

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday January 23, 2020 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 7:08 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. Dunn took roll call as follows:

Board Members Present:

Present John Monahan
 Michael Sidoti
 Cindy Murphy
 Joseph Glasson
 James Chase
 Michele Hammar

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

Reorganization of the Board Directors

Chairman

Mr. Sidoti made a motion, seconded by Mrs. Murphy, nominating James Chase to serve as Chairman of the Board for 2020.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

Roll Call on the Motion

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

Motion carried 5 Aye votes - 1 Abstention

Vice Chairman

Motion

Mrs. Murphy made a motion, seconded by Mr. Sidoti, nominating Joseph Glasson to serve as Vice Chairman of the Board for 2020.

Roll Call on the Motion

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

Motion carried unanimously

Secretary

Mr. Glasson made a motion, seconded by Mr. Monahan, nominating Cynthia Murphy to serve as Secretary of the Board for 2020.

Roll Call on the Motion

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

Motion carried unanimously

Treasurer

Mrs. Murphy made a motion, seconded by Mr. Glasson, nominating John Monahan to serve as Treasurer of the Board for 2020.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

Roll Call on the Motion

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

Assistant Treasurer

Mrs. Murphy made a motion, seconded by Mr. Glasson, nominating Michele Hammar to serve as Assistant Treasurer of the Board for 2020.

Roll Call on the Motion

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

Assistant Secretary

Mrs. Murphy made a motion, seconded by Mr. Glasson, nominating Michael Sidoti to serve as Assistant Secretary of the Board for 2020

Roll Call on the Motion

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

Public Participation

Mike Nye, resident of Indian Creek stated that he follows the activities of the Authority and it has become increasingly difficult because the Website has not been fixed. Mr. Nye has not been able to see any minutes after September 2019. Dr. Rajput replied that the Website is under construction. Mike Andrews and Colleen Dunn both stated that the minutes are on the Website with the exception of December 2019 which will be approved at tonight's meeting. Mr. Nye reported that as of tonight there were no minutes at all listed. Mr. Chase assured Mr. Nye that the Board will get to the bottom of the issue. Mike Andrews, after accessing the Authority's Website showed Mr. Nye that the Meeting Minutes are on the Website.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

Approval of the January 2020 Accounts Payable as Presented to the Board Directors

Motion

Mr. Glasson made a motion, seconded by Mrs. Murphy, to approve the January 2020 Accounts Payable as Presented to the Board Directors.

Roll Call on the Motion

Mr. Monahan	Aye
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 December 26, 2019

Motion

Mr. Sidoti made a motion, seconded by Mrs. Hammar, approving the Board Meeting minutes for December 26, 2019 as presented.

Roll Call on the Motion

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

Motion carried unanimously

Managing Director's Report

Audit Services for 2019

Per the Board directive, two Auditing firms were contacted for quotations to provide Audit Services to the Authority for the year ending December 31, 2019. The Audit fee quoted for 2019 are:

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

BBD, LLP **\$10,500**
Contact: Carl Hogan, CPA
1835 Market Street, 3rd Floor
Philadelphia, PA 19103
Telephone: (215) 567-7770

Lopez, Teodosio & Larkin, LLC **\$16,000**
Contact: Peter Place, CPA
413 Executive Drive
Langhorne, PA 19047
Telephone: (215) 579-1580

Both companies have quotes which include work/assistance with subsequent services, including recording Pension GASB 68 & GASB 75 and health benefits liability.

After reviewing all information provided by both companies, and three (3) references that were provided for each, it is recommended to the Board to retain BBD, LLP for the 2019 Audit services for the Authority for a total fee of \$10,500.

Motion

Mrs. Murphy made a motion, seconded by Mr. Monahan, to retain the services of BBD, LLP for the 2019 Audit services for the Authority for a total amount of \$10,500.

Roll Call on the Motion

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

Emergency Cleaning of Flow Equalization Tanks at the Wastewater Treatment Plant - Repair of Aeration Piping

The Flow Equalization process (flow equalization tanks) had to be taken out of service to perform maintenance on the broken air system located at the bottom of the tanks. It was found there was a large amount of accumulated sludge/solids/grit on the floor of the tanks covering the aeration piping. This needs to be removed immediately as this process is critical in the normal operations of the Wastewater Treatment Plant. The repair of the air distribution system cannot occur until our mechanics are able to safely access the piping to do the work.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

The Authority has obtained a quotation from Franc Environmental, Inc. for the needed cleaning of the tanks and disposal of the accumulated wastewater solids/sludge/grit materials at a permitted disposal facility. The proposal is on unit price basis as presented below:

✚ Furnish labor and equipment (Hi-Vac Truck, Vac containers etc.) and removal of deposited wastewater solids/sludge/grit materials and clean the existing two flow equalization tanks

\$4,500/day

✚ Transportation and disposal of Wastewater solids/sludge/grit removed from the tanks at a permitted facility

\$128/ton

Considering that we need to place the flow equalization tanks back in service and taking the weather conditions into consideration, it is recommended to the Board to retain Franc Environmental, Inc. to perform the removal of sludge solids from the tanks, clean the tanks, transport and dispose of the wastewater solids at a permitted facility at the above quoted unit prices. The repair work of the aeration piping and check valves will be completed in-house by the plant mechanics.

***MOTION NEEDED**

Motion

Mrs. Murphy made a motion, seconded by Mr. Sidoti, to retain Franc Environmental, Inc. for the emergency cleaning and disposal of sludge solids from the Flow Equalization Tanks at the Wastewater Treatment Plant, as per the quoted unit pricing.

Questions/Comments

Mr. Downey informed the Board that Mike Andrews, WWTP Manager/Engineering Assistant sent an email and asking for a letter of opinion as to whether or not this is exempt from the bidding requirements of the Commonwealth, and as it is maintenance and not an expansion of existing facilities, and an emergency not caused by the Authority it is exempt.

Roll Call on the Motion

Mr. Monahan	Aye
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 ~ January 23, 2020

Electric Supply Agreement

The Authority's present electric supply agreement expires this month. The Authority has been in negotiations with their current electric supplier Constellation NewEnergy, Inc. The price is \$0.03897/kWh. This price is lower than the existing agreement price of \$0.04630/kWh. Based on the price of \$0.03997/kWh, the Authority could realize a savings of approximately \$74,886/year or approximately \$149,771 during the two-year agreement based on the 2019 annual electricity usage of approximately 10,216,309/kwh. As expected, the pricing fluctuates daily depending on market conditions. We will need to watch the market and lock in a price when it is believed to be low, considering market trends. The Authority is also continuing to upgrade the Water and Wastewater Systems with more energy efficient systems, as a result, we continue to reduce our electric consumption. Dr. Rajput is requesting Board approval/authorization to work with Constellation NewEnergy, Inc. and lock in a price and execute the required agreements for electric supply for a duration of two (2) years, January 2020 to January 2022.

Motion

Mrs. Murphy made a motion, seconded by Mr. Monahan, authorizing Dr. Rajput to continue negotiations with Constellation NewEnergy, Inc. to lock in a price and execute the required agreements for the electricity supply for the next two (2) years, January 2020 to January 2022.

Roll Call on the Motion

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

Motion carried unanimously

Midnight Operator Position at the Water Treatment Plant

One of the Authority's Midnight Operators at the Water Treatment Plant has resigned. During the initial testing and interview requirements, we listed the top three (3) applicants. Considering the urgency for this position to be filled, Dr. Rajput would like to recommend Board approval to award the Midnight Operator position at the Water Treatment Plant to Jacob Luff at a rate of \$21.00/per hr. with the condition of passing the required pre-employment qualifications as well as the Operator's test. The effective date of hire will depend on the candidate passing the required pre-employment qualifications as well as the Operator's test.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

Motion -To Hire

Mrs. Murphy made a motion, seconded by Mr. Glasson, to hire Jacob Luff for the position of Midnight Operator at the Water Treatment Plant at an hourly rate of \$21.00 and passing the required pre-employment qualifications as well as the Operator's test.

Roll Call on the Motion

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

Motion carried unanimously

Motion - Hire Date

Mr. Sidoti made a motion, seconded by Mr. Glasson, that the hire date be determined by the Managing Director at the appropriate time.

Contract No. WWTP-409: Restoration of Concrete Sidewalks, Driveways, Aprons, Curbs and Sites Affected by Water Main Breaks

The Authority has started to prepare contract specifications and bidding documents for this contract. The main purpose of this Contract is to restore concrete sidewalks, curbs driveway aprons and street patching pertaining to the water main repair and replacement project of the Authority or similar work involving concrete and/or bituminous concrete work required within the Authority's service area and any other restoration involving concrete sidewalks, driveways, etc., within the Authority's facilities.

Contract No. WWTP-410: Furnish and Supply Polymers for Sludge Thickening and Dewatering at the Water & Wastewater Treatment Plants

The Authority has started to prepare contract specifications and bidding documents for this contract.

The purpose of this contract is to purchase/supply polymers which are used at both the Wastewater Treatment Plant and Water Treatment Plant for sludge thickening and dewatering application.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

Contract No. WWTP-411: Furnish & Provide Services for Replacement of Existing Water Mains

The Authority has started to prepare contract specifications and bidding documents for this contract. This contract involves providing services for the replacement of existing water mains. Under this contract, the Contractor assists the Authority's Field Department in the water main rehabilitation/maintenance and replacement program.

Annual Effluent Monitoring Report for the Water Treatment Plant to DRBC

As per requirements of the NPDES Permit and DRBC's docket, the Authority has started preparing the annual Effluent Monitoring Report for submission to the DRBC. Submission is due January 31, 2020. We will complete and submit this report to the DRBC on or before January 31, 2020.

Annual Effluent Monitoring report for the Wastewater Treatment Plant to DRBC

As per requirements of the NPDES Permit and DRBC's docket, we have started preparing the annual Effluent Monitoring Report for submission to the DRBC. Submission is due January 31, 2020. We will complete and submit this report to the DRBC on or before January 31, 2020.

Annual Bio Solids Report (Sludge DMR) to USEPA - Wastewater Treatment Plant

The Authority has started to prepare the required Annual Bio Solids Report (Sludge DMR) for the reporting year of 2019 for our Wastewater Treatment Plant to the USEPA. Submission due date is February 19, 2020. We are planning to complete and submit this report to PADEP on before February 19, 2020.

ANNUAL TIER II REPORT FOR THE WASTEWATER TREATMENT PLANT

Annual Tier II Report for the Wastewater Treatment Plant

The Authority has started to prepare the required Tier 11 report for the reporting year of 2019 for the Wastewater Treatment Plant. The report will be submitted online. The submission is due February 2020.

Risk and Resilience Assessment of Water System - U.S. EPA America's Water Infrastructure Act

In compliance with the U.S.EPA America's Water Infrastructure Act (AWIA) of 2018 specifically AWIA section 2013 - Risk Assessment and Emergency Response Plan, The Authority has started to prepare the required Risk/Resilience Assessment work for our Water System, and we are in the process of completing the required Assessment.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

The completion and certification date for this Assessment for the Authority is determined to be December 31, 2020 and completion of the Emergency Response Plan preparation or revision is June 30, 2021.

Contract WWTP-391: Furnish and Deliver Three (3) Grinders for the Wastewater Pump Stations

As Mike Andrews, WWTP Manager/Engineering Assistant stated, the grinders have been delivered.

The Authority has started preparation for the installation of one grinder at the North Park Pump Station and one at Bloomsdale Pump Station. In order to access the wet well, we need to install a roof hatch at North Park Pump Station to facilitate installation of the grinder. We will also need to have access through the roof to facilitate the Grinder installation at the Bloomsdale Pump Station.

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 (weather permitting).

Computer Upgrade

The Authority's computer system upgrade has been completed.

Alarm and Shutdown Requirements for the Water Treatment Plant

Work involving the replacement/installation of valves, actuators, new turbidity meters and required electrical wiring and conduit has been completed.

Contract WWTP-401: Replacement of Existing Chlorination System with Ultraviolet (UV) Disinfection System 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 the UV Disinfection System for the replacement of the existing Chlorine Disinfection System. This work is being done in-house.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

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. This work is being done in-house.

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

A contract progress meeting was held on January 15, 2020 to discuss the progress of the repair work, liner thickness compliance, and contract schedule pertaining to this contract. There are more than 36 locations on different segments of sewer mains that need to be repaired by the Authority before the Contractor can proceed with the lining due to existing cracks/damage, many at the existing lateral connection sites.

Contract WWTP-369: Installation of Cured-in-Place Sanitary Sewer Lining in Various Locations - Phase V

The Authority has released final payment on the above contract to AmLiner East, Inc. and with this payment, the contract is completed and closed. The final total contract sum was \$2,119,252.80. More than 58,000 linear feet of sanitary sewer mains (pipe size ranging from 8 inch to 21 inch) were lined under this contract.

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.

WWTP Sludge Waste Profile - Waste Management

As per the requirements of Waste Management, the profile for disposal of Dewatered Sludge from the Wastewater Treatment Plant has been completed and submitted electronically to Waste Management. We are still waiting for one missing analysis from Waste Management Laboratory as per the requirements for their profile renewal.

As per the current contract with Waste Management, it is their responsibility to perform the analysis of the Authority's Anaerobically Digested Dewatered Sludge.

WTP Sludge Waste Profile - Waste Management

As per the requirements of Waste Management, the profile for disposal of Dewatered Sludge from the Water Treatment Plant has been completed and submitted electronically to Waste Management and we have received approval of this profile.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

Wastewater Plant Laboratory

The Authority as completed and submitted the required annual renewal application for the accreditation of the Wastewater Treatment Plant Laboratory to PADEP.

Water and Wastewater Systems

The average daily drinking water supplied for the month of December 2019 was approximately 6.23MGD. The monthly average effluent flow from the Wastewater Treatment Plant for the month of November 2019 was approximately 5.92 MGD.

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.

Litigation

Case #2056-2016 - In the Court of Common Pleas

Mr. Downey informed the Board that the purchasing parameters have changed as of January 1, 2020. Any item purchased less than \$11,300 requires no bids, between 11,300 and \$21,000 requires three (3) quotes and any item(s) over \$21,000 requires competitive bidding. A letter was sent to Dr. Rajput outlining the above parameters.

Finance Manager's Report

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

Questions/Comments

Mr. Nye asked if the Financial Reports and other reports that are noted in the minutes be attached to the minutes? He is not asking for personnel information. Mrs. Dunn replied not attached to the minutes, this is usually a Right to Know Request. It was clarified that Mr. Nye was looking for all the Supervisor's reports as well as Dr. Rajput's report. Mr. Nye stated that he was interested in the Financial Report, but he would like to see general reports that are mentioned and discussed because discussions you are not able to see. Mr. Sidoti stated that it sounds like what you are saying is all they need to do is send you an email request and you can send it to him. Mrs. Dunn again stated that it is usually a Right to Know Request and it also depends on the opinion of the Authority's Solicitor as to whether or not it can be released. Mr. Downey clarified that the minutes just summarize what's said, that's all. Mr. Nye then stated that the minutes that he does see noted the Financial Report, reported in chambers and that's the end of the discussion, it is only a vague notion of the financial size of this Corporation. Mr. Downey replied, that is why we have an Executive Session is to discuss personnel and

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

litigations, so the Board knows...Mr. Nye, I don't care about litigation. Mrs. Murphy asked if the Authority's Audit is on there. Mr. Nye replied that the annual Audit would be useful and skip the other eleven (11) months. Mr. Sidoti added that if you send an email request to the Authority, they will send it to you.

Old Business

Mr. Nye, regarding the Delaware River Basin Authority, I know we have an on-going relationship with them; however, I don't know what's come of it, I know what they do, I don't know our (the Authority) relationship with them is, is it growing and does it affect our future plans. Dr. Rajput responded that the Authority has not heard anything from them, however, we are involved with the DRBC because there are new regulations coming up with the DRBC, there is a different partnership which is called DEO Partnership that has been formed and the Authority is a part of it. Mr. Nye asked if we could anticipate any changes. Dr. Rajput replied that the Authority is involved with the DRBC because there are new regulations coming from the DRBC, there is a DO Partnership that has been formed and the Authority is a part of it. The Authority participates in the meetings when they are scheduled.

Invoice Cloud

Mr. Nye is glad to see that the Authority has begun to use Invoice Cloud.

New Business

There was no New Business brought before the Board

Public Participation

There was no Public Participation.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 23, 2020

Adjournment

Mrs. Murphy made a motion, seconded by Mr. Glasson, to adjourn the Board meeting. Motion carried unanimously.

Respectfully submitted by:

Cynthia Murphy
Secretary

CM/dm
DPM0049