

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ January 26, 2017*

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday January 26, 2017 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 6:55 P.M. Mr. Downey will advise during his report.

### **Call to Order**

Mr. Chase, Chairman, called the meeting to order at 7:11 P.M., which was followed by the Pledge of Allegiance and a moment of silence for all the men and women that put their lives on the line every day for the safety of our country, and also Dr. Rajput's Mother-in-law and Aunt who recently passed away.

### **Roll Call**

Mrs. Magro took roll call as follows:

#### **Board Members Present:**

James Chase  
Rich Altmiller  
Sandra Della-Croce  
John Monahan

#### **Absent:**

Cindy Murphy  
Joseph Glasson

#### **Also Present:**

Vijay Rajput, Ph.D., P.E., Managing Director  
Colleen Dunn, Finance Manager  
Nancy Burnell, Supervisor, Meter Department  
Debbie Magro, Administrative Secretary  
James A. Downey, III, Solicitor  
Fred Walcott, Superintendent, Water Filtration Plant  
Mike Hoelzle, Assistant Superintendent, Water Filtration Plant  
Phil Smythe, Field Technician/Lift Station Supervisor  
Mike Andrews, Engineering Assistant

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**Board Directors Annual Reorganization**

**CHAIRMAN**

**Motion**

Mr. Altmiller made a motion, seconded by Mr. Monahan, nominating Joseph Glasson to serve as Chairman of the Board for 2017.

Motion carried unanimously

**VICE CHAIRMAN**

**Motion**

Mr. Altmiller made a motion, seconded by Mr. Monahan, nominating James Chase to serve as Vice-Chairman of the Board for 2017.

Motion carried unanimously

**SECRETARY**

**Motion**

Mr. Altmiller made a motion, seconded by Mr. Monahan, nominating Sandra Della-Croce to serve as Secretary of the Board for 2017.

Motion carried unanimously

**TREASURER**

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, nominating Richard Altmiller to serve as Treasurer of the Board for 2017.

Motion carried unanimously

**ASSISTANT TREASURER**

**Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase nominating John Monahan to serve as Assistant Treasurer of the Board for 2017.

Motion carried unanimously

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### **ASSISTANT SECRETARY**

#### **Motion**

Mr. Monahan made a motion, seconded by Mr. Altmiller, nominating Cynthia Murphy to serve as Assistant Secretary of the Board for 2017.

Motion carried unanimously

#### **Public Participation**

Barbara D'Emidio of 117 Mill Drive stated to the Board that her next door neighbor has a pool on top of an interceptor. They have been told numerous times to remove their pool, there is also a tree involved. We along with other neighbors were told to take our trees, pools, sheds, etc., down which we all did. We have gone to the office on Route 13 and filed a complaint this has been going on for 2-3 years.

Mr. Smythe informed Mrs. D'Emidio and the Board that he was in her section today checking on the properties in question. We needed to confirm that everything is still there and make new notes in the event this is sent to Mr. Downey. Mr. Smythe assured Mrs. D'Emidio that this will be taken care of.

### **Approval of the January 2017 Accounts Payable as Presented to the Board Directors.**

#### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Monahan, approving the January 2017 Accounts Payable as presented.

#### **Questions/Comments**

Mr. Chase questioned the following invoice(s)

A & M Truck Tire Service

Invoice #AM3701

Replace 1 tire on Ford Backhoe 555D

Amount: \$195.00

Invoice #AM4154

Replace tire on Ford Backhoe 555D - 12/30/2016

Amount: \$196.00

Mr. Chase was informed that the tires are for the same Backhoe. One was purchased in 2016, the other in 2017.

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Analytical laboratories, Inc.  
Invoice #131711abc  
Amount: \$120.00  
Phosphate Control Study – 3 weeks/12/15/2016  
Invoice #131976abc  
Amount \$120.00  
Phosphate Control Study – 3 weeks/12/22/2016

Mr. Chase was informed that this is part of the Phosphate Control Study at the Water Treatment Plant.

Benjamin Franklin Plumbing  
Invoice # 368558  
Amount: \$541.00  
Clear blocked sewer lateral at 22 Highland Park Drive

Mr. Chase was informed it was the main that backed up and filled their lateral with solids. This was a first time occurrence so the Authority felt that was the least we could do to help out the homeowner.

MeterPro Services, Inc.  
Invoice #2172  
Amount \$1,814.50  
3" Omni C2 Meter 1,000 gal/Pathmark

Mr. Chase was informed that this is regarding Bristol Plaza. The property was vacant, the Authority was called out to re-install a meter so it was replaced with a new one.

United Electric Supply  
Invoice #S103625237.001  
Amount: \$7,186.71  
Electric conduit bender

Mr. Chase was informed that this will be used for bending any conduit that there is a need for.

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

Bucks County Fire Safety  
Invoice: #33938  
Amount: \$82.00  
Scott air packs refilled – 12/22/2016  
Invoice: #33756  
Amount: \$82.00  
Scot air packs refilled – 1/4/2017

Ms. Della-Croce was informed that it is the oxygen tanks that our employees use to change Chlorine, etc.

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Otis Elevator Company  
Invoice #NPH0400Z117  
Amount \$2,708.97  
#369886 2017 Elevator Contract

Ms. Della-Croce was informed that this is a yearly contract for the elevator at the Water Treatment Plant.

Pollardwater.com  
Invoice #0063514  
Amount \$52.49  
Dowsing Rod Set

Ms. Della-Croce was informed that this is used to locate water.

There were no further questions from the Board Directors.

**Roll Call on the Motion**

Mr. Chase                   Aye  
Ms. Della-Croce           Aye  
Mr. Altmiller               Aye  
Mr. Monahan               Aye  
Motion carried unanimously

**Approval of the Board Meeting Minutes of December 22, 2016**

**Motion**

Mr. Monahan made a motion, seconded by Mr. Altmiller, approving the Board Meeting Minutes of December 22, 2016 as presented.

**Roll Call on the Motion**

Mr. Chase                   Aye  
Ms. Della-Croce           Aye  
Mr. Altmiller               Aye  
Mr. Monahan               Aye  
Motion carried unanimously

**Pretreatment Variances**

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

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### Managing Directors Report

#### Contract WWTP-364: Furnish and Provide Services for Tree Trimming and Removal

This contract expired December 31, 2016. There is a provision in the contract that the Authority reserves the right to extend the contact period for an additional one (1) year upon written agreement by both parties. This has been discussed with Rick's Expert Tree Service, Inc. and they are agreeable to extending the contract for an additional year with the same terms, conditions and unit prices. This contract will be in effect until December 31, 2017.

#### Motion

Mr. Altmiller made a motion, seconded by Mr. Monahan, to extend the above contract for an additional year with the same terms, conditions and unit prices.

#### Roll Call on the Motion

Mr. Chase                      Aye  
Ms. Della-Croce              Aye  
Mr. Altmiller                   Aye  
Mr. Monahan                   Aye  
Motion carried unanimously

#### Sale of S-3 and S-24 Wastewater Treatment Plant Vehicles

Dr. Rajput is requesting approval from the Board to proceed with advertising the sale of the above two (2) vehicles to the highest responsible bidder.

#### Motion

Mr. Altmiller made a motion, seconded by Mr. Monahan, giving Dr. Rajput approval to proceed with advertising the sale of the above two (2) vehicles to the highest responsible bidder.

#### Roll Call on the Motion

Mr. Chase                      Aye  
Ms. Della-Croce              Aye  
Mr. Altmiller                   Aye  
Mr. Monahan                   Aye  
Motion carried unanimously

#### Contract WWTP-369: Installation of Cured-In-Place Sanitary Sewer Lining in Various Locations – Phase V for the LBCJMA Wastewater Collection System

Contract documents and specifications have been prepared for the rebid of the above contract. Bid opening is scheduled for February 14, 2017. A mandatory pre-bid meeting is scheduled for February 1, 2017. This project is being designed and handled in house.

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## Annual Bio Solids Report (Sludge DMR) to the USEPA for the Wastewater Treatment Plant

Preparation is in progress for the required Annual Bio Solids Report for the reporting year 2016 for the Wastewater Treatment Plant. Submission date is February 19, 2017.

## Wastewater Treatment Plant Laboratory Renewal Application for the Environmental Laboratory Accreditation

The Authority is in the process of completing and submitting the required annual renewal application for the Environmental Laboratory Accreditation of the Wastewater Treatment Plant's Laboratory. A fee of \$1,250.00 will be included with the application. This will be completed on or before January 24, 2017.

## Renewal of State Only Air Quality Operating Permit for the PADEP

Renewal of the Authority's State only Operating Permit for the Air Scrubber located at the Kenwood Pump Station has been received from the PADEP. The duration of this permit is five (5) years and will expire December 31, 2021.

## Administration Building Extension

Currently work is being done on the interior. Most of the work involving HVAC, plumbing, interior framing and dry wall installation have been completed. A construction progress meeting was held on January 17, 2017. The contract completion date is scheduled for May 21, 2017.

## Annual Effluent Monitoring Report for the Water Treatment Plant to the DRBC

Per requirements of the NPDES permit and the DRBC's docket, the Authority has started preparation for the annual Effluent Monitoring Report which is due January 31, 2017,

## Annual Water Use Report – Water Supply Charge - DRBC

Per requirements of the DRBC the Authority has started preparation of the annual Surface Water use Report of the Water System. Submission is due January 31, 2017.

## WWTP Sludge Waste Profile – Waste Management

The Wastewater Treatment Plant Sludge Waste Profile for the disposal of dewatered sludge from the Wastewater Treatment Plant has been submitted to Waste Management. The total quantity of dewatered sludge disposed of during 2016 was calculated to be approximately 3,305 tons on a wet weight basis and approximately 734 tons on a dry weight basis.

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### Annual Tier II Report for the Wastewater Treatment Plant

Preparations have started for the Annual Tier II Report for the Wastewater Treatment Plant. Submission is due February 2017.

### WTP Sludge Waste Profile – Waste Management

The Water Treatment Plant Sludge Waste Profile has been submitted to Waste Management. The total quantity of dewatered sludge disposed of during 2016 was calculated to be approximately 2,457 tons on a wet weight basis.

### Annual Wasteload Management Report – Chapter 94

Preparations have started for the Annual Chapter 94 Report for the reporting year of 2016. The report is due by March 31, 2017.

### Pretreatment Annual Report

Preparations have started for the Pretreatment Program Annual Report for the reporting year of 2016.

### Annual Water Audit Report – Delaware River Basin

Preparations have started for the Annual Water Audit Report for the reporting year of 2016. This report is due by March 31, 2017.

### Interconnection with the Township of Falls Authority at Trenton Road

The Authority has been informed that the required preassembled meter vault is ready for delivery and installation. The required Highway Occupancy Permit from PENNDOT has also been received. Installation will be done in-house by the Field Department. The work is being coordinated with TOFA. Work should be completed within the next two (2) weeks weather permitting.

### WTP Standard Operating Procedure Training

Training on the Water Treatment Plant Standard Operating Procedure for operational employees will be held during the month of February or March, 2017.

### Installation of the Infiltration Basin for the Administration Building Extension Project

Per the requirements of Bristol Township concerning the post construction installation of the storm water management and infiltration basin, the Authority received a quote from John Feher Contract Construction, LLC for the work to be done. After reviewing their quote, authorization was given to them to proceed.



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### **Contract WWTP-372: Furnish and Deliver Rock Salt – Sodium Chloride for the 2016-2017 Season Through the Bucks County Consortium Salt Bid.**

A Notice of Intent to Award has been issued to Morton Salt, Inc. The Authority is waiting for contract forms, documents, and the required Bonds and Insurance Certificates from one Contractor. The information will be forwarded to Mr. Downey for review once they are received. This Contract will run thru September 30, 2017.

### **Contract WWTP-359: Furnish and Install One (1) Sludge Dewatering Centrifuge at the Wastewater Treatment Plant**

A construction progress meeting has been scheduled for January 26, 2017 to discuss the construction and delivery schedule for the centrifuge, monorail, hoist, polymer feed system and other equipment and controls. Two (2) Penn Valley Pumps are scheduled for delivery at the WWTP on January 26, 2017.

### **Potential Replacement of the Existing Two (2) Stage Scrubber with a Photoionization System for Odor Control at the Kenwood Wastewater Pump Station**

A meeting is scheduled for January 25, 2017 with the engineer from Ambio Biofiltration Ltd., to discuss available design options and PADEP permit requirements. Information has been received for the plan approval application from the PADEP for the new odor control system. Preparations will begin on the required PADEP plan approval application once the design options have been finalized.

### **Contract WWTP-366: Furnish and Deliver Three (3) Grinders for the Wastewater pump Stations**

The three (3) grinders have been received and are in the process of installation. Most of this work will be done in-house. The WWTP Mechanics will start the grinder installation at Mill Creek Pump Station and plan to complete it during the week of January 23<sup>rd</sup> weather permitting. The Grinder installation work at Art Carney and Birch Valley Pump Stations will require roof access.

### **Contract WWTP-373: Furnish and Supply Stone through the Bucks County Consortium Highway Materials Joint Bid for 2017-2018**

The required information has been submitted to the Consortium for the participation in the 2017-2018 above contract. The Authority participates generally to purchase #2 stone and #2A stone mix (2A modified stone). During 2016, approximately 350 tons of #2A ¾ stone and approximately 2,810 tons of #2A stone mix were purchased.

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### Fecal Coliform, Enzyme Substrate Procedure-Method Colilert – 18/Quantity-Tray (IDEXX) for the Wastewater Treatment Plant Lab

The required equipment and supplies have been purchased from IDEXX for the above referenced method for analyzing the Wastewater Treatment Plant's effluent samples for fecal coliform. This method is relatively simpler and takes less time than the current method of membrane filtration. The Authority is currently working on developing the required Standard Operating Procedures and Quality Control Procedures for submission to the PADEP for review and approval. The above method is already an approved method by the USEPA and the PADEP.

### CarMax Project – Water Service Connection Permit

On January 16, 2017 the Authority met with the Engineer and Contractor for CarMax which is the old K-Mart site and discussed their available options for a water service connection to the Authority's water system. Right now they are evaluating two (2) options: #1 would be to run an 8 or 10 inch water main from their site to the 12 inch water main of the Authority's located at the intersection of Woodbourne road and Harmony Road. #2 would be to run an 8 inch water main from their site and connect to the existing 8 inch water main of the Authority's located at Terrance Road in the Twin Oaks section. They are planning to conduct flow and pressure testing at the Twin Oaks location.

### Water and Sewer Service Connection to the Proposed St. Joseph's Court in Thornridge

The Authority is working with the developer of the above proposed residential development project regarding their water and sewer service connection. They are planning on an age qualified community consisting of 124 units.

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

Mr. Downey reported that an executive session was held from 6:30 P.M. to approximately 6:55 P.M. Discussed in the Executive Session was personnel matters and collective bargaining negotiations. Also discussed was ongoing litigation in a matter indexed in the Bucks County Court of Common Pleas at No. 020560216, the Solicitor was given direction to proceed.

### Finance Manager's Report

Mrs. Dunn, Finance Manager, reported that there is one person out Workers' Compensation. Date of return is unknown at this time.

### Old Business

There was no Old Business presented to the Board.

### New Business

Pay raise for three (3) salaried employees. All salaries are to be effective January 1, 2017.

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Colleen Dunn, Finance Manager

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to increase Colleen Dunn, Finance Manager's salary by 5%.

Roll Call on the Motion

Mr. Chase                   Aye  
Ms. Della-Croce           Aye  
Mr. Altmiller               Aye  
Mr. Monahan               Aye  
Motion carried unanimously

Michael Andrews – Assistant Engineer

Motion

Mr. Altmiller made a motion, seconded by Mr. Monahan, to increase Michael Andrews, Assistant Engineer's salary by 5%.

Roll Call on the Motion

Mr. Chase                   Aye  
Ms. Della-Croce           Aye  
Mr. Altmiller               Aye  
Mr. Monahan               Aye  
Motion carried unanimously

Vijay S. Rajput, Managing Director

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce to increase Dr. Rajput, Managing Director's salary to \$200,000.

Roll Call on the Motion

Mr. Chase                   Aye  
Ms. Della-Croce           Aye  
Mr. Altmiller               Aye  
Mr. Monahan               Aye  
Motion carried unanimously

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**Public Participation**

There was no Public Participation.

**Adjournment**

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to adjourn the Board meeting at 7:38 P.M.  
Motion carried unanimously.

Respectfully submitted by:



Sandra Della-Croce  
Secretary

DM/  
DPM0006