

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ July 23, 2015

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Wednesday, July 23, 2015 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Executive Session

An Executive Session was held from 6:30 P.M. to 7:00 P.M. Mr. Downey will advise during his report.

Call to Order

Mr. Glasson, Chairman, called the meeting to order at 7:10 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: Joseph Glasson
James Chase
Rich Altmiller
Cindy Murphy
Janet Keyser
Sandra Della-Croce

Also Present: Vijay Rajput, Ph.D., P.E., Managing Director
Colleen Dunn, Finance Manager
James A. Downey, III, Solicitor
Nancy Burnell, Supervisor, Meter Dept.
Fred Walcott, Acting Superintendent - WFP
Susan Wallover, Pretreatment Coordinator
Phil Smythe, Field Technician
Mike Andrews, Engineering Assistant
Bob Serpente, Consulting Engineer

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Public Participation

Michael Kish of 52 Thaliabush Lane presented to the Board a filter and a bottle of tap water that Mr. Kish took from his faucet at home. Mr. Kish informed the Board that the people on Timber Lane can't even use their water, it's like mud. He was asked if anyone called in about it and Mr. Kish replied numerous times. Mr. Kish further stated that he heard from the grapevine through the rumor mill that the main terminates there. I'm no rocket scientist but you're flushing here and the thing terminates here you're not going to get rid of all that crap. Mrs. Keyser stated that it doesn't terminate there does it, Mr. Smythe replied that they are all tied together all the way around the section. Mr. Kish asked the Board if they had any idea what the problem is, because it's every day. Ms. Della-Croce asked how long this has been going on, Mr. Kish replied since I've lived there. Mr. Chase asked Dr. Rajput if he has received any calls, Dr. Rajput replied no but he knows that there have been some problems. Mr. Kish added that he could understand when the hydrants are flushed. Mr. Chase supplied that it could be possible that there is a bad piece of the Authority's pipe in the ground and no matter how many times you flush it, it still gives off dirty water, Dr. Rajput will get the right people to check into it and get it solved one way or another. Mr. Kish stated that everyone is getting "ticked" and posting on Facebook and are getting ready to call the news, Mr. Altmiller replied why don't they call us. Mr. Kish responded there are quite a few people that posted saying that they have called. Mr or Mrs. Keyser asked whom they talked to, do they have names, and Mr. Kish responded I don't know, people at the Authority. The Board added that this is the first time they are hearing about this. Some Board members stated that they have friends/relatives that live in various sections in Thornridge and they have never said anything to them about any type of problem. Mr. Altmiller added that if we (the Board) know of a problem, we take care of it. Mr. Glasson stated that we just had a problem in the Elderberry/Willowood section and corrected that. There was further discussion with Mr. Chase stating that it will take some time to find out where the problem is but we are going to be working on it. You can contact Dr. Rajput, Managing Director. Mr. Kish asked are any other sections that are like this with Dr. Rajput replying that we are looking into a solution for Vermilion Hills after receiving calls.

After Mr. Kish left the meeting, the Board continued their conversation on possible ways to correct the problem(s) in Thornridge and other areas that possibly could be affected.

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Accounts Payable

Approval of the July 2015 Accounts Payable as Presented to the Board

Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, to approve the July 2015 accounts payable as presented.

Questions/Comments

Mr. Altmiller questioned the following invoice(s)

D&B Guarino Engineers, LLC

Invoice # 3098

Amount: \$27,571.16

Services through 05/29/2015 Administration Addition & CIPP

Dr. Rajput explained that this bill covers the following:

- | | |
|--|-------------|
| 1. CIPP Phase 3 / WWTP:335 | \$1,983.30 |
| a. Coordinated with contractor to adjust scope of work. | |
| b. Conducted site visit during sewer cleaning & installation of liner. | |
| 2. Administration Building Extension / A:312 | \$15,877.33 |
| a. Reviewed Design documents. | |
| b. Began preliminary design. | |
| c. Coordinated w/pre-engineered bldg. manufacturer, soil boring and survey contractor. | |
| d. Coordination of existing plans. | |
| e. Prepared design. | |
| f. Conducted site visit during soil borings. | |
| 3. CIPP Lining Phase IV / WWTP:358 | \$9,710.53 |
| a. Reviewed plans & ran calculations for CIPP design. | |
| b. Prepared plans & specifications. | |
| c. Reviewed plans. | |
| d. Prepared addendum & clarifications to contract. | |
| e. Attended pre-bid conference & responded to bidders questions. | |
| f. Reviewed bid submittals. | |
| g. Provided recommendations & prepared letter to award bid. | |
| h. Attended meetings. | |
| i. Drafted sewer-lining sheets. | |
| j. Prepared package to for delivery to LBCJMA. | |

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Mr. Altmiller feels the charge for the Administration Building Extension is high. Mr. Altmiller asked Mr. Serpente, Project Manager from D&B Guarino, LLC what he feels the engineering fee will be for the entire project. Mr. Serpente replied that at this time he does not have any numbers for him. Mrs. Keyser stated that Dr. Rajput gave the Board a breakdown of the costs. Dr. Rajput replied that it is roughly around \$840,000 for the entire project.

R. Morrell Tractor Sales

Invoice #16460

Amount: \$2,399.68

Service and repair for New Holland Backhoe

Mr. Altmiller inquired if this was under warranty. Dr. Rajput replied that this is the old Backhoe.

Bill Worrell's Auto Body

Invoice #8019

Amount: \$2,018.11

Repair for WTP Truck W-1

Fred Walcott, Acting Superintendent explained that an employee backed the truck into a building in the plant.

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

Rio Supply, Inc. of PA

Invoice #5496

Amount: \$27,936.25

5/8" T-10 meters 6/2015 Remaining contract balance

Mrs. Keyser explained that this is a contract for water meters.

Evoqua Water Technologies, LLC

Invoice # Payment #1 for Contract WWTP: 356

Amount: \$35,720.00

Removal of one (1) Existing Due-Deck Primary Digester Cover, Furnish and Supply and Install one (1) Due-Deck Primary Digester Cover with Perth System for the WWTP.

Dr. Rajput explained that this is a contract for the Digester, to remove the existing Due-Deck Primary Digester Cover, Furnish, and Supply and Install one (1) Due-Deck Primary Digester Cover with Perth System for the WWTP.

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Hajoca Corporation
Invoice# S016310026.001
Amount: \$42,588.00
4-1/2' & 5' fire hydrants – replenish stock WWTP347

Mrs. Keyser explained that this is a contract item.

Mrs. Keyser questioned the following invoice(s)

EMSL Analytical, Inc.
Invoice # 42000050
Amount: \$420.00
DEP Required Lab Testing 06/10/2015

Mrs. Keyser asked if this testing was for the Water Filtration Plant. Dr. Rajput replied that it was for the Water Filtration Plant.

Harris
Invoice #XT00105723
Amount: \$252.67
My GovHub Hosting Fees

Mrs. Dunn explained that this is for the Authority's on-line payment system.

Tree Removal

Mrs. Keyser stated that the Board was discussing the possibility of having three (3) tree removal companies for the customer to choose from since we are allowing them to go out and obtain their own. Rich Altmiller added that Tree Service Companies Workers' Compensation Insurance is anywhere between 50-55% so for every \$100.00 they are paying out in labor, they are paying at least \$55.00 on top of that. Some companies do not even carry Workers' Compensation Insurance, so if something happens it could possibly fall back on to the Authority. Mr. Downey added that you have to be careful with this because then we are favoring a couple of tree surgeons over others. Mrs. Dunn suggested the potential Tree Loan Customer obtain three (3) quotes from various Tree Removal Companies. Mrs. Magro replied that she tells the customer to shop around for a good, reliable, inexpensive tree service as you are ultimately paying the loan.

Dr. Rajput replied that when we spoke previously it was to have Mr. Downey involved with the collections portion. When a customer defaults on the loan, we turn it over to Mr. Downey.

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Mr. Downey replied that Ms. Magro and I are doing just that. Under the Fair Debt Collection Practices Act, which we are required to follow states, they are to be given a minimum of thirty (30) days' notice.

Mr. Altmiller asked it was possible to turn their water off for non-payment of the loan, Mr. Downey responded No we could not. Mr. Altmiller then asked if there was any other way to handle this. Mr. Altmiller also asked what happens when a property with a Tree Loan Agreement goes up for sale. Mrs. Keyser responded that the balance of the Tree Loan is incorporated in with the water/sewer certification. Mr. Downey replied that the Authority could file a lien against the property. Dr. Rajput added that we need to meet with Mr. Downey to revise/modify the agreement. Mr. Downey stated that it could be modified going forward however, we cannot do it retroactively. He added that Ms. Magro prepared a spreadsheet with the delinquent loans, we are moving forward slowly.

**Commonwealth of Pennsylvania
Invoice #1090026
Amount: \$500.00
Chapter 302 Operator Certification**

Dr. Rajput explained that each Municipality owning a Water Filtration Plant is required to pay an annual fee of \$500.00.

**American Express
Invoice #POD Rental
Amount: \$359.98
POD Rental 7/18/15 – 8/17/15 plus insurance**

Mrs. Burnell explained that they are located in our parking lot and they are being used mainly for the Meter Dept. supplies Mrs. Burnell replied that they would be returned shortly.

Roll Call

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

Motion carried unanimously

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Ratification and Approval of the June, 2015 Accounts Payable as Presented to the Board Motion

Mr. Chase made a motion, seconded by Mrs. Murphy, to approve the June, 2015 Accounts Payable as Presented to the Board.

Questions/Comments

None

Roll Call

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

Motion carried unanimously

Audit Presentation by Peter Place – Lopez, Teodosio and Larkin

Dr. Rajput reported that Mr. Place unable to be at this evenings meeting.

Approval of the June 17, 2015 Board Meeting Minutes

Rich Altmiller made a motion, seconded by Ms. Della-Croce, to approve the June 17, 2015 Board Meeting Minutes as presented.

Roll Call

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

Motion carried unanimously

Pretreatment Variances

No Pretreatment Variances were brought before the Board at this meeting.

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There was discussion among the Board regarding Pasquale's Sports Bar and Pizzeria located at 9078 Mill Creek Road, Levittown and Blue Fountain Diner located at 2029 East Lincoln Highway.

As a result of the above mentioned facilities not appearing at tonight's meeting and not knowing if either facility has kept in contact with Susan Wallover, Pretreatment Coordinator, the following motion was made:

Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, authorizing Dr. Rajput, Managing Director to move to the next step if necessary in order to bring them in to compliance.

Roll Call

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

Managing Director's Report

Contract WTP-362: Furnish/Supply Ferric Chloride

Bidder /Contractor	Bid Amount
Kemira Water Solutions, Inc. 3211 Clinton Pkwy Ct. Lawrence, KS 66047 Telephone: (785) 842-7424	\$0.2195/dry lb.
	or
	\$0.0878/lb. as is basis or wet wt. basis
	or
George S. Coyne Chemical Co., Inc. 3015 State Road Croydon, PA 19021 Telephone: (215) 785-3000	\$21.95/cwt dry
	or
	\$8.78/cwt as is basis or wet wt. basis

Two bids were received. Kemira Water Solutions, Inc. submitted the lowest bid amount and is the Authority's current supplier for Ferric Chloride.

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It is recommended awarding Contract WTP-362: Furnish/Supply Ferric Chloride with a unit price of \$21.95 per CWT dry or \$0.2195 per dry pound of Ferric Chloride delivered to Kemira Water Solution, Inc. This is a two (2) year contract.

Motion

Mr. Chase made a motion, seconded by Mrs. Murphy, to award Contract WTP-361 Furnish/Supply Ferric Chloride with a unit price of \$21.95 per CWT dry or \$0.2195 per dry pound of Ferric Chloride delivered to Kemira Water Solution, Inc.

Roll Call

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

Motion carried unanimously

Contract WWTP-361: Furnish and Supply Polymers for Water and Wastewater Treatment Plants

As per the requirements in the specifications, the Contractors have been notified to schedule a plant scale testing to demonstrate the application of the proposed products in terms of performance and cost effectiveness. Based on the results of the testing the lowest responsible bidder will be determined and presented to the Board for award consideration.

Interconnection with Bucks County Water and Sewer Authority Water Main at Route 1

A meeting was held on July 2nd and July 14th with Bucks County Water and Sewer Authority to discuss the water pressure problem that Reedman-Toll and one other customer on Route 1 is experiencing. Reedman Toll is connected to the Authority's 10-inch water main, via an 8-inch water main. A 6-inch water main runs along Route 1 and dead ends near Friendly's Restaurant.

Bucks County Water and Sewer Authority has an 8-inch water line that dead ends approximately 100 ft. from the Authority's 6-inch water main. That in turn dead ends near Friendly's Restaurant. The Authority is trying to find a solution to the low water pressure at Reedman-Toll.

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We believe it would be a better option to connect the Authority's 6-inch water main to Bucks County Water and Sewer Authority's 8-inch water main. Bucks County Water and Sewer Authority is willing to extend their 8-inch water main and connect into the Authority's 6-inch water main, with a water meter, back flow preventer and the required valves, at no cost to the Authority. Reedman-Toll as well as the other businesses between Friendly's Restaurant and Reedman-Toll will remain as the Authority's customers. The Authority will continue to bill the businesses. The amount of water that registers on the water meters will be deducted from the bulk water supplied by the Authority, through their Woodbourne Booster Station. This will also supply the Authority with another water supply source for emergency purposes as well as providing an immediate solution to the low-pressure problem at the above facilities.

Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, authorizing Dr. Rajput to move forward with the Interconnection with Bucks County Water & Sewer Authority.

Roll Call

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

Motion carried unanimously

Contract WWTP-357: Furnish and Provide Services for Replacement of the Existing Water Mains

Notice to proceed was issued to the Contactor. Approximately

Purchase of a Backhoe under PA State Contract No.4400005932

At the September 2014 meeting, the Board approved the purchase of a New Holland Backhoe under PA State Contract No.4400005932 at a cost of 85,906 plus the cost of an additional warranty. The Backhoe was delivered March 2015. Since the time of delivery, the Authority has had the backhoe sporadically over the past three (3) months, most of the time it has been in the shop for repairs. There was also a serious safety issue. In a letter dated June 23, 2015 to Brian Wright from Cherry Valley Tractor, the Authority declined to accept the backhoe due to all the problems and asked that it be replaced.

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Mr. Wright via an email dated June 29, 2015 Mr. Wright informed Dr. Rajput that he had placed the order for a new machine and that it would be delivered on July 3, 2015. On July 2, 2015 during a telephone conversation, Mr. Wright recanted his promised delivery. Mr. Wright was informed that the Authority has no alternative but to cancel the order. Since the Authority cannot accept the Backhoe, no payment(s) have been released. The Authority can no longer wait for this Backhoe; we obtained quotations from the following:

1. Case Backhoe - \$120,978 plus an extended warranty cost.
2. Caterpillar Backhoe – Will receive a demo Backhoe at no cost or obligation to the Authority.

Dr. Rajput is requesting Board approval to cancel the New Holland Backhoe and either purchase one from Case or Caterpillar with a cost not to exceed 121,000 plus 36 months of extended warranty.

There was some discussion on the extended warranty after which the following motion was made.

Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, authorizing Dr. Rajput proceed with the purchase of the Case Backhoe not to exceed \$121,000 plus a 48 month extended warranty in the amount of \$4,250.00

Roll Call

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

Motion carried unanimously

Wastewater Treatment Plant Lab Technician – Fill In

There was discussion on the placement of a WWTP Lab Technician-Fill In. Mrs. Keyser stated that she would like to see a posting up for this position as soon as possible.

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Addendum to Dr. Rajput's Report

2010 Bond Payoff Consideration

The call date for the Authority's 2010 bonds is November 15, 2015. At this time, the Authority can pay off all the remaining outstanding bonds. The total principal amount of the bonds maturing on November 15, 2015 is \$2,695,000. There is approximately \$1,126,000 held in the Debt Service Reserve, so the Authority would need to provide approximately \$1,570,000 in order to pay off the remaining bonds. The Authority would budgetary recover the \$1,570,000 additional expenditure to pay off the bonds next year by virtue of not paying the debt service of \$1,675,000 that would otherwise be due. The early payoff will save over \$80,000 in interest. This was discussed with the Authority's Financial Advisor Daryl S. Peck of Concord Public Financial Advisors, Inc. The Authority will need to adopt a Resolution. In doing this the Authority will have a significant savings in 2016. It is recommended that the Board consider paying off the remaining outstanding bonds on November 15, 2015. The Resolution will be presented to the Board at the September meeting.

Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, to approve the payoff of the Authority's 2010 bonds on November 15, 2015.

Roll Call

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

Motion carried unanimously

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

Questions/Comments on Field Technician's Report

Jim Chase

Do the monthly reports reflect the projects that are being worked on during that month?
Mr. Smythe replied that they were.

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Mrs. Keyser

Kenwood Pump Station

Are the scrubbers at the Kenwood Pump Station still outside, if so are they covered? Mr. Smythe replied that they are outside and they are not covered. Mrs. Keyser then asked if that is why there have been problems with it. Mr. Smythe replied that it is getting old and so we are looking into purchasing a new one.

Millcreek Pump Station

After the emergency repairs at Millcreek Pump Station is it now in proper working order. Mr. Smythe replied that it is.

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

Mr. Downey reported that an executive session was held from 6:30 P.M to 7:05 P.M. at which time litigation Case #2015-00273 pending in Doylestown originally scheduled for July is now re-scheduled for the end of August, potential litigation and personal matters were discussed.

Finance Manager's Report

Mrs. Dunn, Finance Manager, reported that the Authority's bank balance as of July 23, 2015 is \$14,920,943.34 minus the committed project funds of \$6,877,605.01 bringing the balance to \$8,043,338.33.

Old Business

There was no old business presented to the Board.

New Business

Mrs. Keyser asked if the Clerical Position was going to be posted. Dr. Rajput replied that it would.

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August Board Meeting

Motion

Mr. Chase made a motion, seconded by Cindy Murphy, to Cancel the August 2015 Board Meeting. In addition, authorizing Dr. Rajput to pay vendors and ratify said payments at the September 24, 2015 Board Meeting.

Motion carried unanimously.

Roll Call

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

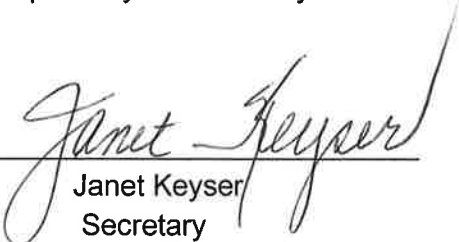
Motion carried unanimously

Adjournment

Mr. Chase made a motion, seconded by Mr. Altmiller, to adjourn the Board meeting at 8:18 P.M.

Motion carried unanimously.

Respectfully submitted by:



Janet Keyser
Secretary

JK/dm
DPM0085