pump Station Roof at the Water Treatment Plant and the Mechanics Building Roof at the Wastewater Treatment Plant.

CONTRACT WWATP-391: FURNISH AND DELIVER THREE (3) GRINDERS FOR THE WASTEWATER PUMP STATIONS

The Authority has completed review of the revised submittals and have approved it for fabrication. The Contractor is scheduling a visit to the Pump Stations to collect the required measurements for the grinders' fabrication.

CONTRACT NO. WWTP396: FURNISH AND SUPPLY STONE DURING 2019-2020 (PARTICIPATION IN THE 2019-2020 BUCKS COUNTY CONSORTIUM HIGHWAY MATERIALS JOINT BID)

Notice of Intent to Award has been sent to the Contractor (Eureka Stone, Inc.) along with all contract documents for signature. Once the completed documents are received, they will be forwarded to Mr. James A. Downey, III, Esquire for review.

PROJECT WWTP-190: WASTEWATER TREATMENT PLANT SCADA SYSTEM UPGRADE

The Authority is continuing the required ongoing upgrade/retrofit of the existing PLCs and SCADA System at the Wastewater Treatment Plant.

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A meeting was held to discuss the progress and schedule of the WWTP SCADA upgrade project. We have converted the PLC-5 program for the DAF building and installed new ControlLogic hardware. Also, the SCADA computer has been updated to communicate with the new ControlLogic PLC. We are currently installing a level sensor for the Digesters and Flow Equalization tanks.

PROJECT WTP 140: WATER TREATMENT PLANT SCADA SYSTEM UPGRADE

The Authority is continuing the required ongoing upgrade/retrofit of the existing PLCs and SCADA System at the Water Treatment Plant. We had a progress meeting to discuss the progress and schedule of the WTP SCADA upgrade project.

WATER AND WASTEWATER SYSTEMS

The average daily drinking water supplied for the month of March 2019 was approximately 7.13 MGD. The monthly average effluent flow from the Wastewater Treatment Plant for the month of February 2019 was approximately 8.75 MGD.

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

Mr. Downey noted that an Executive Session was held from 6:30 P.M. to approximately 7:10 P.M. during which time personnel matters and litigation were discussed. The following suits were discussed:

MOTION

Mr. Sidoti made a motion, seconded by Mrs. Murphy, to appeal the Pennsylvania Court Case No. 2016-0136 that was held today and pursue further.

ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. DePalo	Aye

Motion carried unanimously

- No. 18-4885 - Conference in Federal District Court May 14, 2019 indexed in the United States District Court for the Eastern District Court of Pennsylvania
- No. 19-1276 - Case Pending in the United States District Court scheduled for May 1, 2019

FINANCE MANAGER'S REPORT

Mrs. Dunn gave her report to the Board previously for review.

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OLD BUSINESS

Mr. Chase congratulated Dr. Rajput and staff for doing a fantastic job of running the Authority. Mr. Chase would like to suggest authorizing Dr. Rajput and staff to handle the variances coming in without making the business owners come before the Board. Before we make our final decision, we always defer to Dr. Rajput and Mrs. Wallover so it would make sense to make that part of their job to make that decision. Mr. Glasson added that if someone does not like the decision, then it could always be your outlet to bring it back to the Board for consideration.

MOTION

Mr. Chase made a motion, seconded by Mr. Sidoti, authorizing Dr. Rajput and staff to make determinations on Pretreatment Variances. If the person is dissatisfied with the outcome, It can be brought before the Board.

ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. DePalo	Aye

Motion carried unanimously

HAINES ROAD PROJECT

Mr. Sidoti gave a big kudos to everyone involved with the Haines Road Project. It turned out nice and I'm sure the residents are happy that it is done. Dr. Rajput wanted to thank Mrs. Murphy for all the work she did in getting things moving.

NEW BUSINESS

There was no New Business brought before the Board at this time.

PUBLIC PARTICIPATION

There was no Public Participation.

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ADJOURNMENT

Mr. Chase made a motion, seconded by Mrs. Murphy, to adjourn the Board meeting at 7:40 P.M.
Motion carried unanimously.

Respectfully submitted by:



Cynthia Murphy
Secretary

CM/dm
DPM0033