

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ February 28, 2015*

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, February 28, 2015 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

\*Tape did not record the February 28, 2015 Board Meeting

### **Executive Session**

An Executive Session was held from 6:00 P.M. to 6:55 P.M. Mr. Downey will advise during his report.

### **Call to Order**

Mr. Glasson, 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. Keyser, Secretary, took roll call as follows:

**Board Members Present:** James Chase  
Janet Keyser  
Rich Altmiller  
Joseph Glasson  
Sandra Della-Croce  
Bob Lewis

**Also Present:** Vijay Rajput, Ph.D., P.E., Managing Director  
Colleen Dunn, Finance Manager  
James A. Downey, III, Solicitor  
Nancy Burnell, Supervisor, Meter Dept.  
Vince Capaldi, Superintendent – WFP  
Fred Walcott, Asst. Superintendent - WFP  
Phil Smythe, Field Technician

### **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 February 2015 Accounts Payable as Presented to the Board**

### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to approve the February 2015 Accounts Payable as presented.

### **Roll Call**

Mr. Chase                      Aye

Mr. Glasson                    Aye

Ms. Della-Croce              Aye

Mrs. Keyser                    Aye

Mr. Altmiller                  Aye

Mr. Lewis                      Aye

Motion carried unanimously

## **Approval of the January 22, 2015 Board Meeting Minutes as Presented to the Board**

### **Motion**

Mrs. Keyser made a motion, seconded by Mr. Lewis, to approve the January 22, 2015 Board Meeting Minutes as presented.

Motion carried unanimously.

### **Roll Call**

Mr. Chase                      Aye

Mr. Glasson                    Aye

Ms. Della-Croce              Aye

Mrs. Keyser                    Aye

Mr. Altmiller                  Aye

Mr. Lewis                      Aye

Motion carried unanimously

## **Pretreatment Variances**

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

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## **Managing Director's Report**

### **Contract WTP-354: Disposal of Dewatered Sludge from the Authority's Water Treatment Plant**

Bids were received on February 19, 2015 for the above contract. Based on the bids that were received, Waste Management was the lowest responsible bidder. After review of all bid documents it is recommended awarding Contract WTP 354: Disposal of Dewatered Sludge from the Authority's Water Treatment Plant to Waste Management located at 1121 Bordentown Road, Morrisville, PA 19067 in their unit bid amount of \$94.30 per ton. This is a three (3) year contract.

### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to award Contract WTP-354 Disposal of Dewatered Sludge from the Authority's Water Treatment Plant to Waste Management located at 1121 Bordentown Road, Morrisville, PA 19067 with their unit bid amount of \$94.30 per ton.

### **Roll Call on the Motion**

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

Motion carried unanimously

### **Contract WWTP-353: Disposal of Dewatered Sludge from the Authority's Wastewater Treatment Plant**

Bids were received on February 19, 2015 for the above contract. Based on the bids that were received, Waste Management was the lowest responsible bidder. After review of all bid documents it is recommended awarding Contract WWTP-353: Disposal of Dewatered Sludge from the Authority's Wastewater Treatment Plant with their unit bid amount of \$94.30 per ton. This is a three (3) year contract.

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## **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to award Contract WWTP-353: Disposal of Dewatered Sludge from the Authority's Wastewater Treatment Plant with their unit bid amount of \$94.30 per ton.

## **Roll Call**

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

Motion carried unanimously

## **Contract WWTP-351: Furnish and Provide Services for Tree Trimming and Removal**

Bids were received on February 19, 2015 for the above contract. Based on the bids that were received, Paul Johns Tree Service submitted the lowest bid. After review of all bid documents it is recommended awarding Contract WWTP-351: Furnish and Provide Services for Tree Trimming and Removal to Paul Johns Tree Service with their bid amount of \$80.00 for normal working hours and \$100.00 other than Normal Working Hours.

## **Motion**

Mr. Altmiller made a motion, seconded by Mr. Lewis, to award Contract WWTP-351: Furnish and Provide Services for Tree Trimming and Removal to Paul Johns Tree Service with their bid amount of \$80.00 for normal working hours and \$100.00 other than Normal Working Hours.

## **Roll Call**

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

Motion carried unanimously

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## **Contract WWTP-352: Restoration of Concrete Sidewalks, Driveways, Concrete Aprons, Concrete Curbs and Sites Affected by Water Main Breaks**

Bids were opened on February 24, 2015 for the above contract. The main purpose of this contract is to restore Concrete Sidewalks, Driveways, Concrete Aprons, Concrete Curbs and Roadways that were disturbed during the repair of water main breaks and any other restoration involving concrete sidewalks, driveways, etc. There were a total of eight (8) bidders. After review of all contract documents it is recommended awarding Contract WWTP-352: Restoration of Concrete Sidewalks, Driveways, Concrete Aprons, Concrete Curbs and Sites Affected by Water Main Breaks to awarded to Done by Dunn located at 1737 Fulling Mill Road, Langhorne, PA 19047 for the unit prices per Dr. Rajput's report. The duration of the contract is one (1) year.

### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to award Contract WWTP-352: Restoration of Concrete Sidewalks, Driveways, Concrete Aprons, Concrete Curbs and Sites Affected by Water Main Breaks to Done by Dunn located at 1737 Fulling Mill Road, Langhorne, PA 19047 for the unit prices per Dr. Rajput's report.

### **Roll Call**

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

Motion carried unanimously

### **Sale of 2000 Chevy Truck**

The Authority received one (1) bid for the sale of the 2000 Chevy Truck. Since there was only one bid received, it is recommended awarding this vehicle in "as is condition" to Mr. George Bender in the amount of \$601.00.

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## **Roll Call**

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

## **Proposed 2015 Capital Improvement Budget**

### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to adopt the 2015 Capital Improvement Budget with Line Item #R-3 to be adjusted.

### **Roll Call**

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

**The remainder of Dr. Rajput's report is for Board review.**

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

Mr. Downey reported that an Executive Session was held from 5:35 P.M to 6:40 P.M at which time litigation, potential litigation and personnel matters were discussed. Mr. Downey is requesting several motions be made.

### **Dr. Rajput's Contract**

#### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase to extend Dr. Rajput's contract from February 26, 2015 to February 25, 2020.

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## **Roll Call**

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

## **Credit Card Service Fee**

### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to begin charging a service fee to the Authority's customers when using credit/debit cards. The fees will be as follows:

Up to \$100.00	\$2.50
\$100.00 to \$500.00	\$3.50
Over \$500.00	\$4.50

## **Roll Call**

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

## **Operator's Position at the Wastewater Treatment Plant**

### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to hire Matthew Irving to fill the position of Operator, 3:00 P.M. to 11:00 P.M. at the Wastewater Treatment Plant. Mr. Irving's start date will be March 23, 2015 with a starting salary of \$24,060. There will be a .60 differential added to the beginning salary as Mt. Irving will be working at the Authority's Wastewater Treatment Plant. Total starting salary will be \$25,205.

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## **Roll Call**

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

## **Right to Know**

### **Motion**

Mr. Chase made a motion, seconded by Mr. Altmiller, to approve the updated copy of the Right to Know as presented by Mr. Downey.

## **Roll Call**

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

## **Forensic Audit**

### **Motion**

Mr. Altmiller made a motion, seconded by Chase, to authorize Mr. Downey to submit the Forensic Audit to the State Ethics Commission and the Pennsylvania Municipal Retirement System (PMRS) for review.

## **Roll Call**

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



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## **LBCJMA v. Capriotti and Walp**

### **Motion**

Mr. Chase made a motion, seconded by Mr. Lewis, authorize Mr. Downey to accept the offer to settle this case in the amount of \$450.00.

Motion carried 5 Aye votes to 1 Nay vote

### **Finance Manager's Report**

Currently there are no employees out on Disability or Workmen's Compensation.

Mrs. Dunn, Finance Manager, reported that the Authority's bank balance as of February 26, 2015 is \$13,025,526.75 minus the committed project funds which are \$3,799,091.49, bringing the balance to 9.226.435.26.

### **Old Business**

#### **Auto Repairs**

Usually in January or February the Board decides on where to send the Authority's vehicles for repairs for the year. It was suggested to wait until the March Board Meeting to make a decision.

### **New Business**

#### **Contract WWTP-352: Restoration of Concrete Sidewalks, Driveways, Concrete Aprons, Concrete Curbs and Sites Affected by Water Main Breaks**

Ryan Mucci of Penn Valley Concrete was present at the Board meeting as he had questions concerning the bids that were received by the Authority for Contract WWTP-352: Restoration of Concrete Sidewalks, Driveways, Concrete Aprons, Concrete Curbs and Sites Affected by Water Main Breaks Mr. Mucci addressed the Board regarding the above contract saying that he felt that he completed the bid properly. Mr. Mucci also stated that he did not agree with the way the Authority accepted the bids. Dr. Rajput replied that at the mandatory prebid meeting it was clearly explained that awarding the bid would be based on the lowest responsible bidder, and that the lowest bid will be determined based on the sum of the unit price of each individual bid items listed on the bid proposal. At the meeting all the potential bidders present were asked if there were any questions about the contract specifications or bid proposal and that was the time to ask them. All questions asked were clarified. Mr. Mucci referred to the bid saying he could have bid differently, such as bidding lower on certain items.

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Dr. Rajput replied that that would be considered an unbalanced bid. Dr. Rajput told Mr. Mucci that he would be glad to meet with him and answer any question he may have.

## **Public Participation**

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

## **Adjournment**

Mr. Chase made a motion, seconded by Mr. Altmiller, to adjourn the Board meeting at 8:10 P.M.

Motion carried unanimously.

Respectfully submitted by:

  
Janet Keyser  
Secretary

JK/dm