

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ November 26, 2019*

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Tuesday November 26, 2019 at the Authority's Administration Building located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

### **Call to Order**

Mr. Glasson, Chairman, called the meeting to order at 7:04 P.M., which was followed by the Pledge of Allegiance, Mr. Glasson asked everyone to take a moment to keep in mind our police officers, first responders and all of our armed forces that keep us safe every day.

### **Roll Call**

Mrs. Magro took roll call as follows:

### **Board Members Present:**

**Present** Michael Sidoti  
Cindy Murphy  
Joseph Glasson  
James Chase  
Michele Hammar

**Absent:** John Monahan

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

### **Public Participation**

Mike Nye, resident of Indian Creek addressed the Board saying that the last minutes that were published as of last week was from February 2019, Dr. Rajput asked Mrs. Magro to investigate this. Mr. Nye also noted that the Authority has published one newsletter in the last twelve years. Mr. Nye added that the Authority has a great deal to brag about, the newsletter is a great thing for you. Mr. Nye gave an example of a woman across the street from him who couldn't afford to get her sewer line repaired, naturally, you can't use Authority money, but you did find a way to get her help. Some of the groundwork that has been done regarding broken

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ November 26, 2019*

pipes, you come back two weeks later, clean it all up. Mrs. Dunn stated that the Website is still under construction and Jennifer is working on this. Dr. Rajput added that the Authority is upgrading its Website which should hopefully be completed by the end of November or December.

James McInerney, Carnival Ice Cream, 1156 Woodbourne Rd. stated that he has had an on-going problem regarding high bills. He said that the Authority has been out several times to take readings and didn't find a problem. Mrs. Mrs. Burnell informed the Board that this property has a rate flow meter and it is able to supply us with printouts that tell you by day and hour what is being used. It shows in the store that anywhere from 7 to 1.9 is a constant flow 24 hours a day every day and then during his working time you see where that flow goes up to maybe 40 gallons and some days it is as high as a couple thousand. I'm not sure if it is through his machines and or air conditioning. Mr. Chase asked what the flow on the low side was, Mrs. Burnell replied a gallon per hour, a gallon .8, a gallon.9, never totally stops.

After a lengthy discussion Mr. Sidoti stated that the Authority will replace your meter and you monitor it for two months, if you have the same problem, you have an internal issue and you will need to address it.

### **Ratification/Approval of the October 2019 Accounts Payable as Presented to the Board Directors**

#### **Motion**

Mr. Sidoti made a motion, seconded by Mr. Chase, to Ratify and Approve the October 2019 Accounts Payable as presented to the Board Directors.

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

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye (apart from any bills for McIntyre Plumbing & Benjamin Franklin Plumbing)
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

### **Approval of the November 2019 Accounts Payable as Presented to the Board Directors**

#### **Motion**

Mr. Chase made a motion, seconded by Mr. Sidoti, to approve the November 2019 Accounts Payable as Presented to the Board Directors.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ November 26, 2019*

### **Questions/Comments**

Mrs. Murphy questioned the invoices for McMaster Carr - replenish maintenance supplies. Is this specific to the Water Plant or is it in general. Dr. Rajput replied that it is in general.

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

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye (apart from any bills for McIntyre Plumbing, Benjamin Franklin Plumbing & Glasson Enterprises)
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

### **Approval of the Board Meeting Minutes of September 26, 2019** **Motion**

Mr. Chase made a motion, seconded by Mrs. Murphy, approving the Board Meeting Minutes of September 26, 2019 with the correction to the contract number as stated below by Dr. Rajput.

### **Questions/Comments**

Dr. Rajput is making a correction to a contract number. It was listed as WWTP-405 should have been listed as WWTP-408.

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

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

### **Managing Director's Report**

### **Contract No. WWTP-405: Furnish and Provide Services For Tree Trimming And Removal for Lower Bucks County Joint Municipal Authority**

Bids were received on October 29, 2019 for the above contract. This contract is for trimming and removal of trees on an as needed basis. Bid results are presented below.

*Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ November 26, 2019*

Bidder	Bid Amount - Hourly Labor Rate (3 Employees & 1 Bucket Truck)	
	Normal Hours	Other than Normal Working Hours
<b>Rick's Expert Tree Service, Inc. 1907 Bensalem Blvd Bensalem, PA 19020</b>	\$450.00	\$450.00

As can be seen from the above bid results, Rick's Expert Tree Service, Inc. was the only bidder who submitted a bid proposal. Rick's Expert Tree Service, Inc. is the current contractor and their services have been satisfactory. It is recommended awarding **Contract WWTP-405: Furnish & Provide Services for Tree Trimming and Removal** to Rick's Expert Tree Service, Inc. for the above presented unit bid pricing. The duration of this contract is one (1) year.

**\*MOTION NEEDED**

**Questions/Comments**

Mr. Sidoti asked if the price listed above is per hour rate and why did we only have one bid. Dr. Rajput responded that the price is per hour and it was advertised. Glasson added that this price is for three (3) employees and a bucket truck.

**Motion**

Mr. Chase made a motion, seconded by Mrs. Murphy, to award Contract WWTP-405: Furnish & Provide Services for Tree Trimming and Removal to Rick's Expert Tree Service, Inc. for the above presented unit bid pricing.

**Roll Call on the Motion**

Mr. Sidoti                   Aye  
Mrs. Murphy               Aye  
Mr. Glasson               Aye  
Mr. Chase                 Aye  
Mrs. Hammar             Aye  
Motion carried unanimously

**Commercial Insurance Renewal Proposal**

The Delaware Valley Property and Liability Trust (DVPLT) is the Authority's current Commercial Insurance provider. The Authority has received and reviewed the renewal proposal from DVPLT for the 2020 coverage. A copy of this proposal is attached for Board review.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ November 26, 2019*

The total quoted premium cost for the 2020 coverage which is the same as 2019 is \$175,900. The quoted amount for the 2020 renewal is lower than that of 2019 by approximately \$24,507. Since the Authority is also a member of the Delaware Valley Health Trust and Delaware Valley Workers Compensation Trust, the Authority will be eligible to receive an estimated multi trust discount of approximately \$8,795. With this discount the total estimated net premium contribution for 2020 is \$167,105. As a result of being a member of DVPLT, DVHT and DVWCT, in addition to the multi trust discount for commercial Insurance coverage, the Authority will also be eligible to receive an estimated safety grant fund of \$3,760, an estimated discount of \$2,285 for Workers Compensation Insurance from DVWCT and an estimated discount of \$20,075 for Health insurance from DVHT. The total estimated number of eligible discounts and safety grant is approximately \$34,915 for 2020. The continued reduction in premiums shows that the Authority has continued to manage and maintain its assets and infrastructure efficiently by taking needed control measures to limit liability exposures. The Authority has realized a significant reduction and consequently saving in premium costs.

We would like to recommend to the Board for its consideration to accept the renewal proposal for 2020 Commercial Insurance coverage with a total estimated premium amount of \$175,900 from DVPLT and to retain membership in Delaware Valley Property and Liability Trust (DVPLT).

### **\*MOTION NEEDED**

### **Questions/Comments**

Mr. Sidoti asked if the \$34,195 which represents the discounts and grants that the Authority is entitled to be placed into an account. Mrs. Dunn explained that it is broken up into quarters and the discount is applied per quarter to our bill so it is only an estimated at that point, coverage can change and fluctuate that's why we are asking for the full amount.

### **Motion**

Mrs. Murphy made a motion, seconded by Mr. Chase, to accept the renewal proposal for the 2020 Commercial Insurance coverage with a total estimated premium amount of \$175,900 from DVPLT and to retain membership in Delaware Valley Property and Liability Trust.

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

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye
Motion carried unanimously	

# Lower Bucks County Joint Municipal Authority

## Board Meeting Minutes ~ November 26, 2019

### **Operating Budget**

Dr. Rajput presented the proposed Operating Budget for the fiscal year of 2020 for adoption consideration by the Board. Dr. Rajput stated that as presented in the proposed budget the total projected revenue for 2020 is approximately \$17,762,500 which is slightly lower by approximately (\$450,726) when compared with the prorated revenues (\$18,213,226) for the current year. This is due to declining water demand specifically, bulk water demand. In the case of expenditures, the total prorated operational expenditures for 2019 are \$14,677,143 whereas and the projected expenditures for the proposed 2020 budget are \$15,458,021 which are slightly higher by approximately \$780,878 than that of the current year. We are able to keep the expenditures down by continuing managing our resources effectively such as personnel resources/man power, utilities, replacing energy inefficient equipment, reducing pumping cost specifically in wastewater side by correcting Infiltration/Inflow problems, inspecting & addressing broken sewer clean outs/vents, addressing tree root issues, proactive preventive maintenance of Wastewater collection system, optimizing chemical usage, minimizing outside services by performing work in-house, reduction in commercial insurance; due to efficient management practices, maintaining, and continuously improving/upgrading our infrastructure & improving work force, etc. based on this proposed 2020 budget, we are projecting that an additional capital of approximately \$5,219,479 should become available for capital improvements. Based on the projected revenue and expenditures presented in the 2020 proposed Operating Budget, the Authority will not need a rate increase for the year of 2020.

### **\*MOTION NEEDED**

### **Motion**

Mr. Sidoti made a motion, seconded by Mrs. Murphy, approving the Operating Budget for 2020.

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

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

### **Christmas Luncheon**

Each year Dr. Rajput asks for Board approval to have a Christmas Luncheon for the Authority's employees. It is one way to thank the employees for a job well done. Dr. Rajput is requesting Board approval to disburse funds to each department for the employees Christmas Luncheon in the same amounts as were given last year, and to approve giving all employees \$25.00 Christmas gift cards.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ November 26, 2019*

### MOTION

Mr. Chase made a motion, seconded by Mrs. Murphy, to have the funds disbursed to each department for the employees Christmas Luncheon in the same amounts as were given last year, and to approve giving all employees \$25.00 Christmas gift cards.

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

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

### **For Information Purpose**

#### **Contract WWTP-403: Furnish and Deliver Rock Salt (Sodium Chloride) for the 2019-2020 Season Through the Bucks County Consortium (-Sodium Chloride)**

Notice of Intent to Award was issued to Morton Salt, Inc., located at 444 West Lake Street, Suite 3000, Chicago, IL 60606 along with all contract documents that need to be signed. We are currently waiting for contract forms and documents along with the required Bonds and Insurance Certificates from the Contractor.

#### **Contract WTP-400: Disposal of Liquid Sludge from Water Treatment Plant**

Notice to Proceed was issued to the Contractor (Russell Reid located at 450 Raritan Center Parkway, Edison, New Jersey). The duration of this contract is three (3) years.

#### **Contract WTP-404: Furnish and Supply Ferric Chloride to Water Treatment Plant**

Notice to Proceed was issued to the Contractor (Kemira Water Solution, Inc., located at 3211 Clinton Parkway Center, Suite 1, Lawrence, KS). The duration of this contract is two (2) years.

#### **Contract WWTP-408: Purchase of Kubota SVL95-2SHC Skid Steer and Associated Equipment Under Costar Contract #4400019962 - Wastewater Treatment Plant Field Department**

This equipment has been delivered and is being used by the Field Department for various field functions such as water main replacements; water main repair projects and emergency repairs.

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ November 26, 2019*

## **Looping Existing Water Main on Dolphin Road to the Existing Water Main on Snowball Drive**

The Authority is continuing to work on this project involving PENN Dot permitting, installation details and scheduling with AmeriDrill, Inc. for horizontal directional drilling.

## **Contract No. WTP-406: Purchase of Six (6) Mud Valves with Rotork Actuator for the Replacement of the Existing Flocculator Influent Mud Valves from Edwin Elliot & Co. Under Costar Contract #016-093 - Water Treatment Plant**

A purchase order has been issued for six (6) mud valves (all 316 stainless steel 24-inch mud valves, 316 stainless steel stem, sleeve coupling, 316 stainless steel extension stem, 316 stainless steel, stem guide assembly and 304 stainless steel fabricated floor stand with Rotork Electric Actuator) to replace the existing mud valves located in the Flocculator Influent Channel (Flocculator Influent Mud Valves). These valves are scheduled for delivery during the first week of December.

## **REPLACEMENT OF THE EXISTING FLIGHT SKIMMERS AND ROLLER CHAIN PINS FOR DISSOLVED AIR FLOTATION SYSTEM (DAF), WASTEWATER TREATMENT PLANT**

The Authority is continuing the ongoing rehabilitation of the DAF system at the Wastewater Treatment Plant involving replacement of the flights-skimmer and roller chain pins for the replacement/retrofitting of the existing old/deteriorated flights-skimmer and roller chain pins for the DAF flights to connect to the chain drive. This replacement work will be done inhouse by the plant mechanics.

## **Computer Upgrade**

The Authority's computer system upgrade is continuing and includes; server hardware, software and computer workstations to the new Windows Operating System and software. In this regard all the required computer upgrades at the Water Treatment Plant and Wastewater Treatment Plant have been completed. Currently, we are working on upgrading the Administration IT infrastructure. This upgrade work is scheduled to be completed by the end of this year. The upgrade work also includes upgrading the existing fire wall devices to bring up the modern security code. This work is being performed by our Professional IT service provider.

## **Alarm and Shutdown Requirements for Water Treatment Plant**

In order to comply with PADEP regulations, we are continuing our work involving the replacement/installation of valves, actuators, new turbidity meters and required electrical wiring and conduit.



# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ November 26, 2019*

The Authority has received approval from PADEP for an alternative compliance schedule to complete the above work on or before December 31, 2019. In this regard, the following work has already been completed:

- ↓ Filter #1: All valves have been replaced and wired. Turbidity meters (2 turbidity meters, one on each filter cell effluent pipe) have been mounted. Currently installing electrical conduit.
- ↓ Filter #2: All valves have been replaced and wired. Two (2) new turbidity meters have been mounted (one turbidity meter on each filter cell effluent). Currently installing electrical conduit.
- ↓ Filter #3: All valves have been replaced and wired. Turbidity meters (2 turbidity meters, one on each filter cell effluent pipe) have been mounted. Currently installing electrical conduit.
- ↓ Filter #4: All valves (waste, effluent, rewash and backwash) have been installed. The surface wash and rate control valves have been replaced. Turbidity meters (2 turbidity meters, one on each filter cell effluent pipe) have been mounted. Currently installing electrical conduit.

### **Contract WWTP-401: Replacement of Existing Chlorinator System with Ultraviolet (UV) Disinfection System - Wastewater Treatment Plant**

The Authority is continuing to review and prepare technical specifications and contract bidding documents for the purchase and installation of the UV Disinfection System for the replacement of the existing Chlorine Disinfection System. This work is being done in-house.

### **Contract WWTP-407: Replacement of Existing Bar Screen at the Wastewater Treatment Plant (Capital Improvement Project)**

The Authority is continuing to review and prepare technical specifications and contract bidding documents for the purchase and installation of fine screens (9mm) with washing compactor for the replacement of the old existing bar screens. We are doing this work in-house.

### **Comprehensive Monitoring Plan for the Water Treatment Plant**

In compliance with the requirements of PADEP regulations, the Authority has prepared and submitted the Comprehensive Monitoring Plan Form 2 to PADEP. The Authority has also completed and submitted the required forms for reserve designation of the existing ground wells to PADEP.

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ November 26, 2019*

## **Contract WWTP-392: Installation of Cured-In-Place Sanitary Sewer Lining in Various Locations - Phase VI**

The Contractor has restarted the work on this project. The Authority is still holding their payment applications pending resolution to the compliance with the contract design requirements and addressing some remaining outstanding issues with the completed work.

## **Project WWTP-190: Wastewater Treatment Plant SCADA System Upgrade**

The Authority is continuing the required ongoing upgrade/retrofit of the existing PLCs and SCADA System at the Wastewater Treatment Plant.

## **Project WTP-140: Water Treatment Plant SCADA System Upgrade**

Upgrade of water treatment plant SCADA is significantly completed.

## **DO Partnership for the Delaware Estuary**

We attended a meeting of the DO Partnership for the Delaware Estuary on October 7, 2019. The DRBC, PADEP, NJDEP and USEPA were also present. The main purpose of this meeting was to discuss regulatory status for Nutrient limits on Plant discharges to the Delaware River. The estimated cost for the compliance with different potential nutrient limits were also discussed. The next meeting will be held during the month of December 2019. The Authority is already evaluating different potential innovative technological options to comply with the protentional upcoming nutrient discharge limits.

## **Water and Wastewater Systems**

The average daily drinking water supplied for the month of September 2019 and October 2019 were approximately 6.35 MGD and 6.46 MGD, respectively. The monthly average effluent flow from the Wastewater Treatment Plant for the month of August 2019 and September 2019 were 6.72 MGD and 5.37 MGD, respectfully.

## **Water Treatment Plant Supervisor's Report**

Mr. Chase noted that on Fred Walcott's report this month he mentioned that Mike Hoelzle installed eight new under the filter turbidimeters. Mr. Chase thanked Mr. Hoelzle for going over and above his job. Dr. Rajput added that Mike is doing a very good job and he appreciates his help. Dr. Rajput also added that the Authority is lucky because we have a good staff, everyone works together, and you can see the results.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ November 26, 2019*

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

Mr. Downey reported that an Executive Session was held from approximately 6:30 P.M. to 6:55 P.M. during which time litigation matters were discussed.

- A trial was scheduled before Judge McMaster on November 14, 2019 at which time the matter was resolved in the Authority's favor with the help of Mr. Smythe.
- Case #00136-2016 involving Sanitary Sewer Violation Issues. This is still in appellant court; we are hoping to get this resolved shortly.
- Case #2056-2016, involving the Authority's former Finance Director. As of today, we are on a 2-hour call notice which means we only given a 2-hour notice to appear in court.
- Case #1308-2019 which involves Sanitary Sewer Easement Issues - case dismissed by the United States District Court and refiled in Bucks County Court.

Mr. Smythe added the following information to Case #1308-2019 - The Realtor has been in a few times and they have an interested party to purchase the house and they are looking into what needs to be done to move the sewer main. Mr. Sidoti asked if they (homeowners) would do the work or would they contract the Authority, Mr. Smythe replied that cost and work is up to the homeowner(s), the Authority would then inspect the work and it would need to be done to the Authority's specifications.

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

Mrs. Dunn summarized the employee and financial status for the Board.

### **Old Business**

There was no old business brought before the Board at this time.

### **New Business**

Dr. Rajput wanted to thank the Board Directors for all their support and confidence throughout the year.

Mr. Chase addressed Fred Walcott and Mike Hoelzle in saying that the Board realizes that the Water Plant has been greatly understaffed as of late due to unforeseen events, and they would like to thank both of you for a job well done.

# *Lower Bucks County Joint Municipal Authority*

*Board Meeting Minutes ~ November 26, 2019*

## **December Board Meeting**

### **Motion**

Mr. Chase made a motion, seconded by Mr. Sidoti, to change December's Board Meeting from Thursday December 26, 2019 to Tuesday December 17, 2019, and to also advertise the change.

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

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

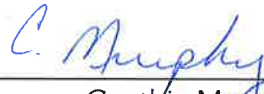
### **Public Participation**

There was no Public Participation.

### **Adjournment**

Mr. Chase made a motion, seconded by Mr. Sidoti, to adjourn the Board meeting at 7:52 P.M.  
Motion carried unanimously.

Respectfully submitted by:



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Cynthia Murphy  
Secretary

CM/dm  
DPM0045