

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ September 27, 2013

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Wednesday, September 27, 2013 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Call to Order

Mrs. Keyser, Chairman, called the meeting to order at 7:00 P.M., which was followed by the Pledge of Allegiance and a moment of silence.

Roll Call

Mrs. DeRosier, Secretary, took roll call as follows:

Board Members Present: J. Keyser
James Chase
Joseph Glasson
Sandra Della-Croce
S. DeRosier

Board Members Absent: Edward Czyzyk

Also Present: Vijay Rajput, Ph.D., PE, Managing Director
Pat Koszarek, Finance Director
James A. Downey III, Esquire
Nancy Burnell, Supervisor, Meter Department
Vince Capaldi, Superintendent, WTP
Fred Walcott, Asst. Superintendent, WTP
Susan Wallover, Pretreatment Coordinator
Michael Andrews, Engineering Assistant
Robert Serpente, Consulting Engineer

Public Participation

There was no public participation at this time.

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Ratification/Approval of the August 2013 Accounts Payable as Presented to the Board Directors

Mr. Chase made a motion, seconded by Mr. Glasson to approve the Ratification of the August 2013 Accounts payable as Presented to the Board Directors.

Questions/Comments

Mrs. Keyser questioned the following invoice(s)

Kenwood Pools & Spa
Invoice #4947
Amount: \$160.14
(6) 5 gal pails liquid chlorine – Scrubber Main Lift

Mrs. Keyser stated that there was a situation that occurred due to the fact that we ran out of chlorine. She wants to be sure this does not happen again.

Mrs. Della Croce questioned the following:

Mrs. Della Croce asked if the dumpsters are always rented. Mrs. Keyser responded that they were.

Mrs. DeRosier questioned the following invoice(s)

Canon Financial Services, Inc.

Invoice #12896286	Invoice #12896156
Amount \$242.00	Amount \$115.00
Copier Lease 7-2013	Copier Lease Contract 7-2013

Mr. Chase explained that one was for the Water Treatment Plant and the other was for the Administration office.

Canon Solutions America, Inc.

Invoice #4010137301	Invoice #4010137301
Amount \$183.67	Amount \$73.44
Copies 8-2013	Copy Agreement

Mrs. Keyser asked Mrs. Marterella, Accounts Payable Department to clarify the invoices. Mrs. Marterella explained that one is for the copier itself the other is for maintenance and if we exceed the allotted amount of copies we can make we're charged.

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Cannon Financial Services, Inc.

Invoice # 12983244

Copier Lease

Amount: \$242.00

Invoice #12983100

Copier Lease Contract

Amount: \$115.00

Mrs. DeRosier stated that these are the same charge as she questioned above. Mrs. Magro explained that one was for July and one was for August. Mrs. DeRosier responded that this is a contract isn't it paid for a year. Ms. Koszarek replied that it is paid monthly.

Roll Call

Mrs. Keyser Aye

Mr. Chase Aye

Mr. Glasson Aye

Ms. Della-Croce Aye

Mrs. DeRosier Aye

Motion carried unanimously.

Approval of the September 2013 Accounts Payable as Presented to the Board Directors

Mr. Chase made a motion, seconded by Mrs. DeRosier to approve the September 2013 Accounts payable as Presented to the Board Directors.

Questions/Comments

Mrs. DeRosier questioned the following invoice(s)

Verizon Business Network Services, Inc.

Invoice #93172898

Amount \$3,768.53

Long Distance 7-2013

Mrs. DeRosier stated that she asked about this previously. Why do we pay for long distance, why isn't included with our regular bill. Mrs. Marterella replied that we originally had AT&T which then switched to MCI and Verizon bought them out. A few numbers are still on the other long distance bill. Mrs. DeRosier asked if Mrs. Marterella could try to rectify this, she indicated that she will try. Dr. Rajput added that they are looking around at other companies such as Comcast and Verizon.

Mrs. DeRosier asked again about the copier lease. She would like to know if the lease with (De Lange Landen Financial Services) is up so that it can be combined with the others. Ms. Koszarek explained that this lease is for the new copier that copies the blueprints. Mrs. DeRosier wants to make sure that when this lease is up it will be combined with the others.

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Ms. Della Croce questioned if the total of \$803,575.76 for the September Accounts Payable was high. Ms. Koszarek replied that there was a large payment for a contract made in September.

Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Mr. Glasson Aye
Ms. Della-Croce Aye
Mrs. DeRosier Aye
Motion carried unanimously.

Approval of the Board Meeting Minutes for June 27, 2013 as presented to the Board Directors

Mr. Chase made a motion, seconded by Mr. Glasson, to approve the Board Meeting Minutes for June 27, 2013 as presented.
Motion carried unanimously.

Approval of the Board Meeting Minutes for August 7, 2013

No motion can be made at this time. Mrs. Keyser and Mrs. DeRosier were not present for the August meeting. Not enough Board Members present tonight to pass the vote. This will be carried over to the October meeting.

Pretreatment Variances

The Learning Experience Day Care Center – 8829 New Falls Road, Levittown, PA Marty Lukachek, Site Manager, Frank Lanza, Project Manager

Marty Lukachek, Site Manager representing the Day Care Center is requesting a variance for the 1,000 gallon grease he feels that this is a little extreme and feel that their center has no use for a grease trap, therefore Mr. Lukachek is requesting a variance for no grease trap. Mr. Lukachek stated that he would be willing to bend and presented several options to the Board.

Dr. Rajput stated that they are a new facility and they have enough space to install the 1,000 gallon grease trap outside. Dr. Rajput's recommendation to the Board is that as per our Pretreatment Resolution, the day care center should be required to install a minimum of a 1,000 gallon grease trap.

After further discussion the following motion was made

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Motion

Mr. Chase made a motion, seconded by Mr. Glasson, per Dr. Rajput's recommendation the Board Directors deny's the request for a variance on the grease trap for The Learning Experience Day Care Center.

Roll Call

Mrs. Keyser	Aye – For the motion against the waiver
Mr. Chase	Aye
Mr. Glasson	Aye
Ms. Della-Croce	Aye – For the motion with questions asked
Mrs. DeRosier	Aye – For the motion against the waiver

Motion carried unanimously.

Managing Director's Report

Contract WTP 340: Furnish and Deliver Rock Salt (Sodium Chloride) for he 2013-2013 Season Through the Bucks County Consortium Salt Bid

Bids were opened on Tuesday, September 10, 2013 by the Bucks County Consortium for the above bid. Results along with supporting documents were forwarded to the Authority for review and award consideration. After review of all documents it is recommended awarding Contract WTP 340: Furnish and Deliver Rock Salt (Sodium Chloride) for the 2013-2013 Season through the Bucks County Consortium Salt Bid to International Salt Company, LLC, 655 Northern Blvd, Clarks Summit, PA 18411 with the lowest unit bid of \$50.44 per ton delivered. Last year's bid price was \$51.20 per ton delivered.

Motion

Mr. Chase made a motion, seconded by Mrs. DeRosier, to award Contract WTP 340: Furnish and Deliver Rock Salt (Sodium Chloride) for he 2013-2013 Season Through the Bucks County Consortium Salt Bid to International Salt Company, LLC, 655 Northern Blvd, Clarks Summit, PA 18411 with the lowest unit bid of \$50.44 per ton delivered. Last year's bid price was \$51.20 per ton delivered.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Glasson	Aye
Ms. Della-Croce	Aye
Mrs. DeRosier	Aye

Motion carried unanimously.

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Contract WTP-320A & WTP-320B: Water Treatment Plant Sedimentation Basin Improvements – General & Electrical Construction

A project progress meeting was held on September 17, 2013 at the Water Treatment Plant to discuss the progress and time schedule for the remaining tasks.

The Contractor has completed installation of the sludge removal system and plate settlers in Sedimentation Basin No. 2. This basin will be ready to place in service once the Contractor receives an actuator for the slide gate which should be during the week of October 15, 2013. Do to the long lead time with the plate settlers and slide gates the Contractor is unable to substantially complete the project by the current completion date of October 19, 2013. The Contractor has submitted a request to the Authority asking for an extension on the completion date of October 19, 2013 to May 31, 2014 at no additional cost to the Authority.

Motion

Mr. Glasson made a motion, seconded by Mr. Chase, granting permission to Dr. Rajput to extend the completion date for Contract WTP-320A & WTP-320B: Water Treatment Plant Sedimentation Basin Improvements – General & Electrical Construction from October 19, 2013 to May 31, 2014.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Glasson	Aye
Ms. Della-Croce	Aye
Mrs. DeRosier	Aye

Motion carried unanimously.

Additional Comments to the Above Contract

There are two (2) slide gates which are located in the diversion chamber which are not part of the above contract however, they are old and do not close completely. Dr. Rajput obtained a price to replace the slide gates but the labor cost was very high, \$68,000 for both gates. The Board asked Dr. Rajput to obtain other prices.

Vince Capaldi, Superintendent at the Water Treatment Plant wanted to inform the Board of the serious condition of the slide gates. One is more serious then we're all realizing. When we're chlorinating in the back chamber the one slide gate is allowing a slight amount of water to get into the sedimentation basin without being chlorinated.

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Dr. Rajput reported that under the contract, the contractor is only required to replace/install the handrail where employees need access. There is an additional handrail that is not included in the contract that needs to be replaced. Dr. Rajput reported that presently he does not have the cost for this replacement and would like to request Board permission to obtain prices and proceed with the work if it is acceptable.

Mr. Chase asked if this can be done without a price. Mr. Downey responded that you cannot. Once you obtain the price(s) than you would present it to the Board for approval.

Cleaning of Two (2) Flow Equalization Tanks at the Wastewater Treatment Plant

There are two (2) Flow Equalization Tanks with a total volumetric capacity of approximately 2.0 million gallons. The purpose of the tanks is to equalize the flow in order for the flow variation to the biological treatment process to be minimized. The tanks also tend to accumulate grit consisting of sand, silt and other inorganic materials that need to be removed periodically. It has been more than eight (8) years since the tanks have been cleaned. As this is specialized work, Mike Andrews obtained a quote from FRANC Environmental, Inc. who is the current Contractor for the disposal of liquid sludge at the Water Treatment Plant. The estimated cost quoted is \$17,575 for both tanks. The estimate is based on disposal of 29,435 gallons of grit and sludge from the tanks at a PADEP approved disposal site and six (6) inches of sludge along the wall of the tanks. If the sludge volume is more than the estimated 29,435 gallons, an additional charge will be calculated at a rate of \$0.45/gallons. At this point, the estimated cost is below the bidding amount of \$18,900 leaving this project exempt from the formal bidding process however, if the amount exceeds the \$17,575 Dr. Rajput will need to come back to the Board.

Mr. Downey explained that you cannot accept the above quote with a condition. The only way it should be done is to drain it and find out what is there then put it out for bid. It was also suggested by Mrs. Keyser to do one (1) this year and one (1) next year, eliminating the need to put this out for bid. After further discussion the following motion was made.

1st Motion

Mrs. Keyser made a motion, seconded by Mr. Chase, to obtain a quote for the cleaning of one (1) of the Flow Equalization Tanks at the Wastewater Treatment Plant.

2nd Motion

Mr. Chase made a motion, seconded by Mr. Glasson, that once Authority personnel drains the two (2) Flow Equalization Tanks for inspection if they find that the volume of sludge is small enough in the two (2) tanks that the cleaning could be done for under \$18,900 that they be so authorized to do so. Should the volume of sludge in the two (2) tanks be too high to get it done for under \$18,900 then Mrs. Keyser's motion authorizing one (1) tank.

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Roll Call

Mrs. Keyser Aye

Mr. Chase Aye

Mr. Glasson Aye

Ms. Della-Croce Aye

Mrs. DeRosier Aye

Motion carried unanimously.

Preparation and Painting the Exterior Surfaces of Two (2) Flow Equalization Basins at the Wastewater Treatment Plant

More than ten (10) years back, painting of the exterior walls of the Flow Equalization Basins was started but was never completed. The painting of the exterior surfaces of these tanks is long overdue as a part of preventative maintenance.

Mike Andrews is managing this project and has obtained three (3) quotations for the preparation and painting of the exterior surface of the two (2) Flow Equalization Tanks. There were three (3) quotes, of them Fox Painting Company submitted the lowest proposal of \$16,290.00. This is a good price and below the formal bidding amount. It is recommended awarding this work to Fox Painting Company in the amount of \$16,290.00.

Motion

Mr. Chase made a motion, seconded by Ms. Della-Croce, to award the contract for the Painting of the Exterior Surfaces of Two (2) Flow Equalization Basins at the Wastewater Treatment Plant to

Fox Painting Company in the amount of \$16,290.00 after their credentials have been verified and Dr. Rajput confirm that it is satisfactory.

Roll Call

Mrs. Keyser Aye

Mr. Chase Aye

Mr. Glasson Aye

Ms. Della-Croce Aye

Mrs. DeRosier Aye

Motion carried unanimously.

November and December Meetings

Dr. Rajput informed the Board that due to the way the holidays fall in November and December, the Board meetings will need to be changed. November's Board Meeting is rescheduled for Thursday, November 14, 2013 and December's Board Meeting is rescheduled for Thursday December 12, 2013. This will be advertised in the BCCT.

New Hire – Three (3) Positions

Dr. Rajput reported that the three (3) new employees hired one (1) for the Wastewater Treatment Plant and two (2) for the Water Filtration Plant are doing well. Mrs. Keyser asked when they would be ready to take their test.

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Mr. Capaldi thanked Dr. Rajput and the Board for implementing the current employee hiring procedure which includes testing. As a result of this, the two (2) new employees that were hired for the Water Filtration Plant are excellent and that he is very happy. Mrs. Keyser asked when they would be ready to take their test. Mr. Capaldi responded that one employee has already tested and did very well. The second employee will be taking his test this Friday. Dr. Rajput stated that the new employee at the Wastewater Treatment Plant is also doing excellent and ready for his operator qualification test. Dr. Rajput is going to test him during the next week.

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

Mike Andrews reported on the following:

Addition to the Administration Building - Meter, Offices, Map Room, File Room and Board Meeting Room

The plans are almost complete. We had to deal with the lines from the water tower to mark where they were and to be sure that they were capped off. Mike showed the Board a copy of the plans for the building.

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

Mr. Downey reported that the Executive Session was held from 6:00 P.M. to approximately 7:25 P.M. Mr. Downey reported that The Authority now owns the two (2) lots on Low Lane that were obtained from Pastor Wiseman of the Church Christ Evangelical Lutheran Church. During the Executive Session litigation, potential litigation and personnel matters were discussed. Motion Needed. A motion is needed with regards to the sewage spill matter. Mr. Chase asked what the fine was, Mr. Downey replied that The statute provides for a schedule of fines. They proposed the maximum fine however they are willing to accept the minimum fine, Kudos to Dr. Rajput.

Motion

Mr. Chase made a motion, seconded by Mr. Glasson authorizing Dr. Rajput to accept a consent proposal from the Commonwealth of Pennsylvania Department of Environmental Protection a Resolution from a sewerage spill matter.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Glasson	Aye
Ms. Della-Croce	Aye
Mrs. DeRosier	Aye

Motion carried unanimously.

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Mr. Downey has been in contact with Jennifer Smythe regarding the purchase of 53 Red Ridge Road. She has provided Mr. Downey with an agreement that was part of the purchase where the seller allowed a credit to the buyer who has been the owner since January 17, 2012 to move a shed which is on the Authority's easement. To date this has not been done.

Mr. Downey is requesting Board approval to proceed with all that is legal and proper in order to have the owners of 36 Red Ridge Road move the shed which they have already agreed to remove.

Motion

Mr. Glasson made a motion, seconded by Mr. Chase, granting permission to Mr. Downey to proceed with all that is legal and proper in order to have the owners of 36 Red Ridge Road move the shed which they have already agreed to remove.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Glasson	Aye
Ms. Della-Croce	Aye
Mrs. DeRosier	Aye

Motion carried unanimously.

Mr. Downey informed the Board that the Authority is scheduled to appear in court on October 3, 2013 to seek to recover \$22,000 from a drunk driver that was given permission to operate a car and ran over one of the Authority's fire hydrants on Thornyapple Lane

Finance Director's Report

Ms. Koszarek reported on the following:

Unadjusted Balances

Beginning Balance	13,202,646.80
Accounts Payable	<208, 552, 73 >
Committed Funds	<u><4,946,063></u>
Unadjusted Bank Balance	8,048,031.02

Ms. Koszarek informed the Board that she along with Dr. Rajput met with Stone Castle Investment Company Ms. Koszarek asked Dr. Rajput to explain to the Board about their meeting.

Dr. Rajput reported that they met with the investment company. Dr. Rajput feels that it would be beneficial to the Authority to go with the investment company, this way they can

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advise us how to wisely invest the Authority's money. Ms. Koszarek further explained that this is very liquid money, meaning that the money is always available as soon as 24 hours. What this company does is they go out to 500 different banks which are FDIC insured.

Motion

Mr. Glasson made a motion, seconded by Mrs. DeRosier, to allow Mr. Downey to start the process of reviewing all documentation.

Discussion ensued and the above motion was rescinded until after Mr. Downey has had a chance to review all documentation.

Approval of the MMO for 2014

Supervisor's Pension Plan for 2014:	\$550,544.00
Non-Supervisor's Pension Plan for 2014:	\$218,939.00

Motion

Mr. Chase made a motion, seconded by Mr. Glasson, to approve the payment of the MMO for 2014 for the Supervisor's Pension Plan in the amount of \$550,544.00 and the Non-Supervisor's Pension Plan for 2014 in the amount of \$218,939.00.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Glasson	Aye
Ms. Della-Croce	Aye
Mrs. DeRosier	Aye

Motion carried unanimously.

Old Business

Mrs. DeRosier asked Dr. Rajput if the Authority performed any electric shutdown during the hot peaks. Dr. Rajput replied that we did. Dr. Rajput explained that the Authority participated in the Demand Response Program. Mr. Chase added that the cost is over \$100,000.

New Business

Mrs. DeRosier informed the Board that she toured both the water and wastewater plants. Mrs. DeRosier has a concern regarding the lack of a fence in a particular area at one of the plants.

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Assistant Supervisor at the Water Treatment Plant

Mrs. Keyser stated that a few months ago the Assistant Supervisor at the Water Treatment Plant obtained the balance of his courses for his Operator's License and she along with the rest of the Board would like to congratulate Fred Walcott. Mrs. Keyser added that the Board had previously discussed that when Mr. Walcott achieved this that a merit increase would be in line for him. Discussion ensued regarding the dollar amount of the merit increase.

Mrs. Keyser added that if she remembers correctly Mr. Chase suggested to the Board and the Managing Director that the Assistant Superintendent perform the same job as the Plant Superintendent and when the Plant Superintendent is not there the Assistant Superintendent gets bumped up to the Superintendent's rate. But pretty much every day they perform the same job, Mrs. Keyser added that she thought that Mr. Chase suggested that the rate should be the same, Mr. Chase stated that he did not say that because in the end, one person has to make all the decisions and that's the Superintendent. Mrs. Keyser stated that since there are some questions, she would like to hold this until next month's meeting for a vote. Mrs. Keyser asked Mr. Chase to get together with Dr. Rajput and come up with what was talked about hopefully we should have a Personnel Committee Meeting before the Board meeting then bring it to the full Board for a vote. This can always be made retroactive to when Mr. Walcott received his degree.

Motion

Mrs. DeRosier made a motion, seconded by Mr. Glasson, that the merit raise be researched as to what the agreement was for and to make the merit increase retroactive to the day he passed his test.

Roll Call

Mrs. Keyser	Abstain
Mr. Chase	Aye
Mr. Glasson	Aye
Ms. Della-Croce	Aye
Mrs. DeRosier	Aye

Motion carried 1 Aye vote – 4 Aye votes.

Thank You

Ms. Koszarek wanted to take this opportunity to thank the office staff for working very hard to keep everything running smooth in the absence of Debbie Barnes and during the very active vacation schedule. Everyone did an excellent job. Ms. Koszarek would like to specifically like to thank Laureen Marterella because she has stepped forward in helping Karen Dutton who is filling in for Debbie Barnes in the certification department which has been very busy as well as filling in for the front office.

Dr. Rajput added that he would also like to thank Pat Johnston for doing a good job.

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Public Participation

There was no one from the public that wished to speak to the Board.

Adjournment

Mr. Chase made a motion, seconded by Mrs. DeRosier, to adjourn the Board meeting at 9:43 P.M.

Respectfully submitted by:



Susan DeRosier
Board Secretary

SDR/dm