

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ February 25, 2021

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, February 25, 2021 at the Authority's Administration Building located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Call to Order

Mr. Chase, Vice Chairman, called the meeting to order at 7:00 P.M., which was followed by the Pledge of Allegiance. Mr. Chase asked everyone to take a moment for all those who keep us safe every day.

Roll Call

Mrs. Burnell took roll call as follows:

Present: James Chase
John Monahan
Cynthia Murphy
Michael Sidoti

Absent: Joseph Glasson
Michele Hammar

Also Present: Vijay Rajput, Ph.D., P.E., Managing Director/Director of Operations
Phil Smythe, Field Technician
Nancy Burnell, Meter Department Supervisor
Colleen Dunn, Finance Manager
James A. Downey, III, Solicitor

Public Participation

There wasn't any public participation.

Approval of the February's 2021 Accounts Payables

Motion: Mr. Sidoti made a motion, seconded by Mr. Monahan to approve February's 2021 Accounts Payables as presented to the Board Directors.

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Roll Call on the Motion

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

Motion carried unanimously.

Approval of the January 28, 2021 Board Meeting Minutes

Motion: Mrs. Murphy made a motion, seconded by Mr. Monahan, to approve January 28, 2021 Board Meeting Minutes.

Roll Call on the Motion

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

Motion carried unanimously.

Managing Directors Report

CAPITAL IMPROVEMENT BUDGET FOR 2021

Dr. Rajput presented proposed 2021 Capital Improvement Budget for the Board's review, approval and adoption. The budget also contained projected Capital Improvement projects for 2022 which can be expected to change depending upon available resources for 2022. Capital Improvement projects are broken down into Administration, Meter Department, Wastewater Treatment Plant/Field Department/Lift Station including Wastewater Collection and Conveyance system and the Water Treatment Plant, which includes Water distribution system. Also in the budget is funds for the Authority's Ground maintenance, such as restoration of driveways at the Plants and restoration of sites affected by water main breaks.

Dr. Rajput reported that total budgeted amount for 2021 Capital Improvement project is \$14, 470,000 which will come from the Authority's own saving funds. Some of the larger budgeted project includes ongoing Water main replacement program, Replacement of filter media, painting of water storage tanks, ongoing rehabilitation work at the water Treatment Plant, Replacement of bar screens at the wastewater Treatment Plant, Rehabilitation/lining of sewer mains, Replacement of existing Chlorine disinfection with the state of art ultraviolet disinfection replacement of existing Wet chemical scrubber odor

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control system with advanced technology of Photoionization odor control system at Kenwood Sewage pump station; also included are ongoing projects such as Water Main Replacement and the CIPP Rehabilitation of sewer lines. The Authority realizes significant savings by doing much of the work inhouse. These savings are invested back in the Authority's system. This proposed capital Improvement budget does not create any debt service to the Authority.

Motion: Mrs. Murphy made a motion, seconded by Mr. Sidoti to approve and adopt the proposed 2021 capital improvement budget.

Roll Call on the Motion

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

Motion carried unanimously.

AUDIT SERVICES FOR 2020

Dr. Rajput reported to the board of directors that the audit services provided by BBD, LLP for 2019 have been satisfactory. When BBD, LLP submitted their proposal for the 2019 audit, they also committed an audit service price of \$10,500 for 2020, and \$10,900 for 2021 audit. Similar to the 2019 audit fee, the above quoted fees for 2020 fiscal year also include work/assistance with subsequent services, including recording pension GASB 68 & GASB 75, health benefits liability. Therefore, we recommend to the Board for its consideration to retain BBD, LLP for 2020 audit services of the Authority for a total fee of \$10,500.

Motion: Mrs. Murphy made a motion, seconded by Mr. Sidoti to retain BBD, LLP in the amount of \$10,500 to provide professional audit services for the 2020 audit.

Roll Call on the Motion

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

Motion carried unanimously.

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Mr. Sidoti inquired about any new Covid-19 cases at Authority. Mrs. Dunn responded there were no new cases of Covid-19. Mrs. Murphy asked if the Authority is registered for the Covid-19 vaccination. Mrs. Dunn said that we are registered as an employer with the county, but we are 1C. Mrs. Dunn did take a census of the employees' who would be interested; we have those numbers for when the Authority is notified.

Dr. Rajput wanted to acknowledge how well the Field Crew is handling the number of main breaks that the Authority has been experiencing. Dr. Rajput wanted to thank Jennifer Smythe for the excellent work she is doing with preparing the reports for the Wastewater Treatment Plant and assisting in all aspects of the Wastewater Treatment Plant.

Dr. Rajput reported that the following items of his report are for the Board of Directors' information purposes:

CONTRACT WWTP-419: REPLACEMENT OF EXISTING ODOR CONTROL WET CHEMICAL SCRUBBER WITH NEUTRALOX® PHOTOIONIZATION SYSTEM AT KENWOOD WASTEWATER PUMP STATION

A purchase order to AMBIO Biofiltration LTD to furnish and supply complete Photoionization odor control system to Kenwood Pump station has been issued. The PI Unit drawings have been reviewed and the contractor has been notified that PI unit is acceptable which was needed for their factory to start manufacturing the system.

CONTRACT WWTP-4078: INSTALL TWO (2) AUTOMATIC FINE SEWAGE SCREENING SYSTEMS WITH TWO (2) WASHING COMPACTORS (CAPITAL IMPROVEMENT PROJECT)

Notice of Intent to Proceed was issued to the Contractor (Eastern Environmental Contractors, Inc.) with an effective starting date of January 29, 2021. A preconstruction meeting was held on January 27, 2021; with the installation contractor and supplier of the screening system to discuss coordination of delivery, unloading/temporary storage, and installation schedule. As per the discussion at the meeting, the screening system was delivered to the Authority's Wastewater Treatment Plant on February 19, 2021 and the contractor has submitted a construction schedule.

CONTRACT WWTP-407A: FURNISH AND DELIVER TWO (2) AUTOMATIC CENTER FLOW FINE SEWAGE SCREENING SYSTEMS WITH TWO (2) WASHING COMPACTOR SYSTEMS UNDER THE COSTARS CONTRACT NO. 016-123 (CAPITAL IMPROVEMENT PROJECT)

As stated above under the Contract WWTP-407B, the contractor (Sherwood-Logan & Associates, Inc.) has delivered the screening system and the installation contractor (Eastern Environmental Contractors, Inc.) received, unloaded, and are storing the system at the Authority's designated location.

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ANNUAL EFFLUENT MONITORING REPORT FOR THE WATER TREATMENT PLANT TO DRBC

As per requirements of the NPDES permit and DRBC's docket, we have completed and submitted the annual Effluent Monitoring Report for our Water Treatment Plant for the reporting year of 2020 to the DRBC.

ANNUAL EFFLUENT MONITORING REPORT FOR THE WASTEWATER TREATMENT PLANT TO DRBC

As per requirements of the NPDES permit and DRBC's docket, we have completed and submitted the annual Effluent Monitoring Report for our Wastewater Treatment Plant for the reporting year of 2020 to the DRBC.

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

We have completed and submitted the required Annual Bio Solids Report (Sludge DMR) for the reporting year of 2020 for our Wastewater Treatment Plant to the USEPA.

ANNUAL TIER II REPORT FOR THE WASTEWATER TREATMENT PLANT

We have completed and submitted the required Tier II report for the reporting year of 2020 for the Wastewater Treatment Plant.

ANNUAL WASTELOAD MANAGEMENT REPORT (CHAPTER 94 REPORT)

We are continuing preparation of the required annual Chapter 94 Report for the reporting year of 2020. This report is due by March 31, 2021.

PRETREATMENT ANNUAL REPORT

We have started preparing the required Pretreatment Program Annual Report for the reporting year of 2020. This report is due by March 31, 2021.

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

As per the requirements of the DRBC, we have started performing the required annual water audit of our water system for the reporting year of 2020. The completed water audit report will be submitted electronically to DRBC as per their requirements. This report is due by March 31, 2021.

PRETREATMENT PROGRAM: REVISED DISCHARGE LOCAL LIMIT

As per the requirements of USEPA, Mr. James A. Downey, III, Esquire has submitted the required documentation to four municipalities (Bristol Township, Tullytown Borough, Falls Township and Middletown Township) for their review and considerations to revise (or create) its ordinance to support the Authority as their agents to enforce the local limits noted in the Authority's Pretreatment Program.

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CONTRACT WTP- 418: REPLACEMENT OF FILTER MEDIA AT WATER TREATMENT PLANT

We are continuing to work on compiling the required information for preparation of technical specifications and contract documents for the replacement of existing media of the existing four high-rate dual media filters for bidding process. Since PADEP completed their triennial Filter Plant Performance Evaluation (FPPE) on February 11, 2021, we think it will be beneficial to review their evaluation report and incorporate recommendations in the specifications, if required.

WATER TREATMENT PLANT LABORATORY

In compliance with the Chapter 252 assessment Report from PADEP (PADEP Bureau of Laboratory), we have prepared and submitted a required Corrective Action Report and supporting documents and submitted to PADEP through a letter dated February 8, 2021.

WASTEWATER PLANT LABORATORY

We have received the annual renewal of our Wastewater Treatment Plant Laboratory accreditation from PADEP.

WWTP SLUDGE PROFILE - WASTE MANAGEMENT

As per the requirements of Waste Management, the profile for disposal of dewatered sludge from the Wastewater Treatment Plant was completed and submitted electronically to Waste Management and approval of this profile has been received.

COVID-19

We are continuing to implement and practice all the required precautionary and preventive measures. We are happy to report that, to date, we are all doing well and maintaining the required operations of our water and wastewater systems.

WATER AND WASTEWATER SYSTEMS

The average daily drinking water supplied for the month of January was approximately 6.42 MGD. The monthly average effluent flow from the wastewater treatment plant for the month of January was approximately 8.19 MGD. Both the water treatment plant and wastewater treatment plant are operating and performing well.

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

There was an executive session from 6:30 pm. to 7:00 pm. at which time personnel and potential litigation matters were discussed.

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Finance Manager's Report

Mrs. Dunn reported the Authority is doing well and submitted her financial report to the Board of Directors for informational purposes. Mrs. Dunn relayed to the Board of Directors that the lien for 8601 New Falls Road had been satisfied.

Old Business

There was no Old Business brought before the Board.

New Business

There was no New Business brought before the Board.

Adjournment

Mr. Sidoti made a motion, seconded by Mrs. Murphy, to adjourn the Board meeting at 7:22 p.m.

Motion carried unanimously

Respectfully submitted by:

Cynthia Murphy
Secretary