

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 24, 2019

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday January 24, 2019 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 7:04 P.M., which was followed by the Pledge of Allegiance and a moment of silence for all the men and women that have put their lives on the line for our freedom.

ROLL CALL

Mrs. Magro took roll call as follows:

BOARD MEMBERS PRESENT:

Michael Sidoti
Cindy Murphy
James Chase
Joseph Glasson
Bobbie DePalo

ABSENT:

John Monahan

ALSO PRESENT

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

REORGANIZATION OF THE BOARD DIRECTORS

CHAIRMAN

MOTION

Mrs. Murphy made a motion, seconded by Mr. Sidoti, nominating Joseph Glasson to serve as Chairman of the Board for 2019.

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ROLL CALL ON THE MOTION

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

Motion carried 4 Aye Votes – 1 Abstention

VICE CHAIRMAN

MOTION

Mrs. Murphy made a motion, seconded by Mr. Sidoti, nominating Jim Chase to serve as Vice Chairman of the Board for 2019.

ROLL CALL ON THE MOTION

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

Motion carried 4 Aye Votes – 1 Abstention

SECRETARY

Mr. Chase made a motion, seconded by Mrs. DePalo, nominating Cindy Murphy as Secretary of the Board for 2019.

ROLL CALL ON THE MOTION

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

Motion carried 4 Aye Votes – 1 Abstention

ASSISTANT SECRETARY

Mrs. Murphy made a motion, seconded by Mr. Chase, nominating Bobbie DePalo as Assistant Secretary of the Board for 2019.

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ROLL CALL ON THE MOTION

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

Motion carried 4 Aye Votes – 1 Abstention

TREASURER

Mr. Chase made a motion, seconded by Mrs. Murphy, nominating John Monahan as treasurer of the Board for 2019.

ROLL CALL ON THE MOTION

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

Motion carried unanimously

ASSISTANT TREASURER

Mr. Chase made a motion, seconded by, Mrs. Murphy, nominating Mike Sidoti as Assistant Treasurer of the Board for 2019.

ROLL CALL ON THE MOTION

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

Motion carried 4 Aye Votes – 1 Abstention

PUBLIC PARTICIPATION

There was no Public Participation

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

MOTION

Mrs. Murphy made a motion, seconded by Mrs. DePalo, approving the January 2019 Accounts Payable as presented.

QUESTIONS/COMMENTS

Mrs. Murphy questioned the following invoice(s):

Lawn Barn
Invoice #70046
Amount: \$2,520.00
Billy goat vacuum clean front parking lot

It was explained that it is a leaf, litter and debris vacuum.

APPROVAL OF THE BOARD MEETING MINUTES OF DECEMBER 27, 2018

MOTION

Mr. Chase made a motion, with a correction to change the Board Meeting Date from November 29, 2018 to December 27, 2018 seconded by Mrs. DePalo, approving the Board Meeting Minutes of December 27, 2018 with the correction to change the Board Meeting date from November 29, 2018 to December 27, 2018.

ROLL CALL ON THE MOTION

Mr. Sidoti	Aye
Mrs. Murphy	Abstain due to absence at the December Board Meeting
Mr. Chase	Aye
Mr. Glasson	Aye
Mrs. DePalo	Aye

Motion carried 4 Aye Votes – 1 Abstention

PRETREATMENT VARIANCE

Pizza and Grill – 7012 Mill Creed Road, Levittown. Temporary Permit F074-2019 (01/09/2019 – 06/26/2019). This facility was purchased in November 2018 and has an old exterior 1,000-gallon grease trap with a manually built block wall. The previous owner was granted a variance and was permitted to continue using the existing grease trap. New owners, Mr. Bojorquez and Mr. Paiz, are requesting to be permitted to do the same.

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After some discussion, the following motion was made:

MOTION

Mr. Chase made a motion, seconded by Mrs. Murphy, approving the variance to maintain the current 1,000-gallon grease trap with a manually built block wall with semi-annual testing.

MANAGING DIRECTOR'S REPORT

CONTRACT WWTP-378: FURNISH AND PROVIDE SERVICES FOR TREE TRIMMING AN REMOVAL FOR LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY, LEVITTOWN, BUCKS COUNTY PENNSYLVANIA

The above contract with Rick's Expert Tree Service, Inc. is due to expire on January 31, 2019. This contract involves providing services for the removal of trees for the Authority as needed and is on a unit bid price basis. There is a provision in the contract that the Authority reserves the right to extend the contract period 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 until January 31, 2020 with the same terms, conditions and unit pricing. It is recommended granting the extension of the above contract with Rick's Expert Tree Service, Inc., for another year under the same terms, conditions and unit prices as the current contract.

MOTION

Mrs. Murphy made a motion, seconded by Mr. Chase, granting the extension of the above contract with Rick's Expert Tree Service, Inc., for another year under the same terms, conditions and unit prices as the current contract.

ROLL CALL ON THE MOTION

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Chase	Aye
Mr. Glasson	Aye
Mrs. DePaolo	Aye

Motion carried unanimously

PROJECT NO. WTP 149: DELAWARE CANAL CROSSING OF WATER MAIN AT HAINES ROAD

The Authority has received the executed Right of Way Agreement from the DCNR. The Authority has reached out to DCNR Park Staff to schedule a preconstruction/construction meeting. The materials for this project are at the WWTP or on order. Amer Drill will be utilized to supply the carrier pipe and required mechanical fittings.

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EMERGENCY WORK – LOW DUTY GATES

The Traveling Screen at Low Duty is outdated and beyond repair. Dr. Rajput is requesting Board approval for the removal of two (2) Sluice Gates and all hardware and to install two (2) New Stainless Steel 24"x48" Sluice Gates including all hardware with a cost not to exceed \$200,000.

MOTION

Mr. Chase made a motion, seconded by Mrs. Murphy, giving approval to Dr. Rajput for the removal of two (2) Sluice Gates and all hardware and to install two (2) New Stainless Steel 24"x48" Sluice Gates including all new hardware with a cost not to exceed \$200,000.

ROLL CALL ON THE MOTION

Mr. Sidoti Aye
Mrs. Murphy Aye
Mr. Chase Aye
Mr. Glasson Aye
Mrs. DePalo Aye
Motion carried unanimously

EMERGENCY WORK – REPLACE LOW DUTY TRAVELING SCREEN

Dr. Rajput is requesting Board approval to replace the Authority's Low Duty Traveling Screen with a cost not to exceed \$150,000.

MOTION

Mr. Chase made a motion, seconded by Mrs. Murphy, giving approval to Dr. Rajput for the replacement of the Authority's Low Duty Traveling Screen with a cost not to exceed \$150,000.

ROLL CALL ON THE MOTION

Mr. Sidoti Aye
Mrs. Murphy Aye
Mr. Chase Aye
Mr. Glasson Aye
Mrs. DePalo Aye
Motion carried unanimously

CONTRACT WWTP-384: REPLACEMENT OF ROOFING SYSTEMS AND ASSOCIATED WORK ON VARIOUS BUILDINGS AT THE WATER AND WASTEWATER TREATMENT PLANTS

Dr. Rajput informed the Board that Munn Roofing Corp, the Contractor for this contract has completed approximately 90% of the work on the rehabilitation/replacement of the roof system on the Filter

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Building at the Water Treatment Plant. They are also making significant progress with the rehabilitation/replacement of the roof systems at the Wastewater Treatment Plant. However, considering the weather, etc., they are requesting an additional month in order to complete this project. Dr. Rajput feels that this is a fair request.

MOTION

Mr. Chase made a motion, seconded by Mr. Sidoti, granting Munn Roofing Corp. a one (1) month extension to complete the work.

ROLL CALL ON THE MOTION

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

Motion carried unanimously

PROJECT NO. WTP-149: DELAWARE CANAL CROSSING OF WATER MAIN AT HAINES ROAD

The Authority held a Preconstruction and Erosion and Sedimentation (E&S) Control Plan meeting with the Bucks County Conservation District Representative, Staff and Contractor of DCNR. We have completed installation of the required E & S measures. Haines Road has been saw cut for excavation. Due to the adverse weather conditions and Water Main Breaks, the Authority has been unable to start the excavation. The excavation will begin once weather permits. The Authority is working closely with DCNR and their Contractor. In order to save time, we have decided to install our Water main crossing using a directional drilling approach.

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

The Authority has received shop drawing submittals for the three grinders from Franklin Miller and we have sent our review comments with a request for several revisions. The Contractor has submitted the revised drawings/submittal which the Authority is currently reviewing.

ANNUAL BIOSOLIDS REPORT (SLUDGE DMR) TO USEPA – WASTEWATER TREATMENT PLANT

The Authority is in the process of preparing the Annual Bio Solids Report (Sludge DMR) for the reporting year of 2018 for the Wastewater Treatment Plant to the USEPA. Submission date is February 19, 2019. We are planning to submit this report to PADEP on or before January 24, 2019.

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ANNUAL EFFLUENT MONITORING REPORT FOR THE WATER TREATMENT PLANT TO DRBC

The Authority is in the process of preparing the annual Effluent Monitoring Report for submission to the DRBC. Submission date is January 31, 2019. We are planning to submit this report to the DRBC on or before January 24, 2019.

ANNUAL WATER USE REPORT – WATER SUPPLY CHARGE - DRBC

The Authority is in the process of preparing the annual Water Usage Report of our Water System for submission to the DRBC. Submission is due January 31, 2019. We are planning to submit this report on or before January 24, 2019.

WWTP SLUDGE WASTE PROFILE – WASTE MANAGEMENT

Per the requirements of Waste Management, the profile for the disposal of Dewatered Sludge from the Wastewater Treatment Plant was completed and submitted. The Authority has received approval from Waste Management for the profile.

ANNUAL TIER II REPORT FOR THE WASTEWATER TREATMENT PLANT

The Authority is in the process of preparing the Tier II Report for the reporting year of 2018 for the Wastewater Treatment Plant. Submission is due February 2019.

WTP SLUDGE WASTE PROFILE – WASTE MANAGEMENT

Per the requirements of Waste Management, the profile for the disposal of Dewatered Sludge from the Water Treatment Plant was completed and submitted. The Authority has received approval from Waste Management for the profile.

ANNUAL WASTELOAD MANAGEMENT REPORT – CHAPTER 94

The Authority is in the process of preparing the Chapter 94 Report for the reporting year of 2018. This report is due by March 31, 2019.

PRETREATMENT ANNUAL REPORT

The Authority is in the process of preparing the Pretreatment Program Annual Report for the reporting year of 2018. This report is due by March 31, 2019.

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

The Authority is in the process of performing the annual Water Audit of its Water System for the reporting year of 2018. This report is due by March 31, 2019.

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CONTRACT WWTP-396: FURNISH AND SUPPLY STONE DURING 2019 – 2020 – PARTICIPATION IN THE 2019-2020 BUCKS COUNTY CONSORTIUM HIGHWAY MATERIALS JOINT BID

The Authority has submitted the required information to the Consortium for the participation in the 2019-2020 Bucks County Consortium Highway Materials joint bid. The Authority generally participates to purchase #2-3/4 stone and #2A stone mix (2A modified stone). Bid date is February 25, 2019.

PROJECT WWTP-190: WASTEWATER TREATMENT PLANT SCADA SYSTEM UPGRADE

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

PROJECT WTP-140: WATER TREATMENT PLANT SCADA SYSTEM UPGRADE

The Authority is continuing the required ongoing upgrade and retrofit of the existing PLCs and SCADA System at the Water Treatment Plant. The Authority has received a revised quotation for PLCs Conversion/retrofit for the High Service Pump System. A purchase order has been issued for this project.

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

The Contractor has started work on this project. Currently, they are cleaning and conducting the pre-installation CCTV inspection in Birch Valley and Yellowood sewer service sections.

LOCAL LIMITS REEVALUATION/HEADWORK ANALYSIS – PRETREATMENT PROGRAM

On December 31, 2018, the required Headwork Loading Evaluation and Local Limit calculations for the Wastewater Treatment Plant was submitted to USEPA for their review and comment per the requirements and compliance with the Authority's NPDES permit.

WASTEWATER PLANT LABORATORY

The Authority is in the process of completing and submitting the renewal application of accreditation of our Wastewater Treatment Plant Laboratory. The application will be submitted on or before January 24, 2019.

WATER AND WASTEWATER SYSTEMS

The average daily drinking water supplied for the month of December 2018 was approximately 7.23 MGD. The monthly average effluent flow from the Wastewater Treatment Plant for the month of November 2018 was approximately 11.19 MGD. The higher monthly average flow from the Wastewater Treatment Plant is attributed to the abnormally high precipitation.

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

Mr. Downey noted that the Executive Session was held from 6:30 P.M. to approximately 6:55 P.M. during which time personnel matters and two matters regarding on-going litigation were discussed.

- #184885 – received a progress report regarding this matter
- #2016-0136 – scheduled for trial on February 11, 2019

FINANCE MANAGER'S REPORT

Mrs. Dunn handed out her report to the Board previously for review. There are two (2) employees out on Short Term Disability. One employee is scheduled to return to work the beginning of March and the other employee is scheduled to return to work the middle of February.

OLD BUSINESS

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

NEW BUSINESS

Mr. Chase recognized Holly Kettler, Tullytown Council Member and informed Ms. Kettler that he spoke previously with Matt Pirolli, also a Tullytown Council Member regarding the fact that some Council Members may have questions regarding the Authority. Mr. Chase stated that the Authority would like to invite the three (3) members from Tullytown as well as all of Council and the Mayor at a time that is convenient for all to sit down and the Authority could answer any and all questions Council and the Mayor may have. Mr. Chase added that he has spoken with Mr. Downey and this was totally legal from both positions. Ms. Kettler said she would pass this along.

PUBLIC PARTICIPATION

There was no Public Participation.

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ADJOURNMENT

Mr. Chaser made a motion, seconded by Mrs. Murphy, to adjourn the Board meeting at 7:24 P.M.
Motion carried unanimously.

Respectfully submitted by:



Cynthia Murphy
Secretary

CM/dm
DPM0025