

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, January 28, 2021 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. 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
Joseph Glasson
Michele Hammar
John Monahan
Cynthia Murphy
Michael Sidoti

Absent: None

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

Reorganization of the Board of Directors

Chairman – Mrs. Murphy nominated Mr. Glasson for Chairman of the Board of Directors.

Motion: Mrs. Murphy made a motion, second by John Monahan for Mr. Glasson to be Chairman of the Board of Directors.

Roll Call on the Motion

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

Motion carried unanimously.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

Vice Chairman – Mrs. Murphy nominated Mr. Chase for Vice Chairman of the Board of Directors.

Motion: Mrs. Murphy made a motion, second by John Monahan for Mr. Chase to be Vice Chairman of the Board of Directors.

Roll Call on the Motion

Mrs. Hammar	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye
Mr. Sidoti	Aye
Mr. Glasson	Aye

Motion carried unanimously.

Secretary – Mr. Sidoti nominated Mrs. Murphy for Secretary of the Board of Directors.

Motion: Mr. Sidoti made a motion, second by Mr. Chase for Mrs. Murphy to be Secretary to the Board of Directors.

Roll Call on the Motion

Mrs. Hammar	Aye
Mr. Monahan	Aye
Mr. Chase	Aye
Mr. Sidoti	Aye
Mr. Glasson	Aye

Motion carried unanimously.

Assistant Secretary – Mr. Chase nominated Mrs. Hammer for Assistant Secretary to the Board of Directors.

Motion: Motion made by Mr. Chase, second by Mrs. Murphy for Mr. Hammer to be the Assistant Secretary to the Board of Directors.

Roll Call on the Motion*

Mrs. Hammar	Aye
Mr. Monahan	Aye
Mr. Chase	Aye
Mr. Sidoti	Aye
Mr. Glasson	Aye

Motion carried unanimously.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

Treasurer – Mr. Chase nominated Mr. Sidoti for Treasurer of the Board of Directors.

Motion: Motion made by Mr. Chase and second by Mrs. Hammer for Mr. Sidoti to be Treasurer to the Board of Directors.

Roll Call on the Motion

Mrs. Hammar	Aye
Mr. Monahan	Aye
Mr. Chase	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye

Motion carried unanimously.

Assistant Treasurer - Mr. Chase nominated Mr. Monahan for Assistant Treasurer.

Motion: Mr. Chase made a motion, second by Mr. Sidoti for Mr. Monahan to be Assistant Treasurer.

Roll Call on the Motion

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

Motion carried unanimously.

Public Participation

There wasn't any public participation.

Approval of the January's 2021 Accounts Payables

Motion: Mr. Chase made a motion, seconded by Mrs. Murphy to approve December's 2020 Accounts Payables as presented to the Board Directors.

Roll Call on the Motion

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

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

Mr. Glasson Aye
Motion carried unanimously.

Approval of the Board Meeting Minutes for December 2020

Motion: Mr. Chase made a motion, seconded by Mrs. Murphy to approve December 15, 2020 Board Meeting Minutes.

Roll Call on the Motion

Mrs. Hammar Aye
Mr. Monahan Aye
Mr. Chase Aye
Mrs. Murphy Aye
Mr. Sidoti Aye
Mr. Glasson Abstained (not present for December 2020 meeting)

Motion carried unanimously.

MANAGING DIRECTOR'S REPORT

Dr. Rajput reported to the Board of Directors, that presently, there is an existing two stage wet chemical odor control Model DD71 Scrubber at the Authority's Kenwood wastewater pump station for the control of hydrogen sulfide odor. The scrubber is over 19 years old and will eventually require significant rehabilitation/replacement work. In this regard, during 2016, we learned of new technology for odor control. Technical information supplied by the manufacturer was reviewed and it indicated that this system could prove to be an effective and better alternative to the existing wet/chemical scrubber for hydrogen sulfide odor control. This new system, supplied by AMBI Biofiltration LTD, Toronto Canada, is a patented process, referred to as Neutralox® Photoionisation (Photoionization). This photoionization system possesses several benefits over the existing wet/chemical scrubber, specifically, the photoionization technology does not require use of any chemicals or potable water supply. Once approval was obtained from PADEP, the pilot plant study was conducted for a period of about 45 days (from November 2, 2016 to December 15, 2016). Based on the pilot Photoionization demonstration study performance and considering the age of the existing wet/chemical scrubber system, we have determined that it is advantageous to replace the existing scrubber with this proven and demonstrated Photoionization technology. In this regard, as per our discussion with PADEP, we had prepared and submitted a comprehensive report on the proposed replacement of the existing scrubber with the Photoionisation system to PADEP for their review and approval consideration. As per PADEP requirements/regulations, we have completed and submitted renewal application of the existing Natural Minor Operating permit for the existing Packed Tower Scrubber to PADEP on January 12, 2021 along with

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

required permit renewal fee. As per the requirement for the replacement of the existing scrubber with the Photoionization system, we have also completed and submitted application for Modification of the Minor Operating permit to PADEP along with the required permit fee. The proposed date of replacement is stated to be approximately on or before June 31, 2021. We would like to thank PADEP (Air Quality staff) for their prompt responses, cooperation, and assistance in moving this project forward.

We have received proposal/quotation and technical information for the proposed Photoionization system. The proposed system consists of two (2) completely independent, parallel, photoionization units each handling about 3000cfm of air flow. This will give us better redundancy. The total quoted price for supplying and delivering the above stated complete system to Kenwood pump station is \$378,000. There will be additional cost of \$14,800 for an upgrade from the supplier's standard PLC to Allen Bradley PLC for MicroLogix 32 1/0 PLC with a power analyzer for remote start & stop command and sending operation and fault signals from the panel. Therefore, total cost is \$392,800.00. This system is supplied only by **AMBIO** Biofiltration LTD located Prescott, Canada. They are the sole service provider for this Neutralox® Photoionisation system. We have also discussed this project/contract with Mr. James A. Downey, III, Esquire, and he concurs that since AMBIO Biofiltration, LTD is the sole source provider for this system and thus it is exempt from the public bidding requirements. We have also called and checked three current users of this system for similar application. They have all given very positive feedback and are happy with the system's performance. Therefore, we recommend for the Board consideration for awarding this contract No. WWTP-419 to AMBIO Biofiltration LTD, located at 672 Henry Rd West, Prescott, ON, Canada to furnish and supply complete Neutralox® Photoionization odor control system to replace the existing Wet Chemical Scrubber odor control system at Kenwood Wastewater Pump station with a total cost not to exceed \$392,800.00.

Motion: Mr. Chase made a motion, seconded by Mrs. Murphy to award contract No. WWTP-419 to AMBIO Biofiltration LTD located at 672 Henry Rd West, Prescott, ON, Canada to furnish and supply complete Neutralox Photoionization odor control system to replace the existing wet chemical Scrubber at Kenwood Wastewater Pump station with a total cost not to exceed \$392,800.00.

Roll Call on the Motion

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

Motion carried unanimously.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

Dr. Rajput stated that the existing Contract No. WWTP-411 with K.E. Seifert, Inc. to furnish and provide services for the replacement of existing water mains is due to expire on March 31, 2021. Under this contract, the contractor assists the authority's field department in the water main rehabilitation/maintenance and replacement program. 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. In this regard, the Contractor through a letter dated January 15, 2021 has offered to extend the contract until March 31, 2022 with the same terms and conditions and the same unit pricing. K.E. Seifert, Inc., has been working well with our Field Department, and their work is satisfactory. We would like to request the Board for its consideration to grant an extension of this contract with K.E. Seifert, Inc. for another year under same terms and condition of the current contract including unit prices.

Motion: Mrs. Murphy made a motion, seconded by Mr. Chase to approve extending Contract WWTP- 411: Furnish and Provide Services for the Replacement of Existing Water Mains with K.E. Seifert, Inc for another year under same terms and condition of the current contract including unit prices.

Roll Call on the Motion

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

Motion carried unanimously

Dr. Rajput state that the contract No. WWTP -405 with Rick's Expert Tree Service, Inc. to furnish and provide services for tree trimming and removal is due to expire on March 31, 2021. This contract is based on the 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. In this regard, the Contractor through a letter dated January 21, 2021 has offered to extend the contract until March 31, 2022 with the same terms and conditions and the same unit pricing. Rick's Expert Tree Service, Inc. has been working well with the Authority and their work is satisfactory. We would like to request Board for its consideration to grant an extension of this contract No. WWTP-405 with Rick's Expert Tree Service, Inc. for another year or until March 31, 2022 under the same terms and condition of the current contract including unit prices.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

Motion: Mr. Chase made a motion, seconded by Mrs. Murphy to approve extending contract No. WWTP-405 with Rick's Expert Tree Service, Inc. for another year or until March 31, 2022 under the same terms and condition of the current contract including unit prices.

Roll Call on the Motion

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

Motion carried unanimously

Dr. Rajput requested extending completion time of contract No. WWTP-392 involving Installation of Cured-In-Place Sanitary sewer lining in various locations for two months, a total of 60 days under the same terms and conditions of the current contract No. WWTP-392 with no additional charges or liability to the Authority.

Motion: Mr. Sidoti made a motion, seconded by Mrs. Murphy to approve extending completion time of contract No. WWTP – 392 for two months, a total of 60 days under the same terms and conditions of the current contract with no additional charges or liability to the Authority.

Roll Call on the Motion

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

Motion carried unanimously

Dr. Rajput requested board for their approval consideration to create a new position of Executive Assistant in the Supervisory/Technical Unit, at the Administration Office, with a minimum base annual salary of \$60,000 but negotiable based on experience and qualifications and to finalize job description, review job description with Union and post it as per the Union contract requirements. In this regard, we have already met and discussed this job with the Union Representatives, and they have no objection to creating

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

this new position in Supervisory/Technical Unit. Dr. Rajput stated that title of this job position could be changed if needed.

Motion: Mrs. Murphy made a motion, seconded by Mr. Chase to create a new position of Executive assistant in the Supervisory/Technical Unit, at the Administration Office with a minimum base annual salary of \$60,000 but negotiable based on experience and qualifications, finalize job description and post it as per the Union Contract requirements.

Roll Call on the Motion

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

Motion carried unanimously

Dr. Rajput requested board for their approval consideration to create a new position of WWTP Assistant at the Wastewater Treatment Plant with an hourly rate of \$21.00 in the Clerical/Meter Reading Union, to finalize job description, review job description with Union and post it as per the Union contract requirements. In this regard, we have already met and discussed this job with the Union Representatives, and they have no objection to creating this new position in the Clerical/Meter Reading Union. Dr. Rajput stated that title of this job position could be changed if needed.

Motion: Mrs. Murphy made a motion, seconded by Mr. Chase to approve to create a new position in Clerical/Meter Reading Personnel Unit, Administrative Assistant, at the Wastewater Treatment Plant. This position will have a minimum hourly rate of \$21.00.

Roll Call on the Motion

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

Motion carried unanimously

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

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

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

Notice of Intent to Award was issued to the Contractor (Eastern Environmental Contractors, Inc.) along with all contract documents that need to be signed. The required executed contract documents, bonds, and insurance certificate have been received from the Contractor. A Notice to Proceed will be issued after these contract documents are reviewed by Mr. James A. Downey, III Esquire and executed by the Authority. Since we have been advised by the supplier that the screens are ready for delivery, a preconstruction meeting has been scheduled with the above installation contractor so coordination of delivery, unloading/temporary storage and installation work can begin.

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)

We have been informed by contractor (Sherwood-Logan & Associates, Inc.) that the manufacturer of the screening system will be ready to schedule delivery of the screening system to the Authority on or after January 29, 2021. In this regard, a preconstruction meeting and predelivery meeting with the Installation contractor (Eastern Environmental Contractors, Inc.) and screen system supplier Contractor has been scheduled on January 27, 2021 at the Wastewater Treatment Plant to discuss delivery and installation schedule.

PRETREATMENT PROGRAM: HEAD WORK LOADING/LOCAL LIMIT EVALUATION

As per the requirements, Mr. James A. Downey, III, Esquire has prepared a Resolution to adopt Pretreatment Program as required for Publicly Owned Treatment Plant. This is mainly for adopting newly approved local limits. The required notification was published in Bucks County Courier Times on January 7, 2021 and posted on the Authority's website. Mr. Downey will be presenting this resolution at the January 28th Board meeting for the adoption by the Board.

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

We are continuing working on compiling the required information on preparation of technical specifications and contract documents for the replacement of existing media

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

of the existing four high-rate dual media filters for bidding process. PAEDP will be conducting their triennial Filter Plant Performance Evaluation (FPPE) during a week of February 9, 2021.

WATER TREATMENT PLANT LABORATORY

We have received Chapter 252 assessment Report from PADEP (PADEP Bureau of Laboratory) on the virtual/facetime inspection (Chapter 252 Assessment) conducted by PADEP on November 19, 2020. We are currently preparing a required Corrective Action Report and supporting documents in compliance with the above stated Assessment report. This report needs to be submitted to PADEP on or before February 23, 2021.

WASTEWATER PLANT LABORATORY

We have completed and submitted the required annual renewal application for the accreditation of the Wastewater Treatment Plant Laboratory to PADEP.

WATER TREATMENT PLANT DRBC ANNUAL EFFLUENT MONITORING REPORT

As per requirements of the NPDES Permit and DRBC's docket, we have started preparing the annual Effluent Monitoring Report for submission to the DRBC. Submission is due January 31, 2021. We will complete and submit this report to the DRBC on or before January 31, 2021.

WASTEWATER TREATMENT PLANT DRBC ANNUAL EFFLUENT MONITORING REPORT

As per requirements of the NPDES Permit and DRBC's docket, we have started preparing the annual Effluent Monitoring Report for submission to the DRBC. Submission is due January 31, 2021. We will complete and submit this report to the DRBC on or before January 31, 2021.

WASTEWATER TREATMENT PLANT ANNUAL BIOSOLIDS REPORT (SLUDGE DMR)

We have started preparing the required Annual Bio Solids Report (Sludge DMR) for the reporting year of 2020 for our Wastewater Treatment Plant to the USEPA. Submission due date is February 19, 2021. We will complete and submit this report to PADEP on before February 19, 2021.

WASTEWATER TREATMENT PLANT ANNUAL TIER II REPORT

We have started preparing the required Tier 11 report for the reporting year of 2020 for the Wastewater Treatment Plant. The report will be submitted online. The submission is due February 2021.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

CONTRACT WWTP-416: FURNISH AND DELIVER ROCK SALT (SODIUM CHLORIDE) FOR THE 2020-2021 SEASON THROUGH THE BUCKS COUNTY CONSORTIUM-SALT BID

We have issued a Notice to Proceed to the Contractor (Morton Salt, Inc.).

WWTP SLUDGE PROFILE - WASTE MANAGEMENT

As per the requirements of Waste Management, the profile for the disposal of dewatered sludge from the Wastewater Treatment Plant was completed and submitted electronically to Waste Management. However, we are waiting for the results of sludge sample analysis from Waste Management Laboratory as per the requirements of Waste Management for their profile renewal. As per the current contract with Waste Management, it is their responsibility to perform this analysis of the Authority's anaerobically digested dewatered sludge.

WTP SLUDGE WASTE PROFILE - WASTE MANAGEMENT

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

PROJECT WWTP-190: WASTEWATER TREATMENT PLANT SCADA SYSTEM UPGRADE

The required upgrade/retrofit of the existing PLCs and SCADA System is continuing at the wastewater treatment plant. Currently, we are waiting for delivery of actuators and valves, yokes/mounting pad from Edwin Elliot & Company pertaining to connection of the DAF system to the plant SCADA system.

PROJECT WTP-140: WATER TREATMENT PLANT SCADA SYSTEM UPGRADE

The Authority is in a process of upgrading/replacing/retrofitting the outdated Allen Bradley PLCs/ ethernet processors at Five Points pump station and Highland Park pump station.

COVID-19

The Authority is 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

Average daily drinking water supplied for the month of December was approximately 6.14 MGD. The monthly average effluent flow from the wastewater treatment plant for the month of December was approximately 9.48 MGD. Both

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

the water treatment plant and wastewater treatment plant are operating and performing well.

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

Mr. Downey reported Executive Session was held from approximately 6:30 P.M. to 6:55 P.M. during which time pending litigation, potential litigation and personnel matters were discussed.

Litigation

Case #686 CD 2020 – Commonwealth Court of Pennsylvania, the Authority has received payment plus interest in the amount near \$33,000. Once payment has cleared the banking system the Authority will mark as settled and discontinued and at end.

The Authority is undergoing an investigation by Ethics Commission of the Commonwealth of PA. It is Mr. Downey's understanding that all members of the Board of Directors have been interviewed, along with Dr. Rajput and other personnel of the Authority. Mr. Downey stated that he himself has been interviewed twice by the Ethics commission.

Mr. Downey is requesting the Board of Directors to retain Cecil Jones of Marks O'Neill, O'Brien, Doherty and Kelly to represent the Authority, Dr. Rajput and all those involved in the Ethics Commission investigation. Marks O'Neill, O'Brien, Doherty and Kelly have asked for a retainer to represent the Authority, Dr. Rajput, and all those involved in the Ethics Commission investigation. Mr. Downey also requesting Board to authorize Dr. Rajput to sign the retainer letter received from Marks O'Neill, O'Brien, Doherty and Kelly.

Motion: Mr. Sidoti made a motion, second by Mr. Chase to retain Cecil Jones of Marks O'Neill, O'Brien, Doherty and Kelly to represent the Authority and Dr. Rajput and authorize Dr. Rajput to sign the retainer letter.

Roll Call on the Motion

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

Motion carried unanimously

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

Mr. Downey requested the approval of the new Pretreatment Resolution that is required for all publicly owned treatment works of the Commonwealth. The Authority will contact participating Townships, Falls Township, Bristol Township, Middletown Township and Tullytown Borough to pass an ordinance reflecting the parameters set up by the Environmental Protection Agency and approved by the Board of Directors.

Motion: Mr. Chase made a motion, second by Mrs. Murphy to approve new Pretreatment Resolution that reflects the parameters set up by the Environmental Protection Agency and is required for all publicly owned treatment works of the Commonwealth.

Roll Call on the Motion

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

Motion carried unanimously.

Mr. Downey advised that commencing January 2021 the minimum purchase amount that requires advertisement for sealed bids increases from \$21,000 to \$21,300. The minimum purchase amount for telephone quotes increases from \$11,300 to \$11,500.00.

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.

Old Business

There was no Old Business brought before the Board.

New Business

There was no New Business brought before the Board.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 28, 2021

Adjournment

Mr. Chase made a motion, seconded by Mrs. Murphy, to adjourn the Board meeting at 7:20 p.m.

Motion carried unanimously

Respectfully submitted by:

Cynthia Murphy
Secretary