

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ February 22, 2018*

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday February 22, 2018 at the Authority's Administration Building located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

### CALL TO ORDER

Mr. Chase, Chairman, called the meeting to order at 7:00 P.M., which was followed by the Pledge of Allegiance and a moment of silence for all the men and women that are put in harm's way every day to protect this great country.

### EXECUTIVE SESSION/ SOLICITOR'S REPORT – JAMES A. DOWNEY, III, ESQUIRE

Mr. Downey reported that an executive session was held between 6:30 PM and 7:00 PM Matters discussed were:

On-going Litigation two cases currently pending in the court of Common Pleas one indexed at 2016 0469 and the other indexed at 2016 2056.

### ROLL CALL

Mrs. Magro took roll call as follows:

### BOARD MEMBERS PRESENT:

James Chase  
Richard Altmiller  
Cindy Murphy  
John Monahan  
Joseph Glasson  
Bobbie DePalo

### ALSO PRESENT:

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

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### PUBLIC PARTICIPATION

There was no Public Participation.

### APPROVAL OF THE FEBRUARY, 2018 ACCOUNTS PAYABLE AS PRESENTED TO THE BOARD DIRECTORS.

### MOTION

Mr. Altmiller made a motion, seconded by Mr. Monahan, approving the February, 2018 Accounts Payable as presented.

### QUESTIONS/COMMENTS

Mr. Altmiller questioned the following invoice(s):

Ed Mann Landscaping, LLC

Invoice # 3112

Amount: \$11,200.00

Emergency ice removal – Basins WTP on 1/5 & 1/7/2018

Mr. Altmiller feels that the bill is a little excessive. Fred Walcott Superintendent at the WTP explained that there were two men from Friday until Monday around the clock for the removal of the ice at the basins. Fred further stated that we couldn't get employees to come in from the Water or Wastewater Plants. They also tried calling a few landscaping companies to no avail.

K.E. Seifert, Inc.

Invoice # 951628

Amount: \$4,375.00

One month rental of a Case 621 Wheel Loader with Bucket to be used for the Field Maintenance material storage area.

Mike Andrews, Plant Manager at the WWTP explained that the Authority does not have a front end loader which was needed to remove dirt from around the Field Department area.

MeterPro

Invoice #2335

Amount: \$5,179.50

1 ½" Meter Flange – 2" Meter Flange

Mr. Chase wanted to know if this amount was for 1 of each. It was explained that the cost is for five (5) 1 ½ Meter Flanges and five (5) 2" Meter Flanges.

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ROLL CALL ON THE MOTION

Mr. Monahan           Aye  
Mrs. Murphy           Aye  
Mr. Altmiller           Aye  
Mr. Chase               Aye  
Mr. Glasson             Aye  
Ms. DePalo             Aye  
Motion carried unanimously

APPROVAL OF THE BOARD MEETING MINUTES OF JANUARY 25, 2018

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, approving the Board Meeting Minutes of January 26, 2018 as presented.

ROLL CALL ON THE MOTION

Mr. Monahan           Aye  
Mrs. Murphy           Aye  
Mr. Altmiller           Aye  
Mr. Chase               Aye  
Mr. Glasson             Aye  
Ms. DePalo             Aye  
Motion carried unanimously

PRETREATMENT VARIANCES

PAPA JOHN'S PIZZA – 7809 NEW FALLS ROAD LEVITTOWN – TEMPORARY PERMIT F054-2018 (02/01/2018 – 07/26/2018) – PETER MIHELICH PRESENT

This facility was recently purchased and has a 1,000 gallon exterior trap but it is not a two compartment baffled grease trap. The facility is requesting a variance to install a new grease trap and be permitted to continue to use the existing grease trap with quarterly sampling for TSS and O&G.

MOTION

Mr. Glasson made a motion, seconded by Mr. Altmiller, granting the variance to Papa John's Pizza 7809 New Falls Road, Levittown with quarterly testing and cleaning as the monthly inspections dictate.

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### ROLL CALL ON THE MOTION

Mr. Monahan           Aye  
Mrs. Murphy           Aye  
Mr. Altmiller           Aye  
Mr. Chase              Aye  
Mr. Glasson            Aye  
Ms. DePalo             Aye  
Motion carried unanimously

### MANAGING DIRECTORS REPORT

#### CONTRACT WWTP-376: FURNISH AND SUPPLY POLYMERS

Bid results and recommendations for award were given to the Board at last month's meeting. There was a typographical error regarding the contract number for this project. It was written as WWTP-361 but should have been WWTP 376.

The bid results are again being presented. Per Dr. Rajput's recommendations, the Board awarded bid item numbers 1 through 3 of the above contract to Polydyne, Inc., and item number 4 to George S. Coyne Chemical Company. However, based on the subsequent clarification pertaining to item # 4, it was discovered that the product/polymer being supplied from George S. Coyne Chemical Company is not manufactured in the USA and therefore does not meet the contract specifications and documents. As a result, it is being recommended to the Board to reject the award of item No 4 to George S. Coyne Chemical Company and award to the next qualified bidder which is Polydyne, Inc.

### MOTION

Mr. Altmiller made a motion, seconded by Mr. Glasson, to reject the award of item #4 to George S Coyne Chemical Company due to the product not being manufactured in the USA and awarding it to the next qualified bidder which is Polydyne, Inc.

### ROLL CALL ON THE MOTION

Mr. Monahan           Aye  
Mrs. Murphy           Aye  
Mr. Altmiller           Aye  
Mr. Chase              Aye  
Mr. Glasson            Aye  
Ms. DePalo             Aye  
Motion carried unanimously

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### CAPITAL IMPROVEMENT BUDGET FOR 2018 - 2019

Dr. Rajput stated that the proposed Capital Improvement Budget for 2018-2019 was attached to his monthly report for the Board's review. Dr. Rajput is asking for Board approval to adopt the 2018 – 2019 Capital Improvements Budget as presented.

### MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to adopt the Capital Improvement Budget for 2018-2019 as submitted by Dr. Rajput.

### ROLL CALL ON THE MOTION

Mr. Chase	Aye
Mr. Glasson	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye
Ms. DePalo	Aye

Motion carried unanimously

### CONTRACT WWTP-369: INSTALLATION OF CURED-IN-PLACE SANITARY SEWER LINING IN VARIOUS LOCATIONS – PHASE V – LBCJMA WASTEWATER COLLECTION SYSTEM

Under this project, approximately 57,528 lineal feet of sewer mains have been lined. There are several locations of sanitary sewer mains located at Aster Lane, Apricot Land and Plumbridge Drive that need to be repaired before they can be lined. These repairs will be completed in-house by the Field Department. The Contractor is scheduled to line these sewer pipes during the month of March, 2018.

### CONTRACT NO. WWTP 381: FURNISH AND SUPPLY STONE DURING 2018 – 2019 (PARTICIPATION IN THE 2018-2019 BUCKS COUNTY CONSORTIUM HIGHWAY MATERIALS JOINT BID)

The required information has been submitted to the Consortium for the participation in the 2018-2019 Bucks County Consortium Highway Materials Joint Bid. The Authority generally purchases #2 ¾" stone and #2A stone mix (2A modified stone).

### WASTEWATER PLANT LABORATORY

The required annual renewal application for the Environmental Laboratory Accreditation of our Wastewater Treatment Plant Laboratory was completed and submitted to the bureau of Laboratories.

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### WATER PLANT LABORATORY

In compliance with PADEP assessment report for the Water Treatment Plant, a Corrective Action Report (CAR) was prepared and submitted.

### ANNUAL BIO SOLIDS REPORT (SLUDGE DMR) TO USEPA FOR THE WASTEWATER TREATMENT PLANT

The Authority has started preparing the Annual Bio Solids Report (Sludge DMR) for the reporting year of 2017 to be submitted to the USEPA.

### ANNUAL EFFLUENT MONITORING REPORT FOR THE WASTEWATER TREATMENT PLANT TO THE DELAWARE RIVER BASIN COMMISSION

Per the requirements of the NPDES permit and DRBC's docket, the Authority has submitted the annual Effluent Monitoring Report to the DRBC for the discharge from the Wastewater Treatment Plant for the reporting year of 2017.

### ANNUAL EFFLUENT MONITORING REPORT FOR THE WATER TREATMENT PLANT TO THE DELAWARE RIVER BASIN COMMISSION

Per the requirements of the NPDES permit and DRBC's docket, the Authority has submitted the annual Effluent Monitoring Report to the DRBC for the discharge from the Water Treatment Plant for the reporting year of 2017.

### ANNUAL SURFACE WATER USE REPORT – DELAWARE RIVER BASIN COMMISSION

Per the requirements of the DRBC, the annual Surface Water Use Report of the Authority's water system has been submitted. The total water withdrawal from the river during the reporting year of 2017 was 2,822.168 MG, of this 282.22 MG was estimated to be consumptive use and approximately 2,539.95 MG was estimated to be non-consumptive use. The total water withdrawal during the year of 2016 was 3,009.63 MG.

The Authority's water use for the reporting year was in compliance with the Authority's Water Entitlement. Since there were no overages with the consumptive and non-consumptive entitlement amounts, there are no water use charges to the Authority.

### WTP SLUDGE WASTE PROFILE – WASTE MANAGEMENT

Per the requirements of Waste Management, the profile for the disposal of dewatered sludge from the Water Treatment Plant was completed and submitted electronically to Waste Management.

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### ANNUAL WASTELOAD MANAGEMENT REPORT - CHAPTER

The Authority is continuing the preparation of the Annual Chapter 94 Report for the reporting year of 2017. Letters have been sent to municipalities and bulk customers to supply information on development projects and potential sewer service connections.

### WATER AND WASTEWATER SYSTEMS

The average daily drinking water supplied for the month of January, 2018 was 7.55 MGD. The monthly average effluent flow from the Wastewater Treatment Plant was approximately 5.89 MGD for the month of December 2017.

### FINANCE MANAGER'S REPORT

Mrs. Dunn, Finance Manager, previously gave the Board her report to review. We have two (2) employees that are out on Short Term Disability, their return date is unknown at this time. One employee left on Disability from 2017 and the other employee is from 2018.

### OLD BUSINESS

There was no old business brought before the Board Directors.

### NEW BUSINESS

Mrs. DePalo had the following requests:

A request from Nancy Connor, Secretary, Tullytown Borough that a copy of the monthly Board Meeting Minutes be sent to her once they are approved. Dr. Rajput stated that the approved Board meeting minutes are posted on the Authority's website, however, we will be happy to forward the approved monthly Board Meeting Minutes to Mrs. Conner.

The Parks and Recreation meeting are preparing for the Memorial Day Parade and asked if they would be able to have one of the Authority's vehicles in the parade. Mr. Chase asked Mike Andrews to coordinate this with Dr. Rajput.

A resident questioned why there was a \$5.00 meter charge added to her bill. Mrs. Murphy informed Mrs. DePalo that this was approved approximately two (2) months ago and the charge is included in the quarterly billing. Mr. Altmiller added the meters need to be rebuilt, and or replaced. Mr. Chase stated that this was done in lieu of increasing the water rates as the Authority is trying to maintain the monies that it has so we can continue restoration on our sixty five (65) year old water and sewer lines.

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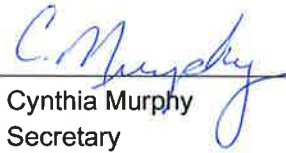
PUBLIC PARTICIPATION

There was no Public Participation.

ADJOURNMENT

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to adjourn the Board meeting at 7:22 P.M.  
Motion carried unanimously.

Respectfully submitted by:

  
Cynthia Murphy  
Secretary

CM/dm  
Microtape