

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY  
BOARD MEETING MINUTES  
April 16, 2008**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Wednesday, April 16, 2008, at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania, 19055.

**Call to Order**

Mr. Armstrong, 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 our US Soldiers.

**Roll Call**

Mr. Czyzyk, Secretary, took roll call as follows:

Board Member's Present: Edmund Armstrong  
John Monahan  
Anthony Verduci  
Edward Czyzyk  
Susan DeRosier

Board Members Absent: James Chase

Also Present: Janet A. Keyser, Managing Director  
Pat Koszarek, Assistant to the Director  
Deborah Magro, Administrative Secretary  
Vijay Rajput, Director of Operations  
Gary Tosti, WWTP Plant Manager  
Vince Capaldi, Superintendent, WTP  
Mike Perrone, Asst. Superintendent, WTP  
Phil Smythe, Field Technician  
James A. Downey III, Esquire

**Welcome New Board Member**

Mr. Armstrong welcomed Susan DeRosier, the Authority's newest Board Member appointed by Bristol Township.

**Approval of Payment of the March 2008 Accounts Payable  
Question/Comment**

Mr. Monahan questioned the following invoice:

1. Robert's Auto Parts  
Invoice# W-5 03-26-08  
W-5 Fuel Pump, Labor, Towing  
Amount: \$971.01

Mr. Monahan asked Mr. Capaldi if he felt this bill was excessive. Mr. Armstrong asked for input from Phil Smythe. Phil replied that some of the newer fuel pumps now come as a whole unit and are more expensive.

**Motion**

Mr. Monahan made a motion, seconded by Mr. Czyzyk, to approve the payment of the March 2008 Accounts Payable as presented.  
Motion carried unanimously.

**Approval - Board Meeting Minutes – February 20, 2008**

**Motion**

Mr. Monahan made a motion, seconded by Mr. Czyzyk, to approve the Board Meeting Minutes of March 19, 2008 as presented.

**Roll Call on the Motion**

Mr. Verduci	Aye
Mr. Monahan	Aye
Ms. DeRosier	Abstain (not present for the March 19, 2008 Board Meeting)
Mr. Czyzyk	Aye
Mr. Armstrong	Aye

Motion carried 4 Aye Votes – 1 Abstention.

**Motion on the April Accounts Payable and March Minutes**

Mrs. Magro informed the Board that the April Agenda incorrectly stated that the Board was to approve the March 2008 Accounts Payable and the February 20, 2008 Minutes. The April Agenda should have read Approval of the April 2008 Accounts Payable and March 19, 2008 Minutes. Mr. Armstrong stated for the sake of correcting the language the Board should take another vote.

**Revised Motion – Approval of the April 2008 Accounts Payable**

Mr. Monahan made a motion, seconded by Mr. Czyzyk, to approve the payment of the April 2008 Accounts Payable as presented.  
Motion carried unanimously.

**Revised Motion – Approval of the March 19, 2008 Board Meeting Minutes**

Mr. Monahan made a motion, seconded by Mr. Czyzyk, to approve the payment of the March 19, 2008 Board Meeting Minutes as presented.  
Motion carried unanimously.

**Pretreatment Variances**

Susan Wallover was not present at tonight's meeting. Dr. Rajput, Director of Operations, reported on the following Pretreatment Variances:

**Hing Wah – 7801 B New Falls Road, Levittown, Pa. Margaret Yang, Owner Present**

This facility has condensation from a refrigerator (walk-in box) that is currently going into the sewer system. Ms. Yang stated that she has been at this location for eleven (11) years and no one has been to her facility until recently.

Nancy Burnell, Supervisor Meter Department, told the Board that she will have someone from her department go to this facility and see if they can make any suggestions on how to run the line.

Mr. Armstrong stated that we will send someone out and see if this can be resolved without Mrs. Yang spending a great deal of money. If our employee has a suggestion that will work there would be no need for her to return to next month's Board meeting.

No motion was taken at this time.

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

**Executive Session**

At 7:11 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 7:47 P.M. with Mr. Downey stating during the executive session personnel matters and pending litigation was discussed.

**Discussion/Approval of the 2008 Operating and Capital Budgets**

Mr. Armstrong asked the Board if they would like to schedule a meeting for the purpose of discussing the Operating and Capital Budgets. Mr. Monahan stated that this has been going on for three (3) months. He asked Mr. Downey if it was prudent to be operating without a budget. Mr. Downey replied that it was not. The Authority has a responsibility to the ratepayers to show them what they are being charged for and whatever Capital Investments are going to be made and if the Board intends to implement a rate increase you need a budget. Ms. Koszarek added that a budget is required for the Loans and Bonds. We have been receiving letters requesting a copy of the Authority's Budgets.

Mr. Monahan asked how much of an increase are you asking for? Mrs. Keyser responded that when the Board was initially informed that a rate increase would be required the increase was for 5%, which would have taken effect April 1<sup>st</sup>, this way it would include all customers fairly. Mrs. Keyser added that she has met with the Director of Operations and Supervisors and informed them that all projects are to be placed on hold at this time. The only projects that will be addressed right now are on an emergency basis. Overtime is also being addressed.

Mr. Verduci wanted to know if he passed the increase this year would you come back to him next year asking for another increase. Ms. Koszarek explained that the first of every month the Board is given updates on where the Authority stands. Right now we are \$62,000 above our income this time last year with the increase the Board implemented last year. If you look at \$62,000 and you know what's been approved for the different contracts you can see why our money is going down.

After further discussion the following motion was made.

**Motion**

Mr. Monahan made a motion, seconded by Mrs. DeRosier, to approve the 2008 Operational Budget which will also include a 5% Rate Increase to all water and sewer customers.

A work session to discuss the Capital Budget is scheduled for Monday, April 21, 2008 at 7:00 PM at the Administration Office.

**Roll call on the Motion**

Mr. Armstrong	Aye
Mr. Verduci	Aye
Mr. Monahan	Aye
Ms. DeRosier	Aye
Mr. Czyzyk	Nay

Motion passed. 4 Aye votes – 1 Nay Vote

**Managing Director's Report**

Mrs. Keyser reported on the following items.

**Summer Hours**

As in the past the Authority has offered to the Administration Personnel, as well as the clerical personnel at both plants to work summer hours. Summer hours are Monday thru Thursday whereby the personnel work nine (9) hour days and on Fridays they work a four (4) hour day. The Administration office would close at 12:00 P.M. on Fridays.

The reason Mrs. Keyser is bringing this to the Board a month early is that Jennifer Smythe who heads the Authority's Newsletter Committee has completed the Newsletter with the help of several other employees contributing articles. We would like to include the summer hours (if approved) in the Newsletter which is scheduled to go to the printers tomorrow. Jennifer and the rest of the committee have done an excellent job. Mrs. Keyser would like to thank the committee for all their time and effort they have put into the Newsletter.

**Motion**

Mr. Monahan made a motion, seconded by Mr. Verduci, to approve the summer hours work schedule as presented for the clerical employees and meter reading staff at the Administration office and both plants. Motion carried unanimously.

**Gatorade Vending Machine**

Mrs. Keyser stated that an employee asked if a Gatorade vending machine could be installed at the Water Plant. The vending company will sign off on any liability if the machine is damaged or if any money is missing, etc.

**Motion**

Mr. Czyzyk made a motion, seconded by Mrs. DeRosier, to permit the Gatorade vending machine to be installed at the Water Plant with the understanding that the company will sign off on any liability if the machine is damaged or if any money is missing, etc. Motion carried unanimously.

**Financial Assistant's Report**

Ms. Koszarek stated that her report is for informational purposes and could be read at the Board's leisure.

**Supervisors Reports**

- |                                 |                             |
|---------------------------------|-----------------------------|
| • Vince Capaldi, Superintendent | Water Treatment Plant       |
| • Gary Tosti, Plant Manager     | Wastewater Treatment Plant  |
| • Phil Smythe                   | Field Technician            |
| • Nancy Burnell                 | Meter Department Supervisor |

**Field Technician Report**

Phil Smythe, Field Technician, reported that with all this talk about the budget we really need to move forward with the contract for Big Bucks (Bucks County Water & Sewer) sewer metering. The meters are in place but we stand to lose money if we do not get this contract finalized. Mrs. Keyser stated that a meeting with Authority personnel has been scheduled to begin working on this agreement.

**Director of Operation's Report**

Dr. Rajput reported on the following items:

**Contract WWTP-266: Water Filtration Plant Flocculation Tanks Concrete Repairs (Capital Project)**

Rehabilitation on the above contact was completed on April 8, 2008. Tank #1 was placed in service on April 9, 2008 and tank #2 was taken out of service to begin rehabilitation work. After closer inspection by the contractor, Robert Serpenti, the Authority's Consulting Engineer, and Dr. Rajput, it was determined that a larger surface area than specified in the contract will need to be repaired. Approximately 894.5 square feet of vertical and overhead concrete surface will need to be repaired. These repairs are necessary to ensure the proper rehabilitation and preservation of the concrete surface. The additional cost is estimated to be \$49,200 based on a Unit Bid Price of \$55 per square ft. The allowance of \$5,000 will be used to cover a portion of the above cost. A change order in the amount of \$44,220 is required to cover the remaining estimated cost of the additional repair.

**Motion**

Mr. Verduci made a motion, seconded by Mr. Monahan, to approve the change order in the amount of \$44,200 for contract WWTP-266 as presented by Dr. Rajput.  
Motion carried unanimously.

**Contract WWTP-266: Water Filtration Plant Flocculation Tanks Concrete Repairs (Capital Project)**

Dr. Rajput reported that due to the inclement weather the contractor is requesting a two (2) week extension on the above contract with no additional cost to the Authority.

**Motion**

Mrs. DeRosier made a motion, seconded by Mr. Czyzyk, to grant a two (2) week extension to the contractor regarding Contract WWTP-266, Water Filtration Plant Flocculation Tanks Concrete Repairs (Capital Project) due to inclement weather with no additional cost to the Authority.  
Motion carried unanimously.

**Contract WWTP-281: Furnish and Supply #2 Heating Oil Propane and Off Road High Sulfur Diesel Fuel through the Bucks County Consortium**

The Authority participated in the Bucks County Consortium's fuel bidding. Bids were opened on March 28, 2008 for the purchase of various fuels. The contract would run from May 1, 2008 to April 30, 2009. Based on the review of the bid results it is recommended to award the contract as follows:

- Propane and #2 Heating Oil/Diesel Sunoco, Inc.
- Off Road Low Sulfur Diesel Fuel Petroleum Traders

**Motion**

Mr. Monahan made a motion, seconded by Mr. Verduci, to award Contract WWTP-281, Furnish and Supply #2 Heating Oil Propane and Off Road High Sulfur Diesel Fuel through the Bucks County Consortium Bids as follows:

- Propane and #2 Heating Oil/Diesel Sunoco, Inc.
- Off Road Low Sulfur Diesel Fuel Petroleum Traders

Motion carried unanimously.

**Annual Wasteload Management Report**

As per the requirements of PADEP, the Annual Wasteload Management Report (Chapter 94 Report) was completed and submitted. During the reporting year of 2007, the Wastewater Treatment Plant was in full compliance. Also during the 2007 reporting year the annual average removals of Biochemical Oxygen Demand – 5 days (BOD5) and Total Suspended Solids (TSS) were 98% and 97.75% respectively. The annual average plant flow was 7.88MGD.

Dr. Rajput added that Jennifer Smythe, Secretary at the Wastewater Treatment Plant did an excellent job in assisting him in completing this comprehensive Annual Report.

The remainder of Dr. Rajput's report is for Board Director's information.

**Old Business**

There was no old business brought before the Board at this time.

**New Business**

Mrs. DeRosier asked the Board if it would be possible to change the date of the June Board meeting. She will be out of town and would like to be here to fulfill her duties as a Board Director. The Board Directors agreed to change the June meeting date from Wednesday, June 18<sup>th</sup>, to Wednesday June 11<sup>th</sup>. This will be advertised in the Bucks County Courier Times and a notice will also be placed at the appropriate locations, as well as all persons who normally attend the Board Meeting will be forwarded a notice of the change in the meeting date.

**Public Participation**

Jennifer Smythe asked the Board if the work session that is scheduled for Monday April 21<sup>st</sup> is open to the public. Mr. Armstrong responded that it would be.

**Adjournment of Board Meeting**

Mr. Czyzyk made a motion, seconded by Mr. Verduci, to adjourn the Board meeting at 8:18 P.M.  
Motion carried unanimously.

Respectfully Submitted by:

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Edward Czyzyk, Secretary

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