

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ October 22, 2015*

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, October 22, 2015 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

## Executive Session

An Executive Session was held from 6:00 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. Murphy, Assistant Secretary, took roll call as follows:

Board Members Present: Joseph Glasson  
James Chase  
Rich Altmiller  
Cindy Murphy  
Sandra Della-Croce

Board Members Absent: Janet Keyser

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

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

## Accounts Payable

### Approval of the October 2015 Accounts Payable as Presented to the Board

## Motion

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

## Questions/Comments

Mr. Altmiller questioned the following invoice(s)

**United Electric Supply**

**Invoice # 6 invoice/Lighting**

**Amount: \$61,044.00**

**New LED outside Lighting @ the Authority's Wastewater Treatment Plant**

Mr. Altmiller asked if the Authority would be getting a rebate for purchasing LED Lights and if there is an estimate for the rebate. Dr. Rajput replied yes and the rebate would be approximately \$2,200.00

**K.E. Seifert, Inc.**

**Invoice # Pay #4 & 5**

**Amount: \$100,228.77**

**Payments 4 & 5 for Contract WWTP357 – Replace Existing Water Mains**

Mr. Altmiller asked if this was a bid project or an emergency. Dr. Rajput replied that it is a bid project.

**Valic**

**Invoice # 0006474508**

**Amount: \$5,781.52**

**#70788 10/2/15 Payroll – 457 Employee Participation**

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Dr. Rajput informed Mr. Altmiller that this is the Employee contribution for the 457 Pension Savings Plan.

Ms. Della-Croce questioned the Filing fees –Filing Fees – Civil Complaint that are listed several times. Mr. Downey replied that as was stated to the Board at last month's meeting we were going to begin the collection process for the outstanding tree loans, they are filing fees for ten (10) complaints. I am also working with Mr. Smythe on the easement violations.

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

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

Motion carried unanimously.

### **Approval of the Board Meeting Minutes of September 24, 2015**

Mr. Chase made a motion, seconded by Mr. Altmiller, to approve the Board Meeting Minutes of September 24, 2015 as submitted.

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

Mr. Altmiller	Aye
Mr. Chase	Aye
Mr. Glasson	Aye
Ms. Della-Croce	Aye
Mrs. Murphy	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 WWTP-364: Furnish and Provide Services for Tree-Trimming & Removal

Bids were received on October 20, 2015 for the above contract. Bid results are presented below.

Bidder	Bid Amount – Hourly Labor Rate (3 Employees & 1 Bucket Truck)	
	Normal Hours	Other than Normal Working Hours
Rick's Expert Tree Service, Inc. 1907 Bensalem Blvd Bensalem, PA 19020	\$175.00	\$250.00
Greenscape Landscape Contractors, Inc. 1195 Easton Rd, Suite 105 Glenside, PA 19038	\$60.00/employee/hr.	\$60.00/employee/hr.

After reviewing the submitted bids, it is recommended awarding Contract WWTP-364: Furnish and Provide Services for Tree-Trimming & Removal to Rick's expert Tree Service, Inc., 1907 Bensalem Blvd., Bensalem, Pa. 19020 for a duration of one (1) year.

## Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, to award Contract WWTP-364: Furnish and Provide Services for Tree-Trimming & Removal to Rick's expert Tree Service, Inc., 1907 Bensalem Blvd., Bensalem, Pa. 19020 for a duration of one (1) year.

## Roll Call on the Motion

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

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## Administration Building Addition

Per the requirements of Bristol Township, the Authority is required to issue a letter of credit for site improvements for \$92,892.80 as well as Engineer/Inspection/Legal Cash Escrow for \$8,444.80. The Authority will attempt to obtain a waiver for the required letter of credit concerning the site improvements.

Mr. Downey stated that it should be noted for the minutes that Mr. Glasson and Mrs. Murphy would need to abstain, as they are members of Council for Bristol Township therefore the Board will table the motion until the November 17<sup>th</sup> Board Meeting.

## Computer System at the Administration Office

Dr. Rajput took this time to inform the Board that in the past week or so we have been experiencing some complications with our computer system. I would like to take this time to thank Nancy Burnell for all of the work that she has been doing to help get our system back up and running. It has been a long and arduous undertaking. I would also like to thank Lauren Marterella, Victoria Bleistein as well as the rest of the staff for their work in assisting to rectify this situation.

## Superintendent at the Water Filtration Plant

Dr. Rajput stated that two (2) employees signed the job posting for this position. Fred Walcott who is currently the Assistant Superintendent and Mike Hoelzle, who is currently the Midnight Operator at the Water Filtration Plant. Dr. Rajput stated that per the Union Contract, the Authority is obligated to pay a minimum salary of \$65,000.00 and it is negotiable based on experience, etc. Dr. Rajput stated that he met with Mr. Walcott and discussed the job position. Considering Mr. Walcott's base salary for the position of Assistant Superintendent, Dr. Rajput informed Mr. Walcott that in his opinion, \$87,000/yr. is reasonable which is more than his base salary is. Right now Fred has been filling in as Superintendent so he is making much more money but that is a temporary situation. Fred Walcott informed Dr. Rajput and the Board that he is not interested in this position for the rate of \$87,000.00. I also met and spoke to Mike Hoelzle. I reviewed his resume and in my opinion, I feel that he can do the job. My recommendation is to award Mike Hoelzle the position of Superintendent of the Water Filtration Plant effective November 16, 2015 at the rate of \$65,000.00. This is probationary period to determine how Mr. Hoelzle is doing in this position.

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## Motion

Rich Altmiller made a motion, seconded by Mr. Chase, to have Mike Hoelzle put in the position of Superintendent at the Water Filtration Plant effective November 16, 2015 at the rate of \$65,000.00 to be re-evaluated in 6 months. This is a probationary period to determine how Mr. Hoelzle is doing in this position.

## Roll Call on the Motion

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

Motion carried unanimously.

## Field Department:

Dr. Rajput reported that the job description for Two (2) Infrastructure Maintenance Repairmen at the Wastewater Treatment Plant has been completed. Dr. Rajput met with the Union Representatives and they agree. With a salary of \$25.699 per hour, which is equal to the current Field Department salary. Dr. Rajput is asking for Board approval for the posting and awarding of the above positions and if necessary advertising.

## Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, approving the posting of the two (2) positions for Infrastructure Maintenance Repairmen at the Wastewater Treatment Plant at a rate of \$25.699 per hour, which is equal to the current Field Department salary. Along with the posting, this is to include awarding of the positions and if necessary advertising.

## Roll Call on the Motion

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

Motion carried unanimously.

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## Random Drug Testing

Dr. Rajput reported that the Authority held random drug testing on October 16, 2015. Unfortunately, one of the employees tested positive. As per the current Drug Policy, the consequences of a positive test is immediate termination. Dr. Rajput stated that the Board has no other option than to terminate employee #1018

## Motion

Mrs. Murphy made a motion, seconded by Ms. Della-Croce, to terminate employee #1018 for failure to pass the random drug testing on October 16, 2015.

## Roll Call on the Motion

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

Motion carried unanimously.

## Finance Manager

Dr. Rajput reported that Colleen Dunn has successfully completed her one (1) year anniversary with the Authority, and is very pleased with her work performance.

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 6:00 P.M to 7:00 P.M. at which time litigation, potential litigation and personnel matters were discussed. The litigation consisted of lawsuits the Board has authorized Mr. Downey to file for the collection of outstanding Tree Loan Loans. Mr. Downey has also been in contact with Phil Smythe regarding easement violations.

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## Finance Manager's Report

### 2016 MMO (Minimum Municipal Obligation)

Mrs. Dunn is asking for a Resolution to submit to PMRS (Pennsylvania Municipal Authorities Association) which would include the estimated salaries and obligation for 2016.

### Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, approving the Resolution to submit the estimated salaries and obligation for 2016 to PMRS.

### Roll Call on the Motion

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

Motion carried unanimously.

Mrs. Dunn, Finance Manager, reported that the Authority's bank balance as of September 24, 2015 is \$14,111,753.91 minus the committed project funds of \$6,137,177.72 bringing the balance to \$7,974,576.19. Right now, the Authority has approximately 8,000,000.00 in the bank. We would like to keep the balance at that therefore; if the amount starts to decrease, we will hold off on some of the Capital Improvement projects until next year.

### 2010 Bond Payoff

Mr. Downey reported that the Authority would be receiving several bills from Bank of New York Mellon concerning the 2010 Bond payoff.

### Old Business

There was no old business presented to the Board.

### New Business

There was no new business presented to the Board.



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Adjournment

Mr. Chase made a motion, seconded by Mr. Altmiller, to adjourn the Board meeting at 7:41 P.M.

Motion carried unanimously.

Respectfully submitted by:

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Cindy Murphy  
Assistant Secretary

JK/dm  
DPM0089