

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ September 25, 2014

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on September 25, 2014 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Executive Session

An Executive Session was held from 6:00 P.M. to 7:00 P.M. Mr. Downey will report on this during his report.

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

Also Present: Vijay Rajput, Ph.D., P.E., Managing Director
James A. Downey, III, Solicitor
Nancy Burnell, Supervisor, Meter Dept.
Vince Capaldi, Superintendent, WFP
Fred Walcott, Asst. Plant Superintendent WFP
Phil Smythe, Field Technician
Susan Wallover, Pretreatment Coordinator

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Public Participation

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

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

Motion

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

Questions/Comments

Ms. Della-Croce inquired about the following invoice(s):

Kemira Water Solutions Inc.

Invoice# Several Invoices

Amount: \$24,109.44

Several Ferric Chloride Deliveries

Ms. Della-Croce wanted to know what Ferric is and asked for an explanation. Dr. Rajput responded that Ferric is one of the main chemicals used at the Water Plant to treat water and is under contract.

PECO Energy

Amount: \$62,554.55

July 2014 Bill

Ms. Della-Croce wanted to know if this was a normal bill. Dr. Rajput responded that the bill is for the Water and Sewer Plants and is not an unusual bill.

Drexel University

Amount: \$3,509.00

Open Channel Hydraulics

Ms. Della-Croce asked what this was for and Dr. Rajput explained that this was a course being taken by Mike Andrews. Dr. Rajput feels that this is a good course to take since we deal with a lot of open channels and will also help him in his PE exam, this is his second course.

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Falls Township

Amount: \$2,030.00

Earth Disturbance Fee

Ms. Della-Croce asked what this was for and Dr. Rajput explained that this is a permit fee and escrow required by Falls Township for the Village of Pennbrook pit work as part of the lining project.

Sunbelt Rentals, Inc.

Invoice # 46761857-002

Amount: \$416.90

One (1) day generator fee

Mr. Altmiller asked about this fee and Phil Smythe responded that this was for a 20 kW generator for Martins Creek lift station.

Mr. Altmiller also asked why are we using so many different tree service companies and Dr. Rajput responded that this is for the Tree Loan program. A discussion followed regarding the program.

Roll Call

Mr. Chase Aye

Ms. Della-Croce Aye

Mrs. DeRosier Aye

Mr. Altmiller Aye

Mr. Glasson Aye

Motion carried unanimously

Approval of the July 24, 2014 Board Meeting Minutes as Presented to the Board

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to approve the July 24, 2014 minutes with one correction concerning the wording of the motion to hire Louis Polaneczky to conduct a Forensic Audit.

Motion carried unanimously

Mrs. DeRosier appreciated the minutes were printed on both sides and would like to see that continued to save paper.

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Approval of the August 28, 2014 Board Meeting Minutes as Presented to the Board

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to approve the August 28, 2014 minutes, as presented to the board.

Motion carried unanimously

Pretreatment Variances

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

Managing Director's Report

Contract WWTP-349: Furnish and Deliver Rock Salt (Sodium Chloride) for 2014-2015 Season through the Bucks County Consortium

Bids were received and Morton Salt, Inc. was the lowest bidder. Dr. Rajput explained the price increase for this year and recommended awarding this contract to Morton Salt, Inc. in the amount of \$57.57 per ton delivered.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to award the Contract WWTP-349 to Morton Salt, Inc. in the amount of \$57.57 per ton 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

Contract WWTP-350: Purchase a Backhoe under PA State Contract No. 4400005932

Dr. Rajput stated that we have two (2) backhoes and only one backhoe is not road worthy. We really only have one backhoe and when it needs to be repaired, we have to rent a backhoe since we have no back-up therefore, we recommend purchasing a new backhoe under

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PA State Contract #4400005932 IN THE AMOUNT OF \$85,906.15 with a two (2) year additional warranty for \$2,062.00

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce to purchase a backhoe under the PA State Contract #4400005932 for \$85,906.15 and to purchase a two year warranty for \$2,062.00.

Questions:

Mrs. De Rosier asked about the standard warranty and Dr. Rajput responded that it only comes with a one year warranty. A discussion ensued about selling the backhoe or keeping it as a spare for the field or the plant. Dr. Rajput will evaluate the Authority's needs as well as the maintenance/repair costs and advise the board.

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

Motion carried unanimously

PA Turnpike/I-95 Interchange Project – Relocation of a Water Main and Sanitary Sewer Forcemain - Update

Dr. Rajput reported he had a nice meeting with the Commissions' engineers and the commission agreed to revise the plans to address the Authority's recommended relocation plan. We are in the process of reviewing the latest design and need to finalize the plan.

Managing Directors Addendum:

Item #1 - Payroll and Time Keeping System

Dr. Rajput stated that after evaluating ADP and Paychex, he recommends purchasing the ADP time keeping payroll system due to the software, technical service, cost and response. The total cost for Payroll, Time and Attendance, HR and Benefits, and Time Clock maintenance for \$12,369.75 per year based on 65 employees.

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Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to approve for 65 employees the purchase of ADP Payroll services for \$12,369.75 per year based on 65 employees. \$7,010.50/yr., Time and Attendance for \$3,003.00/yr., Essential HR & Benefits for \$1,365.00/yr., and Time Clock Maintenance for \$991.25/clock/yr. Also \$15,524.40 for five (5) time clocks.

Roll Call

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

Motion carried unanimously

Pat Koszarek stated some of those things are done by the insurance company for free, Mr. Altmiller said it is built into the package.

Item #2 – Pennsylvania Municipal Retirement System-Pension Plan-Minimum Municipal Obligation (MMO)

Dr. Rajput stated that the Authority has received an invoice from PMRS in the amount \$769,482.00- \$550,543.00 for the Supervisor's Pension and \$218,939.00 for the Plant and Clerical Pension.

Motion

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, to approve the payment to PMRS in the amount of \$769,482.00.

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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2nd Motion

Mrs. Keyser made a motion, seconded by Mr. Glasson, to approve an additional \$250,000 payment to PMRS for the 2014 Supervisor's Pension. A discussion ensued regarding the MMO.

Roll Call

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

Motion carried unanimously

Item #3 – Short Term Disability Plan

Dr. Rajput stated that the Authority's Short Term Disability insurance with Security Mutual has really increased, nearly doubling. After meeting with John Stanojev, a broker, Dr. Rajput is recommending switching to Assurant Mutual to save money. The Authority is currently paying \$0.95/\$10 and Assurant will be \$0.55/\$10 or less. The insurance will be effective October 1, 2014.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to approve the contract with Assurant Mutual for Short Term Disability at a cost of \$0.55/\$10 or less.

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 #4 – Board Meeting Rescheduling

Dr. Rajput stated that the Authority's November and December monthly meeting will have to be rescheduled due to the holidays.

Motion

Mr. Glasson made a motion, seconded by Mr. Altmiller, to change the November 2014 board meeting to Wednesday November 19, 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

2nd Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to change the December 2014 board meeting to Wednesday December 17, 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

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Vehicle Update

Dr. Rajput gave the Board an updated vehicle list with current conditions.

Revised Vehicle Bid

Dr. Rajput stated a 2015 Ford Escape was approved for purchase at last month's meeting and needs to be revised from \$25,500 to \$27,952.52.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to revise the purchase price from \$25,500 to \$27,952.52, due to a reading error, and comes with a standard warranty.

Roll Call

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

Motion carried unanimously

Finance Manager Position

Dr. Rajput explained that after advertising and interviewing, he recommends hiring Colleen Dunn at a salary of \$62,000 per year with one year probationary period, non-union, confidential employee and a start date of October 20, 2014.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to hire Colleen Dunn at a salary of \$62,000 per year with one year probationary period, non-union, confidential at will employee with a start date of October 20, 2014.

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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

Finance Report

Dr. Rajput reported that the Authority's balance as of September 24, 2014 is \$13,156,035.96 minus the committed projects/funds which are \$4,889,749.49, bringing the balance to \$8,266,286.47. August 2014 Revenue collection was \$1,827,694.46 which is a slight decrease in collections.

A discussion followed regarding the billing discrepancies with Marion Village Apartment complex paying Bristol Township instead of the Authority.

Mrs. Keyser asked about the water plant vehicle accident and Vince Capaldi stated employee Lou LaPalombara backed W-1 into another parked Authority vehicle W-3. Accident was investigated, employee was not injured, the drug/alcohol test was negative and damage to both vehicles is minor. Estimates have not been received for the damages to the vehicles.

Mike Andrews to meet with Bristol Township Engineer and L&I.

A discussion ensued regarding the problem with the valves at the 5-Points Pumping station as written in Mike Andrews report.

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

Mr. Downey reported that an Executive Session was held from 6:00 PM to 7:10 PM and discussed litigation, potential litigation and personnel matters. Mr. Downey requested the board approve a motion to permit the boards' counsel, Karen Gottlieb, to proceed as she recommended in the case pending before Equal Employment Opportunity Commission.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to authorize Karen Gottlieb, to proceed as she recommended in the case pending before the Equal Employment Opportunity Commission.

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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

Mr. Downey revised the draft Resolution for the GPS system. It was discussed with the labor representatives on September 23, 2014. The revisions concern the GPS monitoring be performed by the Managing Director or non-union employees, and disciplinary action.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to approve the revised GPS Resolution.

Roll Call

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

Mr. Downey drafted a Resolution for an easement issue with the homeowners at 12 & 20 Sunflower Road, as required under the eminent domain proceedings. The homeowners have not responded to any of Mr. Downey's written correspondence and the Authority has no choice other than to proceed with the eminent domain since the homeowners have not responded and we need that easement.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to approve the eminent domain Resolution for the easement issue with the homeowners at 12 & 20 Sunflower Road.

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Adjournment

Mr. Altmiller made a motion, seconded by Mr. Glasson, to adjourn the Board meeting. Motion carried unanimously.

Respectfully submitted by:



Susan DeRosier
Board Secretary

SDR/sw
DPM 0064:DSS