

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Tuesday, December 15, 2020 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. Mr. Chase asked everyone to take a moment for all those who keep us safe every day.

Roll Call

Mrs. Burnell took roll call as follows:

Present: James Chase
Michele Hammar
John Monahan
Cynthia Murphy
Michael Sidoti

Absent: Joseph Glasson

Also Present: Vijay Rajput, Ph.D., P.E., Managing Director/Director of Operations
Mike Andrews, P.E., WWTP Manager/ Engineering Assistant
Phil Smythe, Field Technician
Nancy Burnell, Meter Department Supervisor
Colleen Dunn, Finance Manager
James A. Downey, III, Solicitor

Public Participation

There wasn't any public participation.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

Approval of the December's 2020 Accounts Payables

Motion: Mr. Monahan made a motion, seconded by Mr. Sidoti to approve December's 2020 Accounts Payables as presented to the Board Directors.

Roll Call on the Motion*

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

Motion carried unanimously.

Approval of the Board Meeting Minutes of November's, 2020

Motion: Mrs. Murphy made a motion, seconded by Mr. Monahan to approve November 17, 2020 Board Meeting Minutes.

Roll Call on the Motion

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

Motion carried unanimously.

MANAGING DIRECTOR'S REPORT

2021 OPERATING BUDGET

Dr. Rajput reported that the Authority is doing very well financially. As can be seen from the proposed operating budget for 2021, projected revenue over expenditures is approximately \$2,866,453 and there is a total of \$2,527,200 depreciation cost allocated under the proposed Budget. Therefore, an additional capital of approximately \$5,393,653 should become available for Capital Improvements. Based on the projected revenue and expenditures presented in the 2021 proposed operating budget, the Authority will not need a rate increase for the year of 2021. Dr. Rajput reported that during the last 10 years, the Authority's Water and Sewer rates were increased only one-time. The Authority is able to maintain the stable and lower water and sewer rates mainly due to the implementation of the good operational and management practices such as reducing

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

energy cost through installing VFDs and other energy saving systems, implementing aggressive preventive maintenance, reducing Inflow/Infiltration through lining sewer pipe, easement maintenance program, replacing aging water mains, upgrading water and sewer systems, utilizing available manpower more efficiently and maintain the existing manpower where possible, reducing outside service costs by promoting in-housework; all while developing and implementing accountability.

Dr. Rajput stated that the Authority would not have been in such a strong financial and in such good infrastructure conditions without the support and guidance of the Board of Directors.

Motion: Mrs. Murphy made a motion, seconded by Mr. Sidoti to approve the Operating Budget for 2021 as presented to the Board of Directors.

Roll Call on the Motion

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

Motion carried unanimously.

CONTRACT WWTP-407B: INSTALL TWO (2) AUTOMATIC FINE SEWAGE SCREENING SYSTEMS WITH TWO (2) WASHING COMPACTORS (CAPITAL IMPROVEMENT PROJECT)

Dr. Rajput reported that bids were received on December 3, 2020 for Contract No. WWTP-407B. The project involves removal of two existing screens and compactor and installation of two (2) complete automatic center flow fine sewage screens and two washing compactor systems in the grit building at the wastewater treatment plant. The project also includes installation of all required control panels, support system(s), anchoring to the existing influent concrete pit/channel, required feed or discharge piping, wash/flush water pipe, utility water piping for washing/flushing screen and all required electrical work.

As can be seen from Bid tabulations and Bid results summarized in the report, we received submissions from three (3) bidders. Eastern Environmental Contractors, Inc. located at 6304 Fifth St, Green Lane, PA 18054, submitted the bid proposal with the lowest total base bid and are determined to be the lowest responsive bidder. The Authority has realized an approximate saving of \$120,00 by re-designing/rebidding the installation of the screening and washing system and purchasing the two (2) complete automatic center flow fine sewage screens and two compactors systems under COSTARS contract. We have realized a significant savings in engineering cost by doing this work in house. Based on our review of the bid documents and bidder's qualification statement, we found

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

that the lowest bidder has the required qualifications for this project. Therefore, we recommend awarding Contract No. WWTP 407B to Eastern Environmental Contractors, Inc. located at 6304 Fifth St, Green Lane, PA 18054, for the total base amount of \$296,600.

Motion: Mr. Sidoti made a motion, seconded by Mr. Monahan to approve the contract WWTP-407B: install two (2) automatic fine sewage screening systems with two (2) washing compactors to Eastern Environmental Contractors, Inc. located at 6304 Fifth St, Green Lane, PA 18054, for the total base amount of \$296,600.

Roll Call on the Motion

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

Motion carried unanimously.

COMMERCIAL INSURANCE RENEWAL PROPOSAL

Dr. Rajput reported to the Board of Directors that the Delaware Valley Property and Liability Trust (DVPLT) is the current commercial insurance provider for the Authority. The Authority is a member of DVPLT. A renewal proposal has been received from DVPLT for the 2021 coverage, of copy of which is attached. The total quoted premium cost for the year 2021 coverage for the same coverages as 2019 and 2020 is \$179,555. The quoted amount for renewal is slightly higher than 2020 by approximately \$3,655. Since the Authority is also a member of Delaware Valley Health Trust (DVHT) and Delaware Valley Workers Compensation Trust (D VWCT), the Authority is eligible to receive an estimated multi trust discount of approximately \$8,978. With this discount, total estimated net premium contribution for 2021 is expected to be \$170,577. As a result of being a member of DVPLT, DVHT and D VWCT, in addition to the multi trust discount for commercial Insurance (Property Liability, Commercial General Liability, Auto and Umbrella) coverage, the Authority will also be eligible to receive estimated safety grant funds of \$3,760, estimated discount of \$2,193 plus \$1,500 safety grant for Workers Compensation insurance from D VWCT and estimated discount of \$20,823 for Health insurance from DVHT. Total estimated amount of eligible discount and safety grant is approximately \$37,254 for 2021. Dr. Rajput stated that continued relatively lower premiums show 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 significant reduction and thus savings in premium costs. Dr. Rajput recommended to the Board to accept the renewal proposal for 2021 commercial

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

insurance coverage with a total estimated premium amount of \$179,555 from DVPLT and continue retaining membership in Delaware Valley Property and Liability Trust (DVPLT).

Motion: Mrs. Murphy made a motion, seconded by Mrs. Hammar to accept the renewal proposal for 2021 commercial insurance coverage with a total estimated premium amount of \$179,555 from DVPLT and continue retaining membership in Delaware Valley Property and Liability Trust (DVPLT).

Roll Call on the Motion

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

Motion carried unanimously.

POLLUTION LIABILITY INSURANCE RENEWAL PROPOSAL

Dr. Rajput reported to the Board of Directors that the current three (3) year pollution liability policy term is due to expire on December 31, 2020. This current policy is with Zurich through insurance broker J.M. Patton Associates, Inc. In this regard, J.M Patton Associates Inc., was contacted to obtain and submit Pollution Liability Insurance renewal for a three (3) year term. The proposed premium is \$44,125 plus \$20 stamp fee, for a total cost of \$44,145 for three (3) year term (approximately \$14,708 per year). The total premium cost of \$44,145 is approximately \$2,101 higher than the current policy. The proposed coverage for the renewal is based on the same limits, deductible, and policy form as the expiring policy. Zurich is including a new mandatory exclusion for Per and Polyfluoroalkyl Substances which has become a common exclusion on pollution liability policies related to public treatment plants. The Delaware Valley Property and Liability Trust (DVPLT) was also contacted regarding the required Pollution liability insurance proposal. DVLT does not currently provide Pollution liability insurance.

We would like to recommend to the Board for your consideration to accept the Pollution Liability insurance proposal submitted by Zurich for the three-year term effective January 1, 2021 for a total cost of \$44,145.

Motion: Mrs. Murphy made a motion, seconded by Mrs. Hammar to accept the renewal proposal for Pollution Liability insurance submitted by Zurich through their insurance broker J.M. Patton Associates, Inc for the three-year term effective January 1, 2021 for a total cost of \$44,145.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

Roll Call on the Motion

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

Motion carried unanimously.

Dr. Rajput reported that the following items of his report are for the Board of Directors' information purposes.

PRETREATMENT PROGRAM – HEAD WORK LOADING/LOCAL LIMIT EVALUTION

Approval of the local limits from USEPA has been received. We have met and discussed adoption process with Mr. Downey. Mr. Downey will start preparing the required advertisement and resolution.

DVHT HEALTH INSURANCE

Health Insurance renewal rates for 2021 have been received from Delaware Valley Health Trust (DVHT). Review of the 2021 renewal rate shows that DVHT continued to provide relatively stabilized rates. There is an increase of approximately 4.53% in the annual premium (HMO, RX, and Dental) for 2021. There is approximate \$313,751 cumulative rate stabilization fund available to the Authority for 2021 which we have decided to roll over this full available balance to 2022. The Authority will also receive estimated multi-trust discount of approximately \$61,173. If we consider the above RSF and discount, the 2021 net increase is **estimated to be negative (approximately -14.69%)**. Total estimated monthly premium is approximately \$169,925 based on the current insured employees.

DVHT WORKERS' COMPENSATION INSURANCE

We are entering our final year of three (3) year commitment for Workers' Compensation insurance with Delaware Valley Workers' Compensation Trust (DVWCT). Our modification factor has increased for 2021. Therefore, our estimated contribution is approximately \$119,582 less multi-trust discount of \$2,511 for a total estimated contribution for 2021 is \$117,071.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

PROJECT WWTP-207: REPLACEMENT OF EXISTING ODOR CONTROL WET CHEMICAL SCRUBBER WITH NEUTRALOX® PHOTOIONISATION SYSTEM AT KENWOOD WASTEWATER PUMP STATION

Presently, there is an existing two stage odor control Model DD71 Scrubber (scrubber) at the Authority's Kenwood wastewater pump station for the control of hydrogen sulfide odor. The scrubber is over 19 years old and will eventually require significant rehabilitation/replacement work. In this regard, during 2016, we learned of new technology for odor control. Technical information supplied by the manufacturer was reviewed and it indicated that this system could prove to be an effective and better alternative to the existing wet/chemical scrubber for hydrogen sulfide odor control. This new system, supplied by Ambio Biofiltration LTD, Toronto Canada, is a patented process, referred to as Neutralox Photoionisation. This photoionization system possesses several benefits over the existing wet/chemical scrubber, specifically, the photoionization technology does not require use of any chemicals or potable water supply. Once approval was obtained from PADEP, the pilot plant study was conducted for a period of about 45 days (from November 2, 2016 to December 15, 2016). Based on the pilot Photoionisation demonstration study performance and considering the age of the existing wet/chemical scrubber system, we have determined that it is advantageous to replace the existing scrubber with this proven and demonstrated Photoionization technology. In this regard, as per our discussion with PADEP, we have prepared and submitted a comprehensive report on the proposed replacement of the existing scrubber with the Photoionization system to PADEP for their review and approval consideration. PADEP will let us know further requirements after they have completed their review of the report.

CONTRACT WTP-418: REPLACEMENT OF FILTER MEDIA AT WATER TREATMENT PLANT

We have started compiling the required information on preparation of technical specifications and contract documents for the replacement of existing media of the existing four high-rate dual media filters for bidding process.

CONTRACT WWTP-392: INSTALLATION OF CURED-IN-PLACE SANITARY SEWER LINING IN VARIOUS LOCATIONS – PHASE VI

The contractor has been working and trying to make progress. The Contractor has completed approximately 82%% of the work. The contractor has completed lining (CIPP) of approximately 79,800 ft of sanitary sewer pipes.

WATER TREATMENT PLANT LABORATORY

PADEP Bureau of Laboratory conducted a virtual/facetime inspection (Chapter 252 Assessment) of our Water Treatment Plant Laboratory on November 19, 2020 (generally,

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

this inspection is conducted once every three years). We have submitted additional requested data/documents pertaining to Chapter 252 Assessment to PADEP as per their request.

CONTRACT WWTP-416: FURNISH AND DELIVER ROCK SALT (SODIUM CHLORIDE) FOR THE 2020-2021 SEASON THROUGH THE BUCKS COUNTY CONSORTIUM-SALT BID

We have received the required executed contract documents from the Contractor (Morton Salt, Inc.). We will issue a Notice to Proceed as soon these contract documents are reviewed by Mr. James A. Downey, III Esquire and executed by the Authority.

PROJECT NO. A-41: EMERGENCY GENERATOR FOR ADMINISTRATION BLDG

ASCO company (manufacturer of transfer switch) came on December 7th and made the required programming change to the existing transfer switch. We are in a process of scheduling start up testing to place the emergency generator in service.

PROJECT WWTP-190: WASTEWATER TREATMENT PLANT SCADA SYSTEM UPGRADE

The required upgrade/retrofit of the existing PLCs and SCADA System is continuing at the wastewater treatment plant. Currently, we are waiting for delivery of actuators and valves, yokes/mounting pad from Edwin Elliot & Company pertaining to connection of the DAF system to the plant SCADA system.

PROJECT WTP-140: WATER TREATMENT PLANT SCADA SYSTEM UPGRADE

We are in a process of upgrading/replacing/retrofitting the outdated Allen Bradley PLCs/ ethernet processors at Five Points pump station and Highland Park pump station.

COVID-19

We are continuing to implement and practice all the required precautionary and preventive measures. We are happy to report that, to date, we are all doing well and maintaining the required operations of our water and wastewater systems.

WATER AND WASTEWATER SYSTEMS

The average daily drinking water supplied for the month of November was approximately 6.40 MGD. The monthly average effluent flow from the wastewater treatment plant for

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

the month of November was approximately 7.61 MGD. Both the water treatment plant and wastewater treatment plant are operating and performing well.

Dr. Rajput reported that Ms. Gabrielle Rodak has applied for an open position of Laboratory quality control analyst at the Authority's Wastewater Treatment Plant. The posting for this position, at all Authority locations, was unsigned by any current employee. Ms. Rodak has been Educational Interning at the Authority's Wastewater Treatment Laboratory for more than five months and has been qualified to perform all PADEP accredited laboratory tests and NPDES permit parameters at the Authority's Wastewater Treatment Plant Laboratory. She has already been qualified to perform analysis for all the PADEP accredited parameters. She has a Bachelor of Science degree in Biology from an accredited University and meets all the required educational and experience requirements of the job. Therefore, I would like to recommend to the board of Directors to hire Ms. Gabrielle Rodak for the position of Laboratory Quality Control Analyst at the Wastewater Treatment Plant with starting hourly rate of \$21.50 with a condition of passing all the required tests/examinations. Effective date is to be determined after receiving all the test results. This position will be in the Plant Union.

Motion: Mrs. Murphy made a motion, seconded by Mr. Sidoti to hire Gabrielle Rodak for the position of Laboratory quality Control analyst at the Wastewater Treatment Plant with starting hourly rate of \$21.50 with an effective starting date to be determined by the Managing Director with a condition of passing all the required examinations and tests

Roll Call on the Motion

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

Motion carried unanimously.

Dr. Rajput stated that Colleen Dunn, Mike Andrew and Tom Glasson are doing an excellent job and therefore I would like to recommend a 6% increase for Colleen Dunn, Mike Andrews and Tom Glasson. I am very pleased with their dedicated work performance to the Authority.

Motion: Mr. Sidoti made a motion, seconded by Mr. Monahan approved to a 6% increase for Colleen Dunn, Mike Andrews and Tom Glasson, effective January 1, 2021

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

Roll Call on the Motion

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

Motion carried unanimously.

Dr. Rajput stated that Jim Coon, Field Maintenance Supervisor, who is in the Supervisors unit is doing excellent job. Jim is always there when needed and saves the Authority significant amount of money by efficient management of his Field department and performing most of the field working in house thus saving the Authority the cost of hiring outside contractors. I am very pleased with his dedicated work performance to the Authority. Therefore, under the provision provided under Supervisors unit, I would like to request the Board of Directors to approve a 5% merit increase to Jim Coon effective January 1, 2021.

Motion: Mrs. Murphy made a motion, seconded by Mr. Sidoti approved a merit increase of 5% for Jim Coon, effective January 1, 2021.

Roll Call on the Motion

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

Motion carried unanimously.

Dr. Rajput stated that William Keyser, Electrician, who is in Supervisors unit, is performing his job very well and saving the Authority significant money by performing most of the electrical work in house. I am very pleased with his dedicated work performance to the Authority and thus under the provision provided under Supervisors unit, I would like to request the Board of Directors to approve a merit increase of \$2,500.00 to Bill Keyser, effective January 1, 2021.

Motion: Mrs. Murphy made a motion, seconded by Mr. Monahan approved a merit increase of \$2,500.00 for William Keyser, effective January 1, 2021.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

Roll Call on the Motion

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

Motion carried unanimously.

Dr. Rajput thank all the Authority's employees for their excellent cooperation, dedicated services and keeping the Authority's Water and Wastewater systems and administrative system fully functional and in full operation under the ongoing COVID-19 pandemic situation.

The Board of Directors thanked Dr. Rajput for his continued outstanding dedicated services to the Authority and with his excellent abilities to manage and perform many different duties, not only as the Managing Director but also as Director of Operation, Laboratory Supervisor and Engineer and he continues to save the Authority countless amount of money.

Motion: Mr. Sidoti made a motion, seconded by Mrs. Murphy to approve a flat salary increase of \$24,000.00 to Dr. Rajput, effective January 1, 2021.

Roll Call on the Motion

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

Motion carried unanimously.

Dr. Rajput thanked the Board of Directors for their kind appreciation and recognition of his services to the Authority.

The Board of Directors thanked Mr. Downey for his service to the Authority.

Motion: Mrs. Murphy made a motion, seconded by Mr. Sidoti to approve an increase of Mr. Downey's legal fees of \$25.00 per hour. Going from \$225.00 per hour to \$250.00 per hour, effective January 1, 2021.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

Roll Call on the Motion

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

Motion carried unanimously.

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

Mr. Downey reported Executive Session was held from approximately 6:00 P.M. to 7:00 P.M. during which time potential litigation matters were discussed.

Litigation

Case #686 CD 2020 – Commonwealth Court of Pennsylvania ruled in favor of the Authority in this appeal.

Case #AP2020-2180 – The Open Records of Harrisburg ruled in favor of the Authority in this Appeal.

Mr. Downey reported that he has met with Dr. Rajput, Mr. Andrew and Mrs. Wallover concerning the new local limits for pretreatment program that the Environmental Protection Agency has approved. Dr. Rajput and Mr. Downey are guiding the Authority in the required procedures for these changes that are to be completed and approved by the Board of Directors on January 28, 2021. The Authority will contact participating Townships, Falls Township, Bristol Township, Middletown Township and Tullytown Borough to pass an ordinance reflecting the parameters set up by the Environmental Protection Agency and approved by the Board of Directors.

Finance Manager's Report

Mrs. Dunn reported the Authority is doing well and submitted her financial report to the Board of Directors for informational purposes.

Old Business

Mr. Sidoti asked if the Authority has received the new vehicle that they approved. Mr. Smythe said that they have picked up the vehicle and traded in the old vehicle.

Mr. Chase asked Dr. Rajput if Contract WTP-418: Replacement of Filter Media at Water Treatment Plant, will be in compliance with the new requirements of turbidity limit.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 15, 2020

Dr. Rajput said we are currently meeting the PADEP requirement for turbidity and filter media replacement should further improve the filter performance.

New Business

There was no New Business brought before the Board

Adjournment

Mr. Sidoti made a motion, seconded by Mrs. Murphy, to adjourn the Board meeting at 7:38 p.m.

Motion carried unanimously