

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ February 24, 2022

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, February 24, 2022 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: Michele Hammar
Joseph Glasson
Bryan Servis
Cynthia Murphy
Michael Sidoti

Absent: John Monahan

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

Public Participation

Mr. Nye, Indian Creek Section, stated that today we have a war in Europe, one entity and any of us generally speaking is very strongly behind the concept of cyber warfare. Water works are a prime target. I presume of course, that we have taken every reasonable precaution, because it is a high likelihood there may be a cyber-attack.

Mr. Servis commented that the Authority took all necessary precautions after 9/11.

Mr. Nye said that air gaps are not good. If WIFI exist, air gap itself isn't good enough. If there are access that are used for engineering purposes, they should be severed for the time being, not just should off but unplugged.

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Approval of the February's 2022 Accounts Payable

Motion: Mr. Sidoti made a motion, seconded by Mrs. Hammar to approve February's 2022 Accounts Payables as presented to the Board Directors.

Roll Call on the Motion

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

Motion carried unanimously.

** Mr. Glasson abstained from any invoices to McIntyre Plumbing, Benjamin Franklin Plumbing & Glasson Enterprises for the year 2022.

Approval of the January's 2022 Board Meeting Minutes

Motion: Mrs. Murphy made a motion, seconded by Mr. Sidoti to approve January's 2022, Board Meeting Minutes.

Roll Call on the Motion

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

Motion carried unanimously

MANAGING DIRECTORS REPORT

Dr. Rajput presented the Proposed Capital Improvement Budget for 2022-2023 for the Board review and adoption consideration. Dr. Rajput stated that the total estimated amount of the proposed Capital Improvement Projects for 2022 is approximately \$15,268,000. Of this, a major portion of the amount is allocated for rehabilitation/ replacement of the Authority's aging infrastructure including water mains and sanitary sewer mains; replacement of valves/controls and filter media at the Water Treatment Plant and replacement of the existing chlorination system with an ultraviolet disinfection system with solar systems renewal energy at the Wastewater Treatment Plant. Currently, the Authority has its own funds available for the estimated Capital Improvement Projects presented in the budget. The Authority will not need to borrow any money for the Infrastructure Improvement Projects listed in the Capital Improvement Budget. We will keep track of the cost and may require adjustment depending upon the Authority's financial condition during the current year.

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Motion: Mrs. Murphy made a motion, seconded by Mr. Sidoti to approve the Capital Improvement Budget for the year 2022-2023, with the total estimated amount of \$15,268,000.

Roll Call on the Motion

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

Motion carried unanimously

Dr. Rajput stated that the 457 Retirement Plan is a volunteer plan and is available to employees who would like to participate on a volunteer basis. Dr. Rajput is requesting the Board of Director's to consider approval for the Managing Director to enter into ERISA 3 (21) Consulting Agreement with Wealth Enhancement Advisory Services, pertaining to 457 deferred compensation plan for participating employees in this plan at no cost to the Authority.

Motion: Mrs. Murphy made a motion, seconded by Mr. Servis to approve the Managing Director to enter into ERISA 3 (21) Consulting Agreement with Wealth Enhancement Advisory Services, pertaining to 457 deferred compensation plan for participating employees in this plan.

Roll Call on the Motion

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

Motion carried unanimously

Dr. Rajput is recommending to the Board of Directors to consider a new position of Meter Department Assistant. Dr. Rajput stated that the title may change. This position will be a hybrid position that will work in the meter department and assist in administration duties if needed. This position will have a starting hourly rate of \$19.50 and will be in the Clerical and Meter Reading bargaining unit.

Motion: Mr. Servis made a motion, seconded by Mr. Sidoti to approve a new position of Meter Department Assistant. This position will have a starting hourly rate of \$19.50 and will be in the Clerical and Meter Reading bargaining unit.

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Roll Call on the Motion

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

Motion carried unanimously

Dr. Rajput stated that he has received a written request from Mr. Smith for a 6-month extension of his medical compensation leave from January 5, 2022 to July 5, 2022. Mr. Smith is one of the field crew employees in the Field Department. Dr. Rajput is recommending to the Board of Directors for its consideration of Mr. Smith's request of a 6-month extension from January 5, 2022 to July 5, 2022. This shall not in any way, set precedent for future requests.

Motion: Mr. Servis made a motion, seconded by Mrs. Murphy to approve Mr. Smith's request of a 6-month extension of his medical workers compensation leave from January 5, 2022 to July 5, 2022 with the condition that this shall not in any way, set precedent for future requests.

Roll Call on the Motion

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

Motion carried unanimously

Dr. Rajput reported that the meter mechanic shop's roof at the Water Treatment Plant has collapsed, and part of roof has blown off in a storm. We have discussed and obtained opinion from the Authority's solicitor Mr. James A. Downey, Esquire, on this project and a proposal obtained from Munn Roofing Corporation for repairing and replacement of the existing roof. Since this work involves maintenance, repair or replacement of the existing roof and it is not a new addition, extension or enlargement of the existing facility it is exempt from bidding requirements.

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

WATER DISTRIBUTION SYSTEM MAINTENANCE PROGRAM: REHABILITATION / REPLACEMENT OF EXISTING WATER MAINS – PHASE 7

We are planning to resume water main and valve replacement work under the phase 7 in March 2022. Based on a review of our water main break history, we have identified approximately 20 streets for water main replacement which are located within the Authority's service area predominantly in Bristol Township. These water main replacement projects are part of our overall water main replacement projects and will be completed in phases over the next several years. We are planning to continue to perform most of the water main and valve replacement projects in-house by our field department. This allows us to save a significant amount of money which we invest back in improving the Authority's infrastructure.

CONTRACT NO. WWTP-432– FURNISH AND PROVIDE SERVICES FOR TREE TRIMMING AND REMOVAL, FOR LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY, LEVITTOWN, BUCKS COUNTY PENNSYLVANIA

We have sent a Notice of Intent to Award to Rick's Expert Tree Service, Inc. along with all contract documents for signature.

CONTRACT NO. WWTP-433: FURNISH & PROVIDE SERVICES FOR REPLACEMENT OF EXISTING WATER MAINS

Dr. Rajput has sent a Notice of Intent to Award to K.E. Seifert Inc., along with all contract documents for signature.

WATER TREATMENT PLANT NPDES PERMIT

Water Treatment Plant NPDES permit renewal application has been completed and submitted to PADEP. The analytical results of the required three sampling events have been reviewed and the analysis results table for Pollutant Group 1 and 2 of the permit renewal application have already been submitted to PADEP.

DRBC DOCKET FOR WASTEWATER TREATMENT PLANT

The required Docket renewal application has been completed and submitted to DRBC for the Wastewater Treatment Plant.

WASTEWATER TREATMENT PLANT NPDES PERMIT

We have started preparing the application for the renewal of the permit and will submit to PADEP along with the required fee at least six months prior the expiration date of the

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existing permit (on or before June 30, 2022) as per PADEP requirements. In this regard, the required three sampling events for the effluent and one sampling event for the influent of the Wastewater Treatment Plant has been scheduled.

CONTRACT WWTP-401: REPLACEMENT OF EXISTING CHLORINATION SYSTEM WITH ULTRAVIOLET (UV) DISINFECTION SYSTEM AT THE WASTEWATER TREATMENT PLANT (CAPITAL IMPROVEMENT PROJECT)

We are continuing to review and evaluate different options of purchasing and construction/installation of the Ultraviolet (UV) Disinfection System for the replacement of the existing Chlorine Disinfection System at the Wastewater Treatment Plant.

WASTEWATER PLANT LABORATORY-ADDITION OF FIELD OF ACCREDITATION-COLILERT-18 METHOD

We have submitted additional documentation to PADEP pertaining to the Authority's application for the approval of Colilert18 method for Fecal Coliform analysis from PADEP as an additional method for the WWTP lab.

WATER TREATMENT PLANT DRBC ANNUAL EFFLUENT MONITORING REPORT

As per requirements of the NPDES Permit and DRBC's docket, the annual Effluent Monitoring Report for the reporting year of 2021 has been completed and submitted to the DRBC.

WASTEWATER TREATMENT PLANT DRBC ANNUAL EFFLUENT MONITORING REPORT

As per the requirements of the NPDES Permit and DRBC's docket, the annual Effluent Monitoring Report for the reporting year of 2021 has been completed and submitted to the DRBC.

WASTEWATER TREATMENT PLANT ANNUAL BIOSOLIDS REPORT (SLUDGE DMR)

The annual Bio Solids Report (Sludge DMR) for the reporting year of 2021 for our Wastewater Treatment Plant has been completed and submitted to USEPA. Total annual sludge generation for the reporting year of 2021 was computed to be approximately 634.62 tons on a dry weight basis.

WASTEWATER TREATMENT PLANT ANNUAL TIER II REPORT

The Tier 11 report for the reporting year of 2021 for the Wastewater Treatment Plant has been completed and submitted. The report was submitted electronically online.

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ANNUAL WASTELOAD MANAGEMENT REPORT (CHAPTER 94 REPORT)

We are continuing preparation of the required annual Chapter 94 Report for the reporting year of 2021. This report is due by March 31, 2022.

PRETREATMENT ANNUAL REPORT

We have started preparing the required Pretreatment Program Annual Report for the reporting year of 2021. This report is due by March 31, 2022.

ANNUAL WATER AUDIT REPORT-DELAWARE RIVER BASIN COMMISSION (DRBC)

As per the requirements of the DRBC, we have started performing the required annual water audit of our water system for the reporting year of 2021. The completed water audit report will be submitted electronically to DRBC as per their requirements. This report is due by March 31, 2022.

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.

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 January was approximately 6.46 MGD. This is of lowest monthly average water demand we have observed. The monthly average effluent flow from the wastewater treatment plant for the month of January was approximately 6.34 MGD

Solicitor's Report – James A Downey III, Esquire

There was an executive session from 6:30 pm. to 7:00 pm. at which time there was a review of pending legal matters and personnel issues. Mr. Downey reported that the bid thresholds have changed for the year 2022. Any item less than \$11,800.00 does not have to be put out for bid, between \$11,800 and \$21,900 need 3 quotes and anything over \$21,900 requires bids.

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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

There was no Old Business brought before the Board.

New Business

Mr. Glasson welcomed Mr. James Downey, Esquire, back after his illness. Mr. Servis asked for a motion to have a letter from the Board of Directors stating that the Board of Directors are in agreement of no wrongdoing by Dr. Rajput.

Motion: Mrs. Murphy made a motion, seconded by Mr. Sidoti to have a letter from the Board of Directors stating that the Board of Directors are in agreement of no wrongdoing by Dr. Rajput.

Roll Call on the Motion

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

Motion carried unanimously

Public Participation

No public participation

Adjournment

Mr. Sidoti made a motion, seconded by Mrs. Murphy to adjourn the Board meeting at 7:21 p.m.

Motion carried unanimously.

Respectfully submitted by:


Michele Hammar, Secretary