

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ May 27, 2021*

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, May 27, 2021, 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 7:00 P.M., which was followed by the Pledge of Allegiance. Mr. Glasson 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:** John Monahan  
Joseph Glasson  
James Chase  
Michael Sidoti  
Cynthia Murphy

**Absent:** Mrs. Hammar

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

### **Public Participation**

There wasn't any public participation.

### **Approval of the May's 2021 Accounts Payable**

**Motion:** Mr. Chase made a motion, seconded by Mr. Sidoti to approve May's 2021 Accounts Payables as presented to the Board Directors.

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

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

### **Motion carried unanimously.**

\* Mr. Glasson abstained from any payments of invoices to McIntyre Plumbing, Benjamin Franklin Plumbing & Glasson Enterprises for the year 2021.

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### **Approval of the April 22, 2021 Board Meeting Minutes**

**Motion:** Mr. Sidoti made a motion, seconded by Mrs. Murphy to approve April 22, 2021, Board Meeting Minutes.

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

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

**Motion carried unanimously.**

### **Managing Director Report - Vijay S. Rajput, Ph.D., P.E.**

Dr. Rajput stated that as presented in my previous report, we have received a permit from the PADEP for the replacement of the existing scrubber with Neutralox photoionization system. One of the requirements of the permit is to measure flows from the Kenwood Wastewater Pumping Station. In order to comply with this requirement, the Authority has received quotations to supply four electromagnetic flow meters. We need four flow meters, one on each of the four existing pumps in the Kenwood Wastewater Pump Station. We have received a quotation from Northeast Technical Sales, Inc. under costar contract for the total amount of \$30,484. This amount includes \$1,800., for technical support, start up and calibration. Dr. Rajput requested the Board for its approval consideration to purchase the four Electromagnetic Flow Meters for the installation at the Kenwood Pump Station for a total amount of \$30,484., from Northeast Technical Sales Inc., under costars contract.

**Motion:** Mrs. Murphy made a motion, seconded by Mr. Chase to approve, the purchase of the four Electromagnetic Flow Meters from Northeast Technical Sales Inc. under costar contract in the amount not to exceed \$31,000.

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

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

**Motion carried unanimously.**

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Dr. Rajput reported to the Board of Directors, the position of Executive Assistant and job description were discussed with both the Supervisor/Technical and Clerical/Meter Reading Units. Both the units agreed to place the Executive Assistant position in the Supervisory/Technical Unit. The position of Executive Assistant was posted on April 20, 2021, in accordance with the Union agreement. Jennifer Smythe was the only employee who signed for this position. Dr. Rajput stated that Ms. Smythe possess all the experience and qualifications required for the position of Executive Assistant. Dr. Rajput requested the Board of Directors for their considerations to award the position of Executive Assistant to Jennifer Smythe, with an annual base salary of \$86,000., and an effective start date of June 1, 2021.

**Motion:** Mrs. Murphy made a motion, seconded by Mr. Chase to award the position of Executive Assistant in the Supervisor/Technical Unit to Jennifer Smythe with an annual base salary of \$86,000., and an effective start date of June 1, 2021.

### Roll Call on the Motion

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

**Motion carried unanimously.**

Dr. Rajput request the Board of Directors for their consideration for the approval to start developing job description with Clerical /Meter Reading Unit for a clerical position titled Wastewater Treatment Plant Office Assistant in the Clerical/Meter Reading Unit and start process of posting. The title could be changed prior to posting.

**Motion:** Mr. Chase made a motion, seconded by Mrs. Murphy authorizing Dr. Rajput to work with the Clerical/Meter Reading Unit to develop and finalize job description for a clerical position at the Wastewater Treatment Plant and post as per the requirements of the Clerical/ meter Reading Unit.

### Roll Call on the Motion

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

**Motion carried unanimously.**

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### **Dr. Rajput stated that the following items of his report are for the Board information and updates:**

#### **2020 ANNUAL WATER QUALITY DATA**

In compliance with the requirements of the Safe Drinking Water Act 1996 Amendments relating to the Consumer Confidence Reports, we have started preparing our annual Water Quality Report (Consumer Confidence Report-CCR) for the reporting year of 2020. This report will be completed on or before June 15, 2021 and posted on our website.

#### **TRACER STUDY AT WATER TREATMENT PLANT**

The required Tracer Study application was submitted to PADEP for their review and approval considerations. PADEP has approved the application. GHD has scheduled this Tracer study at the Water Treatment Plant for July 28 and 29.

#### **CONTRACT NO. C-413: FURNISH AND SUPPLY CHEMICALS FOR LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY'S WATER AND WASTEWATER TREATMENT PLANTS: ITEM No.1: CHLORINE**

We have received a letter from **JCI Jones Chemical Inc.** notifying the Authority that they had to declare Force Majeure in response to a notification they received from their supplier of Chlorine, Westlake Chemical that they are declaring Force Majeure condition due to the serious shortage of Chlorine/Caustic/Soda (ECU) supply in the United States. JCI stated in their letter that since they are major buyer of ECU, they are confident in securing product to avoid any supply interruption to the Authority. However, JCI cannot control the subsequent product price increases that have accompanied their supply shortage. Thus, we may see unit price increase for Chlorine that we use at our Water Treatment Plant and Wastewater Treatment Plant for disinfection (Current unit price is \$0.25/lb. delivered).

#### **CONTRACT WWTP-419: REPLACEMENT OF EXISTING ODOR CONTROL WET CHEMICAL SCRUBBER WITH NEUTRALOX® PHOTOIONIZATION SYSTEM AT KENWOOD WASTEWATER PUMP STATION**

AMBIO Biofiltration LTD. has updated us that delivery of this system is scheduled for around the last week of July. Currently, we are working on site preparation including the required concrete pad and electrical for the installation of the system. We have also contacted Comcast, the current internet service provider to the Authority, to provide internet service to Kenwood Pump station so the new system operation and data can be remotely viewed in real time. Once internet service is installed, we will be able to install CCTV surveillance with remote access/monitoring for security purposes.

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

One of the two automatic fine sewage screening systems with a washing compactor has been installed, tested, and placed in operation on May 4, 2021, on a trial basis. To date, it is operating and performing well. Both the screen and washer compactor are performing well in terms of screens/rags removal from raw sewage and is also very efficient in controlling odor compared to the previous mechanical bar screening system. The Contractor will start installation of the second screen as soon as the trial run of the first screen is completed. A project progress meeting on also held on May 4, 2021.

### PRETREATMENT PROGRAM: REVISED DISCHARGE LOCAL LIMIT

USEPA has informed us that all our submittals meet their requirements pertaining to the Authority's revised/reevaluated Pretreatment local limits. Since LBOMA is an Authority, there is no need for the contributing municipalities to adopt the limits before approval of the limits. The Authority will be receiving a formal limits approval letter from USEPA office.

### CONTRACT NO. WWTP- 420: FURNISH AND SUPPLY STONE DURING 2021- 2022 (PARTICIPATION IN THE 2021-2022 BUCKS COUNTY CONSORTIUM HIGHWAY MATERIALS JOINT BID)

A Notice of Intent to Award has been sent to Eureka Stone, Inc. along with all contract documents for signature. In this regard, we have received all the required executed documents, insurance certificate and bonds.

### WATER TREATMENT PLANT - RISK MANAGEMENT PLAN

We are currently working with USEPA in providing their requested information pursuant to Section 114 of Clean Air Act for Chlorine facility at the Water Treatment Plant. The Authority's facility comes under a Risk management Program (RMP) facility as storage of chlorine is above the associated threshold quantity. All RMP updates and RMP compliance work is being done inhouse. In compliance with USEPA request, we have submitted a significant amount of paperwork including photos and paperwork. In this regard, we have a telephone discussion scheduled with USEPA regarding their requirements. We have also contacted a specialized RMP compliance consultant (Municipal H2O) for their proposal to assist us with the required training and compliance paperwork. Their quoted fees for providing specialized RMP compliance services for both the facilities (water and wastewater treatment plant) is \$10,500. In our opinion, this fee is reasonable and will save us a significant amount of time by retaining them to assist us with the required training

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and compliance paperwork for both Water and Wastewater Treatment Plants' Chlorine facility.

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

We are continuing to work on compiling the required information for 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.

### WATER DISTRIBUTION SYSTEM MAINTENANCE PROGRAM: REHABILITATION/ REPLACEMENT OF EXISTING WATER MAINS-PHASE 6

Phase 6 of our water main replacement project has started. The first project under this phase involves replacing approximately 450 lineal feet of 6-inch Cast Iron pipe (CIP) with 6-inch Ductile Iron pipe (DIP) of water main including installation of approximately 160 lineal feet of DR-11 pipe by directional drilling to remove a dead end from the water distribution system. We are also planning to start replacement of approximately 1200 lineal feet of CIP with DIP on July 19, 2021, on Cotton Road.

### COVID-19

We are continuing to implement and practice all required precautionary and preventive measures 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 April was approximately 6.19 MGD. The monthly average effluent flow from the wastewater treatment plant for the month of April was approximately 7.75 MGD. Both the water treatment plant and wastewater treatment plant are operating and performing well.

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

There was an executive session from 6:30 pm. to 7:00 pm. at which time personnel and litigation matters were discussed.

Case# 1134 - 2021

Case# 3655 - 2021

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

Mrs. Dunn would like to request the Boards of Directors to consider approving a change in credit card fees from \$2.50 to \$3.25 and from \$3.50 to \$3.25. The Authority does not make any profit on these transactions. Mrs. Dunn would like to have this effective for June 1, 2021.

**Motion:** Mrs. Murphy made a motion, seconded by Mr. Sidoti to approve the change in credit card fees from \$2.50 to \$3.25 and from \$3.50 to \$3.25. Affective as of June 1, 2021.

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

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

**Motion carried unanimously.**

### **Old Business**

There was no old business brought before the Board.

### **New Business**

There was no new business brought before the Board.

### **Adjournment**

Mr. Chase made a motion, seconded by Mrs. Murphy, to adjourn the Board meeting at 7:25 p.m.

**Motion carried unanimously.**

Respectfully submitted by:

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Cynthia Murphy  
Secretary