

# Lower Bucks County Joint Municipal Authority

*Board Meeting Minutes ~ February 27, 2014*

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on January 23, 2014 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

## Call to Order

Mr. Chase, Chairman, called the meeting to order at 7:18 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:

- Janet Keyser
- James Chase
- Susan DeRosier
- Joseph Glasson
- Sandra Della-Croce
- Rich Altmiller

Also Present:

- Vijay Rajput, Ph.D., PE, Managing Director
- Pat Koszarek, Finance Director
- James A. Downey, III, Solicitor
- Vince Capaldi, Superintendent, WFP
- Fred Walcott, Asst. Plant Superintendent WFP
- Phil Smythe, Field Technician
- Susan Wallover, Pretreatment Coordinator
- Michael Andrews, Engineering Assistant

## Public Participation

Paul LaGaipa, addressed the Board. Mr. LaGaipa is the Director of Institutional Sales for Stone Castle. Stone Castle Partners, LLC is a leading asset management and financial services firm dedicated to investing in and serving community banks and has proudly invested in 220+ community and regional banks. Stone Castle Partners, LLC offers a no term commitment, is fully FDIC insured is highly diversified - no single bank holds more than \$250,000 per depositor. They also offer weekly access with daily purchase availability.

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Mr. Altmiller asked the banks that you're putting the money in what ratings are you going for. Mr. LaGaipa replied every bank in our system is designated FDIC which is the highest ranking a bank can get. Mr. Chase asked what the cost to the Authority would be. Mr. LaGaipa replied that there are 2 components in when the yield to put together. Each bank pays their interest at the end of the month or the first/second of the new month. We would know within two - three basis points what that yield would be. Clients want a guaranteed yield so the 2 components could be a fixed bid and a floating yield so your yield at the end of the month could be 17 basis or 22 basis points or you could have a fixed yield and a floating fee. The fee is a variable fee and the rate is fixed and the fee fluctuates from month to month. Clients that want a fixed yield so the fee on average is 15 basis points. Clients that want a fixed yield at the end of the month will be notified of the actual fixed yield, if at that point you feel the fee is too high you are under no obligation to retain your money in that account and it can be removed. The fee is a veritable fee, the rate is fixed & the fee itself fluctuates month to month but on average it is 15 basis points or .15%.

### Approval of the February 2014 Accounts Payable as Presented to the Board

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to approve the February 2014 Accounts Payable as presented to the Board.

### Questions/Comments

Mrs. DeRosier questioned the following invoice(s):

#### **Saxon Office Products**

Invoice# 65157

Amount: \$975.00

Lower Bucks Copier Contract Renewal

It was explained that it is a 1 year maintenance contract for the Kyocera copier at the Wastewater Treatment Plant.

Mrs. Keyser questioned the following invoice(s):

#### **S2A Technologies, Inc.**

Invoice No: 5 Employees/Ed Class

Amount: \$3,275.00

Andrews/Pipito/M. Capaldi/Smythe Op Vol 1/SDWtr

Invoice No: N. Cutchineal WTP #2

Amount: \$775.00

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Mrs. Keyser stated that the first invoice would be approximately \$800.00 per employee. Ms. Koszarek clarified that it would be \$775.00. Mrs. Keyser then stated that the second invoice for the water is \$775.00 and that it used to be \$750.00. Dr. Rajput replied that everything is increasing. Mrs. Keyser replied that if it increased and since the Authority pays for the employees to go to these classes I think the Board needs to vote on the increase since the Authority is paying for it. Mr. Chase stated that we actually do vote to approve it in the bills. Mrs. Keyser added that we never approved the increase in cost, we approved it years ago at \$700.00. Dr. Rajput stated that he thinks it was never really approved it is a provider. If you go to another provider they are going to charge a fee. It's not like the Authority's consultants they are offering a service like any other provider.

Mr. Chase deferred to Mr. Downey for an opinion and he stated no. Mr. Chase added that this is in line with other companies that he receives information from. Mrs. Keyser stated that she has no concern about the cost, she just wanted to be sure we were all covered by a motion to approve the cost.

Mr. Altmiller questioned the following invoice(s)

## **IPR Northeast, LLC**

Invoice No. Pay #2 10/31/13

Amount: \$ 172,565.10

WWTP 335 Install Cured-In

Invoice No. Pay #3 12/31/13

Amount: \$290,793.60

Pay #3 12/31/13 WWTP 335 Install Cured-In Place

Dr. Rajput explained that the two (2) invoices are for the lining project. They bill us when they complete a portion of the work, it is reviewed and submitted for payment.

Ms. Della-Croce questioned the following invoice(s)

## **Harris**

Invoice #MN00070142

Amount: \$9,698.00

LOW50 Annual Maintenance 1/1/14 - 12/31/14

Ms. Koszarek explained that this is for the Authority's billing system and financial package and it is a yearly payment.

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## Roll Call

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

## Approval of the January 23, 2014 Board Meeting Minutes as Presented to the Board

### Motion

Mr. Glasson made a motion, seconded by Mr. Altmiller, to approve the January 23, 2014 Board Meeting Minutes as Presented to the Board.

### Questions/Comments

#### Page 2 Motion for Vice Chairman

Mrs. DeRosier stated that she was the one that made the motion along with Mr. Altmiller. The minutes will be changed to reflect the above.

### Amended Motion

Mr. Glasson made a motion, seconded by Mr. Altmiller, to approve the January 23, 2014 minutes and to include the change in the following motion:

### Nomination for Vice Chairman

Mrs. DeRosier made a motion, seconded by Mr. Altmiller, to appoint Joseph Glasson to the position of Vice Chairman.

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## Roll Call

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

## Pretreatment Variances

**Papa John's Pizza** - 7809 New Falls Road, Levittown. Temporary Permit No. F054-2014 (1/3/2014 - 6/20/2014). This facility recently had a change in ownership and Steve Magid, Director of Operations for

Papa Johns is appealing the installation of a two compartment 1,000 gallon baffled trap. The facility currently has an exterior 1,000 gallon single compartment unbaffled grease trap.

After discussion the following motion was made:

## Motion

Mr. Glasson made a motion, seconded by Mrs. DeRosier, to grant the variance for the continued use of the existing 1000 gallon baffled grease trap with quarterly testing for both parameters for one (1) year in order to establish a history then return to the Board for further action if any.

## Roll Call

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

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**Original Brothers Deli** - 6702 Mill Creek Road, Levittown. Temporary Permit No. F137-2014 (1/23/2014 - 7/10/2014). This facility was recently bought out. Mr. Parth Rawal the new owner is appealing the installation of a two compartment 1,000 gallon baffled trap. The facility currently has an internal 50 gallon grease trap.

After discussion the following motion was made:

## Motion

Mr. Glasson made a motion, seconded by Mr. Altmiller, to grant the variance for the continued use of the existing internal 50 gallon grease trap with quarterly testing for both parameters for one (1) year in order to establish a history then return to the Board for further action if any.

## Managing Director's Report

### Proposed 2014 Capital Improvement Budget

The proposed 2014 Capital Improvement Budget is attached for your review and adoption consideration.

## Motion

Mrs. Keyser made a motion, seconded by Mr. Glasson to accept the proposed 2014-2015 Capital Projects Budget as presented by Dr. Rajput.

## Roll Call

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

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## Contract WWTP-335: Installation of Cured-In-Place Sanitary Sewer Lining in Various Locations-Phase III

A Project progress meeting was held on February 12, 2014. Due to extreme weather conditions, the Contractor could not work for approximately one (1) month. Due to this delay, the Contractor is requesting an additional 30 day extension from the current completion date of April 11, 2014 at no additional cost to the Authority. The extension date would be moved to May 12, 2014.

### Motion

Mr. Glasson made a motion, seconded by Mr. Altmiller, to approve the extension of 30 days to the Contractor for Contract WWTP-335: Installation of Cured-In-Place Sanitary Sewer Lining in Various Locations- Phase III due to the extreme weather conditions. The extension date would be moved to May 12, 2014 at no additional cost to the Authority.

Motion carried unanimously.

### Electric Power Demand Response (DR) Program

The Authority has been participating in the Demand response Program since May, 2011. The current agreement with Hess Corporation is due to expire on May 31, 2014. For the period 2011 - 2012, the Authority received approximately \$20,000 for participating in this program with Hess Corporation for the Wastewater Treatment Plant only. The Authority again participated in this with Hess Corporation for a two (2) year period for both Water Treatment and Wastewater Treatment Plants. Per the agreement, the Authority received a total annualized capacity payment of approximately \$161,102 plus energy payment for a two (2) year term.

The Authority has been able to enroll in this program because of the Authority's capability to switch from PECO Electric Power Supply to the Authority's emergency power generators and curtail the entire PECO electric load. Emergency power generators located at the Wastewater Treatment Plant and Water Treatment Plant are utilized to supply the required power to the plants during an event.

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Since the current Demand Response Agreement is due to expire, we have requested proposals for the participation in the program for 2014 which runs from June 1, 2014 through May 31, 2015 also for the year 2015 which runs from June 1, 2015 through May 31, 2016.

Three (3) proposals were received from:

1. Constellation
2. Hess Energy Marketing, LLC-A Direct Energy Company
3. Energy Curtailment Specialists, Inc.

Constellation is offering the highest Demand Response payment compared to the other two (2) companies. For the enrollment value of 1300 KW, Constellation is offering an estimated two (2) year payment of approximately \$154,263. Hess Energy Marketing is offering a total of approximately \$131,814. It is understood that the actual payment will be based on the actual load curtailed by the Authority. Based on review of the proposals submitted, it is recommended enrolling into another two (2) year term with the Demand Response Program offered by Constellation for the period of June 1, 2014 through May 31, 2016. Since the Authority's current electric power supplier is Constellation, the Authority will realize an additional savings of the Gross Receipts Tax of 6.25%.

### Motion

Ms. Della-Croce made a motion, seconded by Mrs. Keyser, to authorize Dr. Rajput to enter into a two (2) year agreement with Constellation for a period of two (2) years from June 1, 2014 through May 31, 2016.

### Roll Call

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

Motion carried unanimously



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## Participation in Volunteer Peak Load Response Program

Constellation also offers a Volunteer Peak Load Response Program. The Authority could realize a revenue as high as approximately \$9,058 to \$90,000 depending upon the frequency of participation in the Peak Load Curtailment event and percent of power curtailed. However the Authority will not realize additional revenue if the Authority decides to switch to another electric company after the current electric power supply contract expires December 31, 2014. Since this program is voluntary, no disadvantage is evident in participating in the program as there is no penalty for not curtailing the load or for not participating in any events.

## Motion

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, to authorize Dr. Rajput to enter into the Volunteer Peak Loan Response Program with Constellation.

## Roll Call

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

## Furnish and Install a Storage Building/Fabric Structure for Clean Soil, Salt and Stone Bins for the Field Maintenance Department at the Wastewater Treatment Plant

This storage structure will protect the above mentioned items from the inclement weather. Three (3) quotations were received:

1. Outdoor Creations \$18,999 (Furnish & Install)
2. Fabric Structures, Inc. \$20,575 ( plus approximately \$10,000 in labor)
3. Sprung Structures, Inc. \$57,836 ( plus approximately \$10,000 in labor)

Outdoor Creations submitted the proposal with the lowest amount of \$18,999. which includes furnishing complete materials for the building and complete installation. This amount is below the bidding cost. It is recommended awarding this project to Outdoor Creation in the amount of \$18,999.

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## Motion

Mrs. Keyser made a motion, seconded by Mr. Glasson, to accept the proposal in the amount of \$18,999 from Outdoor Creation to furnish and install a Storage Building/Fabric Structure for Clean Soil, Salt and Stone Bins for the Field Maintenance Department at the Wastewater Treatment Plant

## Roll Call

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

Motion carried unanimously

## Rehabilitation/Replacement of 8 Inch Force Main from Village of Pennbrook Pump Station

The existing forcemain is approximately 3500 linear feet of 8 inch Asbestos Cement Pipe and does not appear to be in very good condition as we already experienced two breaks during the last two years. The force main will need to be rehabilitated or replaced. The cost of replacement with new Ductile Iron Pipe is estimated to be approximately \$630,000 (\$180/FT). An alternate to the replacement is to use cured-in-place pipe lining. The cost of the lining is approximately \$360,000. Evaluation is still in progress regarding the procedure and cost.

## PA Turnpike/I-95 Interchange Project - Relocation of a Water Main and Sanitary Sewer Force Main

As was previously reported a letter was received from the PA Turnpike stating that the Authority is financially responsible for relocating the Laurel Bend Force Main and sharing the cost of the water main relocation. A response letter was sent to the PA Turnpike indicating that the Authority does not assume any financial responsibility.

## PENNDOT

The Authority will now be applying to PennDot electronically for any future permits. The Authority will need to adopt a resolution authorizing Dr. Rajput to access their website and submit any permits. Dr. Rajput asked Mr. Downey to elaborate. Mr. Downey reiterated that PennDot is now requiring as are other commonwealth agencies all applications submitted electronically. They want to make sure all the government subdivisions comply with all their rules and regulations one of which is security. They have required Authority's to draft a resolution.

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Mr. Downey compiled a Resolution authorizing this Authority to comply with all the prerequisites demanded by PennDot and that the Authority will submit any applications electronically and PennDot will accept the application as long as all of the prerequisites are complied with. This does require a motion by the Board Directors to approve this action.

### Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce to approve the Resolution with the Board of Directors of the LBCJMA to authorize electronic access to the PennDot system and to authorize Dr. Rajput to enter into a governmental agreement

### Roll Call

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

Motion carried unanimously

### Water and Sewer Certification Fee

Dr. Rajput stated there is quite a bit of work involved in the certification process. We have charged \$50.00 for residential and commercial. Considering all the work involved Dr. Rajput is requesting the Board to increase the certification fee from \$50.00 to \$100.00.

### Questions/Comments

Mr. Altmiller asked why charge the same for commercial as residential. Mrs. Keyser replied that it takes the same amount of time to do commercial as residential. Dr. Rajput added that if the Board desires that we could set different rates. Mrs. Keyser added that she feels the increase of \$100.00 is fine and asked if the easement certifications are now being included in with the water and sewer certifications. Dr. Rajput answered that they were. Mrs. Keyser stated that, really they should be two (2) separate ones, they shouldn't be combined together. Dr. Rajput replied that that wouldn't work because it's really certifying that it's the water and sewer that you have no issues with the Authority in terms but you are also certifying that you have no issue with any type clean out, broken vent or any type of easement issues. That's what I think gives enforcement for the program to work. It is working well right now that's why I would keep it the same.

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Mrs. Keyser asked who is doing the certifications, Karen. How does she do the easement certifications? Jennifer Smythe, an employee of the Authority replied that she doesn't. There really isn't an easement certification, she does a check whether she's had 30 days to do the certification or not. If she has 30 days it tells you right on the certification to contact our office. If you haven't given her 30 days it gives a blanket statement that says insufficient time allotted for the required inspection. Seller and/or seller's agent(s) to make buyer aware that buyer will assume any/all issues LBCJMA finds upon inspection and it's working beautifully. Mrs. Keyser asked do they know what responsibilities they are, Mrs. Smythe replied that that is on the seller and the buyer. Mrs. Keyser definitely thinks the rate should be raised, she just thought if you separated the two you could increase them both. Mrs. Smythe stated that she has checked and she feels that if you go any higher than \$100.00 for residential then you would be pushing it. Phil Smythe, employee of the Authority explained that he feels that the easement inspection program more than pays for itself with the reduced flood outs, sewer backups, I&I, etc.

### Motion

Mr. Glasson made a motion, seconded by Mrs. DeRosier, per Dr. Rajput's recommendation to approve the increase of the water and sewer certification from \$50.00 to \$100.00. The increase will begin April 1, 2014.

### Roll Call

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

### Old Equipment

A list of broken equipment, tool, etc. has been compiled. Dr. Rajput is requesting direction from the Board on how to dispose of these items. Mr. Chase stated that the Authority already scraps old and un-useable items. If Dr. Rajput has looked over the items why can't we just scrap them? Mrs. Smythe added that some of the items on the list were found in the LD Davis building and no one has had the chance to look at them to make sure they are ready to scrap.

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## S-14 - 2000 Ford 4x4 Pick Up at the Wastewater Treatment Plant

Dr. Rajput is requesting Board approval to replace this vehicle.

### Motion

Mrs. Keyser made a motion, seconded by Ms. Della-Croce, authorizing Dr. Rajput to obtain bids not to exceed \$30,000 to replace the 2000 Ford 4x4 Pickup Truck at the Wastewater Treatment Plant (S-14) and to advertise this vehicle and sell to the highest bidder.

### Roll Call

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

## 2014-2015 Budget

Dr. Rajput reported that the Budget that was presented to and adopted by the Board on December 12, 2013 had two (2) numerical errors. Ms. Koszarek explained that the one the Board received tonight is the corrected Budget. Mrs. Keyser asked Ms. Koszarek to show her where the errors were. Mr. Chase asked if there were changes does the Board need to vote to pass it again. Mr. Downey responded that you do.

### Motion

Mrs. Keyser made a motion, seconded by Mr. Altmiller, to change the two (2) line items specified: Miscellaneous Income Sewer and Disconnect After Hours Fee and to supply the Board with corrected copies.

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## Roll Call

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

## Computer Network Upgrade Proposal

Work has started on this project and it is going well.

## Contract C-321: Furnish and Supply Chemicals for the Lower Bucks County Joint Municipal Authority's Water and Wastewater Treatment Plants

Contract documents and specifications for the above contract are being prepared. Bid date is scheduled for March 20, 2014.

## WWTP 245: Restoration of Concrete Sidewalks, Driveway, Concrete Apron, Concrete Curbs and Sites Affected by Water Main Breaks

As of February 24, 2014 due to the inclement weather conditions, the Authority has had a record breaking 35 water main breaks that will need restoration. The Authority will not be able to handle this amount of concrete restoration work in-house in a reasonable time frame for our customers as we also need to keep up with the required maintenance work on our sewer and water lines therefore we are in the process of preparing contract specifications and bid documents. The bid date is scheduled for March 25, 2014.

## Update of the Risk Management Plan for the Water and Wastewater Treatment Plants

As per regulations, the Authority is required to update these plans once every five years. The Authority has begun this update process.

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## Annual Water Use Confirmation Report to the DRBC

As per requirements for the DRBC, the annual water use Confirmation Report was prepared for the Water Treatment Plant and submitted to the DRBC. There were no charges calculated to the Authority as we were well within the permitted limit.

## Annual Effluent Monitoring Report for the Water Treatment Plant to the DRBC

As per the requirements of the NPES permit and the DRBC' s docket, the annual effluent monitoring report was prepared and submitted to the DRBC.

## PA Hazardous Material Emergency Planning and Response Act Tier II Annual Reporting

As per the requirements of the Pennsylvania Hazardous Material Emergency Planning and Response Act Tier II, 2013 the annual report was completed and submitted for the Water and Wastewater Treatment Plants.

## Onsite Assessment of the Wastewater Treatment Plant Laboratory by PADEP

The PADEP will be conducting an on-site assessment of the Authority' s Wastewater Treatment Plant Laboratory on March 14, 2014. Due to inclement weather conditions, this is a rescheduled inspection date. This is a comprehensive inspection and generally conducted once every two to three years. The Authority' s Laboratory is certified and accredited by the PADEP.

## Annual PCB Monitoring and Pollution Minimization Plan for the DRBC

As per the requirements of the Delaware River Basin Commission (DRBC), the Authority has started preparation of the Pollution Minimization Plan (PMP) for PCBs and submission of the annual PCB monitoring report.

## Waste Management Landfill - Sludge Profile

Per the requirements of Waste Management, a Sludge Profile was prepared and submitted for the Wastewater Treatment Plant sludge disposal.

## Pretreatment Local Limits Reevaluation/Headwork Analysis

The Authority has received review comments on its local limit submission which is currently being reviewed and we are in the process of preparing a response.

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## Water and Wastewater Systems

The plants are performing well and are in compliance with all applicable permits.

## Solicitor' s Report - James A. Downey III, Esquire

Mr. Downey reported that the Executive Session was held from 6:14 P.M. to 7:15 P.M and under a new decision by the Commonwealth Court I can no longer say that litigation and personnel matters, I must now be specific. Subjects Discussed:

1. LBCJMA v. Capriotti and Walp Indexed at the Court of Common Pleas # 20138106
2. Hogan v. LBCJMA which is pending trial commencing March 17, 2014 #20127491

As presented in executive session on the matter of LBCJMA v. Capriotti and Walp the Authority has been offered a compromise of claim. This case is pending in court. Our claim for damage to a fire hydrant by vehicle is \$2,000. The Authority was offered \$440.46. Mr. Downey is requesting a motion from the Board to accept or reject this offer.

## Motion

Mr. Altmiller made a motion, seconded by Mrs. Keyser, to refuse the offer of \$440.46 for the damage to a fire hydrant by vehicle in the matter of LBCJMA v. Capriotti and Walp.

## Roll Call

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



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A pending matter was discussed before the Equal Employment Opportunity Council (EEOC) which is concurrently pending before the PA Human Relations Commission as such things are filed at two different places at the same time. Having received a report from the Authority's assigned council this matter is sitting dormant for the time being.

Mr. Downey and Ms. Koszarek presented to the Board last month the LBCJMA Investment Policy whereas the Board requested that Dr. Rajput, Managing Director be added to the list of investment officers along with the Finance Director. A presentation was made to the Board this evening, please keep in mind that the Authority under the Authority's Act is limited to four (4) types of investments which is included in the Investment Policy that Ms. Koszarek and Mr. Downey drafted. Mr. Downey is suggesting that the Board pass a policy that provides protection to the Authority and also gives direction to the professional that is hired. Ms. Koszarek and Mr. Downey strongly suggest to not hire any investment company until this policy is approved.

### Motion

Mrs. Keyser made a motion, seconded by Mr. Glasson, to accept the Investment Policy that has been drafted by Ms. Koszarek and Mr. Downey as submitted.

### Roll Call

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

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## Finance Director's Report

Ms. Koszarek reported on the following:

### **Unadjusted Balances**

Beginning Balance (Unadjusted)	\$11,866,944.88
Accounts Payable	< 232,636.56 >
Committed Funds (approximate)	<4,333,308 >
Unadjusted Bank Balance (approximate)	\$7,301,000.32

## Old Business

### Motion

Mrs. Keyser made a motion seconded by Mrs. DeRosier, to have the Managing Director advertise (outside) for the open position of Midnight Operator at the Wastewater Treatment Plant that has been posted within the Authority and no one signed for.

Motion carried unanimously.

## New Business

### Wastewater Treatment Plant Superintendent

Mr. Glasson made a motion, seconded by Mr. Altmiller to hold a Special Meeting Thursday, March 13, 2013, 6:00 P.M. to discuss the hiring of a Wastewater Treatment Plant Superintendent.

Motion carried unanimously.

## Extended Disability

### Motion

Mrs. Keyser made a motion, seconded by Mr. Altmiller, to extend an employee's disability due to a catastrophic illness to September 1, 2014 unpaid with continuing benefits as we have done in the past.

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## Roll Call

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

## New Addition

Mrs. Keyser brought up the addition that the Authority is planning on constructing. She asked if it would be possible to put the office staff in the newer part and use the front of the existing building possibly for storage. Mr. Chase stated that part of the new construction is for the meter department. They' ll have office space for the meter department, there' s going to be a new board room and they' ll also be parking their vehicles in there so there really won' t be much room for any more offices. Dr. Rajput stated that there will be a file room, records room, and a board room.

Mr. Altmiller added that maybe the file room could be moved up to one of the vacant spaces in the old portion of the building. Dr. Rajput stated that he feels that the way we have come up with the plan is the best for site we have. The only thing we could do is combine the heating and air conditioning. Mrs. Keyser feels that that is a good idea since there have been problems with the air conditioning for years, problems with mold. Some of the employees would complain that the air would blow directly on them. Ms. Koszarek added that it is very difficult for the girls out front. The vents for the air are at either end and it blows directly down on the person at each end so they are always freezing then we have an employee that has dry eye and an employee that sits in the middle that has severe asthma so you can' t open the windows to counteract the air conditioning. It really is very difficult for the employees out front and they don't complain, they really don't. Mrs. Keyser asked if the smell has gone away, Ms. Koszarek responded that once the open sewer line was discovered and sealed it off it has decreased the smell but we still have it. Mrs. Keyser asked Dr. Rajput to look into getting this corrected because it has been going on for such a long time. Dr. Rajput replied that he is looking into two (2) things, the first is we are looking into bring in natural gas for the heat and air. We have a plan but first let's get approval from the Township. Mrs. Keyser reiterated that for the existing employees working here every day that really needs to be addressed. Dr. Rajput stated that they have been thinking about making it one system if it is feasible.

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## Public Participation

At this time there was no one in the audience that wished to address the Board.

## Adjournment

Mrs. Keyser made a motion, seconded by Mr. Glasson, to adjourn the Board meeting  
at  
9:00 P.M.  
Motion carried unanimously.

Respectfully submitted by:

  
\_\_\_\_\_  
Susan DeRosier  
Board Secretary

SDR/dm  
DPM: 0043/