

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ March 27, 2014

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on March 27, 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 7:03 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
Nancy Burnell, Supervisor, Meter Dept.
Vince Capaldi, Superintendent, WFP
Fred Walcott, Asst. Plant Superintendent WFP
Phil Smythe, Field Technician
Susan Wallover, Pretreatment Coordinator
Michael Andrews, Engineering Assistant
James A. Downey, III, Solicitor
Robert Serpente, Consulting Engineer

Public Participation

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

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Approval of the March 2014 Accounts Payable as Presented to the Board

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to approve the March 2014 Accounts Payable as presented to the Board.

Questions/Comments

Mrs. DeRosier questioned the following invoice(s):

AQUA PENNSYLVANIA, INC.

Invoice# 2014-109

Amount: \$146.00

Testing 10/10/13 did not receive invoice

Invoice #2014-107

Amount: \$1,155.00

Testing 10/1/13 did not receive invoice

Invoice #2014-108

Amount: \$1,160.00

Testing 10/01/13 did not receive invoice

Invoice # 2014-106

Amount: \$2,315.00

Testing 1/2/14

Invoice #2014-138

Amount: \$145.00

Testing 2/6/2014

Mr. Capaldi explained that there were several invoices that were not received, since then they have been forwarded.

Ms. Della-Croce questioned the following invoices from G & G Electrical Construction, LLC:

Invoice No: 01272

Amount: \$1,460.00

Run 20 amp service new hoist Main Lift PS

Invoice No: 01271

Amount: \$85.00

Troubleshoot/Repair pumps shutting off Laurel Bend PS

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Invoice No: 01275

Amount: \$1,830.00

Disconnect old/install new Drywell Lights Mill Creek PS

Invoice No: 01273

Amount: \$1,248.00

Low Lane PS remove old drywell lights install new

Invoice No: 01274

Amount: \$2,034.00

Remove old/install new drywell lights Art Carney PS

Invoice No: 01279

Amount: \$1,832.00

Labor disconnect HID lights drywell Birch Valley PS

Invoice No: 01280

Amount: \$1,694.00

Remove HID lights in drywell Thornridge PS

Invoice No: 01281

Amount: \$1,872.00

Remove HID lights drywell North Park PS

Invoice No: 01282

Amount: \$2,574.00

Upgrade lighting wet well Thornridge PS

Invoice No: 01264

Amount: \$3,560.00

Install emergency lights - Low Duty 2/26/2014

Ms. Della-Croce stated that it seems like quite a bit of repair work every month on these vouchers to be paid. Mr. Chase was also going to question this.

Dr. Rajput replied that we have our own electrician and we did purchase the materials. We have 13 pumping stations we put LED lights in them and being in the wet wells they become corroded. Our electrician, Bill Keyser cannot do it by himself as it would be unsafe so we enlisted the services of G&G Electric under the supervision of Bill Keyser. Dr. Rajput did meet with Bill to discuss the best way to curtail the costs in this matter.

Mr. Altmiller asked Dr. Rajput what their cost was per hour. Dr. Rajput replied that he will check and report back to him.

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Ms. Della-Croce questioned the following invoices from Hajoca Corporation:

Invoice No: S14415707.001

Amount: \$1,898.93

8" water main parts for stock

Invoice No: S14361871.002

Amount: \$224.00

(2) 6 repair bands

Invoice No: S014338641.001

Amount: \$990.00

6" hard sleeves w/accy's WWTP337

Invoice No: S14366862.001

Amount: \$8,630.73

Check valves for maintenance & operations PS

Invoice No: S014349080.001.002

Amount: \$2,902.48

6" repair bands & hydrant collision kits

Invoice No: S014367646.001

Amount: \$330.93

(2) Fire hydrant upper stems

Invoice No: S014361871.001

Amount: \$1,120.00

(10) 6" repair bands re-stock

Invoice No: S014361871.001

Amount: \$1,120.00

(10) 6" repair bands re-stock

Invoice No: S014285052.001

Amount: \$2,590.05

2" brass water service parts re-stock

Invoice No: S014292841001

Amount: \$430.00

8" optimum range coupling re-stock

Dr. Rajput explained that we have a contract with Hajoca Corporation to provide supplies to the Authority for maintenance on fire hydrants, etc.

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Security Mutual Life Insurance Company

Invoice No: 221606

Amount: \$4,415.99

3-2014 Life/Insurance/Short Term Disability

Ms. Della-Croce questioned if the Short Term Disability invoices and asked if it was for all employees. Ms. Koszarek explained that Short Term Disability is for all employees and is covered by the Authority for a period of six (6) months.

Mr. Chase inquired about the invoice from Municipal Maintenance

Invoice No: 69144

Amount: \$11,441.00

(2) Dry pit submersible pumps martins Creek PS

Mr. Chase asked Dr. Rajput if it is just the purchase of the pumps or does it include the installation. Dr. Rajput replied that he will check with Phil Smythe regarding Mr. Chase's question.

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 February 27, 2014 Board Meeting Minutes as Presented to the Board

Motion

Mrs. Keyser made a motion, seconded by Mr. Glasson, to approve the February 27, 2014 Board Meeting Minutes with the correction cited by Mr. Downey.

Motion carried unanimously.

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Questions/Comments

Mr. Downey stated that he has already informed Mrs. Magro that in his section of the minutes has that the claim for the fire hydrant in the Thornyapple case that is pending in Doylestown is noted in the minutes as a \$22,000 claim when in fact it should be a \$2,000.

Ms. Koszarek stated that at the February 27, 2014 meeting when we discussed the Budget and passed the adjusted Budget Dr. Rajput made the statement that it was my error in both of those amounts and I just want to be on the record as saying that I brought those to Dr. Rajput before it went to the Board. Dr. Rajput wanted to add to that that it is also my fault because I didn't check it. Dr. Rajput said he didn't blame her because it was me too. Ms. Koszarek added that before it was brought to the Board the first time I took it to Dr. Rajput.

Pretreatment Variances

Wendy's Hamburgers - 1151 Oxford Valley Road, Levittown. Permit No. F017-2012 (12/04/2012 - 12/03/2013) requires monthly grease trap cleaning and Bi-monthly Oil & Grease analysis. This facility has received numerous Notice of Violations for exceeding the Oil & Grease discharge limit on 02/20/2013, 04/03/2013, 10/09/2013 and 11/13/2013. The Facility was issued a Compliance Order for the installation of another 1,000 gallon baffled grease trap. An Engineering report was due 03/04/2014 and to date, not correspondence has been received.

Board Direction is needed

Elisa Hufford and Brian Ramsden, representatives of Wendy's addressed the Board. They informed the Board that they obtained a plumber and he came out to the facility today to show the plans for the additional grease trap. Mr. Altmiller questioned why this has taken so long to get started. The reply was that they are representatives for Starboard from Florida and they just dropped the ball. First we couldn't get a plumber out because the account was on hold holding up the process of having the plumber come out to the facility. Mr. Chase stated that aside from not being able to get a plumber to come out and bills not being paid it appears like the grease trap has not been cleaned on a regular basis. Mrs. Wallover stated that they are cleaning it. Mr. Ramsden stated that he was told by the plumber that it's possible that they are not cleaning it out as much as they are sucking out the dirty water because if you are getting it done on a monthly basis you should pass the test, no problem.

After a lengthy discussion, the following motion was made:

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Motion

Mrs. Keyser made a motion, seconded by Mr. Altmiller that the Pretreatment Coordinator proceed to the next step.

Mr. Downey stated that the next step would go to court and this might take a while so my suggestion would be to act with due dispatch. If I get a notice to file papers as it says in No. 2 at this meeting, Wendy's Hamburgers must demonstrate why LBCJMA should not pursue Judicial Enforcement Action against Wendy's Hamburgers at this time. The system has delays that may work to your advantage so maybe you need to talk to your plumber and contractor. If I could assemble a complaint with the help of Ms. Wallover and have it signed by Dr. Rajput and Mr. Chase we could be in court within a week so please stay in contact with Ms. Wallover daily. Mr. Chase added that if you don't follow through with this this you could be shut down. As Mrs. Keyser stated, three years is way too long for this to have dragged on.

Roll Call

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

Motion carried unanimously

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 a 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.

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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

Dale's Deli - 931 New Rodgers /Valley Road, Levittown. Permit No. F187-2014 (02/28/2014 - 02/27/2015). This facility has a 15 gallon internal grease trap and was previously granted a variance decreasing their sample analysis from quarterly to semi-annual analysis for TSS and Oil & Grease. The facility is requesting another decrease in the sampling to annual analysis for TSS and O&G.

Frank Merz, one of the owners of Dale's Deli informed the Board that they have had over 12 tests taken, passing every one and the trap is cleaned every three weeks. We would like to go from semi-annual to annually.

After a discussion the following motion was made:

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to grant the request from Dale's Deli to go from semi-annual to annual testing with the Stipulation that with one failure they revert back to quarterly testing.

Roll Call

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

Uncle Bills Country Market - Susan Wallover brought the Oil and Grease sample failures and the need for a second trap to the Boards attention.

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Motion

Mrs. Keyser made a motion, seconded by Mr. Altmiller, to give authorization to the Pretreatment Coordinator to pursue the next step, along with Mr. Downey if necessary, in enforcement action.

Roll Call

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

Motion carried unanimously

Managing Director's Report

Contract WWTP-343: Furnish and Supply Crushed Stone Aggregate

Bids were received and opened on February 28, 2014 by the Bucks County Consortium for Crushed Stone Aggregate, Screened Top Soil and Fill Dirt from April 1, 2014 through March 31, 2015. Only received bids for Crushed Stone and Eureka Stone Quarry was low bidder with a slight increase from last year.

Questions/Comments

Mr. Chase asked that since Plumstead Materials was cheaper for stone than Eureka but did not deliver, if it would benefit the Authority to pick up the delivery. Dr. Rajput answered that it was not beneficial for the Authority to pick up the delivery.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to award Contract WWTP-343 to Eureka Stone Quarry for No. 2A Stone Mix at \$12.00/ton delivered and No. 2B $\frac{3}{4}$ Stone at \$14.50/ton delivered.

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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

Contract C-344: Furnish and Supply Chemicals at the WWTP and WTP

Bids were received and opened on March 20, 2014 for seven (7) chemicals used at the WWTP and WTP. Based on a review of the bid proposals received, the following recommendations are being made regarding the award of the individual chemicals for two (2) years.

Item No. 1 Chlorine

Dr. Rajput recommended awarding Item No. 1 Chlorine to Univar USA, located at 532 E. Emaus Street, Middletown, PA, in their bid amount of \$20.95/CWT or \$0.2095/lb delivered.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to award Item No. 1 Chlorine to Univar USA, located at 532 E. Emaus Street, Middletown, PA, in their bid amount of \$21.95/CWT or \$0.2195/lb. delivered.

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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Item No. 2 Sodium Potassium Zinc Polyphosphate

Dr. Rajput recommended awarding Item No. 2 Sodium Potassium Zinc Polyphosphate to George S. Coyne Chemical Co., located at 3015 State Road, Croydon, PA 19021-6997 in their bid amount of \$139.14/CWT or \$1.3914/lb.

Questions/Comments

Mrs. DeRosier asked why the different chemicals are under one (1) contract. Dr. Rajput answered that it was only for one contract item, chemicals, and one bid specification.

Motion

Mr. Glasson made a motion, seconded by Mr. Altmiller, to award Item No. 2 Sodium Potassium Zinc Polyphosphate to George S. Coyne Chemical Co., located at 3015 State Road, Croydon, PA 19021-6997 in their bid amount of \$139.14/CWT or \$1.3914/lb.

Roll call on the Motion

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

Item No. 3 Fluorosilicic Acid

Dr. Rajput recommended awarding Item No. 3 Fluorosilicic Acid to George S. Coyne Chemical Co., located at 3015 State Road, Croydon, PA 19021-6997 in their bid amount of \$38.44/CWT or \$0.3844/lb.

Motion

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, to award Item No. 3 Fluorosilicic Acid to George S. Coyne Chemical Co., located at 3015 State Road, Croydon, PA 19021-6997 in their bid amount of \$38.44/CWT or \$0.3844/lb.

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Roll call on the Motion

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

Item No. 4 Potassium Permanganate

Dr. Rajput recommended awarding Item No. 4 Potassium Permanganate to Univar USA, Inc., located at 532 E. Emaus Street, Middletown, PA 17057 in their bid amount of \$317.80/CWT or \$3.178/lb.

Motion

Mrs. DeRosier made a motion, seconded by Mr. Glasson, to award Item No. 4 Potassium Permanganate to the lowest responsible bidder with the product being made in the USA to Univar USA, Inc., located at 532 E. Emaus Street, Middletown, PA 17057 in their bid amount of \$317.80/CWT or \$3.178/lb.

Roll call on the Motion

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

Item No. 5 Lime Slurry Treatment Chemical – Calgon BLR-3715

Dr. Rajput recommended awarding Item No. 5 Lime Slurry Treatment Chemical - Calgon BLR-3715 to George S. Coyne Chemical Co., Inc. located at 3015 State Road, Croydon, PA 19021-6977 in their bid amount of \$209.80/CWT or \$2.098/lb.

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Questions/Comments

Mrs. DeRosier asked for clarification regarding chemical bids being accepted that are only made in the United States. Dr. Rajput answered that if the product was foreign made, then the bid had to be rejected due to the bid specifications or inferiority.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to award Item No. 5 Lime Slurry Treatment Chemical – Calgon BLR-3715 to George S. Coyne Chemical Co., Inc. located at 3015 State Road, Croydon, PA 19021-6977 in their bid amount of \$\$209.80/CWT or \$2.098/lb.

Roll call on the Motion

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

Motion passed unanimously

Item No. 6 Powdered Activated Carbon

Dr. Rajput recommended awarding Item No. 6 Powdered Activated Carbon to Univar USA, Inc., located at 532 E. Emaus Street, Middletown, PA 17057 in their bid amount of \$61.40/CWT or \$0.614/lb.

Motion

Mr. Glasson made a motion, seconded by Ms. Della-Croce, to award Item No. 6 Powdered Activated Carbon to Univar USA, Inc., located at 532 E. Emaus Street, Middletown, PA 17057 in their bid amount of \$61.40/CWT or \$0.614/lb.

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Roll call on the Motion

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

Item No. 7 Hydrated Lime

Dr. Rajput recommended awarding Item No. 7 Hydrated Lime to Carmeuse Lime, Inc., located at 11 Stanwix Street, Pittsburgh, PA 15222 in their unit bid amount of \$9.2185/CWT or \$0.092185/lb.

Motion

Mrs. DeRosier made a motion, seconded by Mr. Glasson, to award Item No. 7 Hydrated Lime to Carmeuse Lime, Inc., located at 11 Stanwix Street, Pittsburgh, PA 15222 in their unit bid amount of \$9.2185/CWT or \$0.092185/lb.

Roll call on the Motion

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

Item No. 8 Hydrated Lime Bags (50 lb Bags)

Dr. Rajput recommended awarding Item No. 8 Hydrated Lime Bags (50 lb. Bags) to Carmeuse Lime, Inc., located at 11 Stanwix Street, Pittsburgh, PA 15222 in their unit bid amount of \$12.4995/CWT or \$0.124995/lb.

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Motion

Mr. Glasson made a motion, seconded by Mrs. DeRosier, to award Item No. 8 Hydrated Lime Bags (50 lb. Bags) to Carmeuse Lime, Inc., located at 11 Stanwix Street, Pittsburgh, PA 15222 in their unit bid amount of \$12.4995/CWT or \$0.124995/lb.

Roll call on the Motion

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

Contract WWTP-345: Restoration of Concrete Sidewalks, Driveways, Apron and Curbs Affected by Water Main Breaks

Bids were received and opened on March 25, 2014 for Concrete Sidewalks, Driveways, Aprons and Curbs disturbed during water main breaks. Five (5) bids were received, however, the bids packages submitted were incomplete and contained errors. After conferring with Mr. Downey it was determined the bids are not acceptable. Dr. Rajput recommended that all bids be rejected and the project be rebid.

Motion

Mr. Glasson made a motion, seconded by Mr. Altmiller, to reject all bids and submitted and rebid the contract.

Roll call on the Motion

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

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Martins Creek Pump Station Maintenance

Phil Smythe was asked about \$11,000 bill from Municipal Maintenance, Phil stated that the invoice is for new pumps only, the installation will be done in-house.

PENNDOT

Mrs. Keyser asked Dr. Rajput about the letter received from PENNDOT for the cost of the Laurel Bend Force Main, Dr. Rajput answered that PENNDOT said that since the Authority has been maintaining the line, the Authority is responsible for the cost. Also, with regards to the Rt 413 line, PENNDOT will pay 50%.

Mr. Downey reiterated that we need to respond to PENNDOT and point out that these are their projects and the work needed to be performed is PENNDOT' s responsibility. Mr. Chase stated that Bristol Township owns the lines in Laurel Bend, not the Authority. A discussion ensued regarding the PENNDOT letter. Mr. Downey and Dr. Rajput will get together and respond to the PENNDOT letter.

Executive Session

At 8:10 P.M. Mrs. Keyser requested an executive session.

Motion

Mrs. Keyser made a motion, seconded by Mrs. DeRosier for an executive session

Roll call on the Motion

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

The regular Board meeting reconvened at 9:01 P.M. Mr. Downey stated that during the executive session pending personnel matters were discussed.

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Job Postings

Mrs. Keyser made a motion to post the Midnight Operators job at the WWTP.

Motion

Mrs. Keyser made a motion, seconded by Mrs. DeRosier to post the Midnight Operators job at the WWTP.

Roll call on the Motion

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

Motion passed unanimously

Laptop Computers

Mr. Altmiller made a motion for the Authority to purchase laptops for the Board members use

Motion

Mr. Altmiller made a motion, seconded by Mr. Chase to purchase laptops for the Board members with Wi-Fi capability.

Roll call on the Motion

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

Motion passed unanimously

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Finance Director Advertisement

Mrs. Keyser made a motion to advertise for the Finance Director/Personnel HR position.

Motion

Mrs. Keyser made a motion, seconded by Mr. Glasson to advertise for the Finance Director/Personnel HR position.

Roll call on the Motion

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

Motion passed unanimously

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

Capriotti and Walp Indexed at the Court of Common Pleas # 20138106

Mr. Downey updated the Board on the case and presented an offer in the amount of \$440.46.

Motion

Mr. Altmiller made a motion, seconded by Mrs. Keyser, to deny the offer from Capriotti and Welp Court Case.

Roll call on the Motion

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

Motion passed unanimously

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Hogan v. LBCJMA Court of Common Pleas # 20127491

Mr. Downey updated the Board on the case and said Judge Waite postponed the trial until April 28, 2014.

Questions/Comments

Mrs. Koszarek asked Mr. Downey the status of the donated property in Tullytown. Mr. Downey said it was complete. Mrs. Koszarek needs an evaluation/appraisal of the donation.

Motion

Mrs. Keyser made a motion, seconded by Mr. Altmiller to hire a Professional to appraise the donated property near the church in Tullytown.

Roll call on the Motion

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

The Board thanked and congratulated Pat Koszarek for her dedicated years of service-enjoy your retirement.

Finance Directors Report

Ms. Koszarek reported on the following:

Unadjusted Balances

Beginning Balance (Unadjusted)	\$12,210,059.69
Accounts Payable	< 323,870.94 >
Committed Funds (approximate)	<2,636,959.81 >
Unadjusted Bank Balance (approximate)	\$9,249,228.94