

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 28, 2023

The Board of Directors of Lower Bucks County Joint Municipal Authority (Authority) held their monthly meeting on Thursday, December 28, 2023, 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 7:35 PM, which was followed by the Pledge of Allegiance. Mr. Glasson asked everyone to take a moment to remember all those who keep us safe every day.

Roll Call

Mrs. Burnell took roll call as follows:

Present: Joseph Glasson
Michele Hammar
Cynthia Murphy
Bryan Servis
Mike Sidoti

Absent James Morgan

Also Present: Vijay S. Rajput, Ph.D., P.E., Managing Director
Colleen Dunn, Finance Manager
Nancy Burnell, Meter Department Supervisor
Bryce McGuigan, Esquire

Public Participation

No public participation

Ratification of the November's 2023 Accounts Payables as Presented to the Board of Directors. Accounts Payable for November 2023 were electronically approved.

Motion: Mrs. Murphy made a motion, seconded by Mrs. Hammar, to approve December 2023 Accounts Payable as presented to the Board of Directors.

Roll Call on the Motion

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

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Approval of the December's 2023 Accounts Payable

Motion: Mrs. Hammar made a motion, seconded by Mr. Servis, to approve December 2023 Accounts Payable as presented to the Board of Directors.

Roll Call on the Motion

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

Motion carried unanimously.

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

Approval of the November's 2023 Board Meeting Minutes

Motion: Mrs. Murphy made a motion, seconded by Mrs. Hammar, to approve the November 2023 Board Meeting minutes as presented to the Board of Directors.

Roll Call on the Motion

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

Motion carried unanimously.

MANAGING DIRECTOR'S REPORT

2024 OPERATING BUDGET

Dr. Rajput presented the proposed 2024 Operating Budget to the Board of Directors.

Dr. Rajput stated that as in previous years, we continue to keep the Authority's expenditures down consistently by continuing to manage our resources effectively such as personnel resources/manpower, utilities, replacing energy inefficient equipment, automation of water and wastewater systems, optimizing chemical usage, replacing aging water mains, investigating and correcting water leakage, conducting annual water audit and addressing unaccounted water loss, pumping cost specifically in the wastewater side by correcting Infiltration/Inflow problems, inspecting & addressing broken sewer clean outs/vents, addressing tree root issues, proactive preventive maintenance of the wastewater collection system, 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.

During the last 12 years (2011- 2023/24), the Authority's Water and Sewer rates increased only one time (5% in 2013, effective in January 2014). The Authority is able to maintain the stable and lower water and sewer rates mainly due to the implementation of the above-stated practices.

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Motion: Mr. Servis made a motion, seconded by Mr. Sidoti, to approve the 2024 Operating Budget as presented to the Board of Directors.

Roll Call on the Motion

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

DELAWARE VALLEY TRUSTS INSURANCE RENEWAL

Dr. Rajput stated that the Authority currently utilizes Delaware Valley Trusts as our broker for commercial insurance (DVPLT), workers' compensation (DWWCT) and health insurance DVHT. Quotes were received for the continuation for all three (3) policies and the estimated combined increase is \$105,046. Most of the projected increase is due to a steep increase in the Property and Liability coverage for Property Values and for Flood Zone A Values. We would like to recommend to the Board for its consideration to remain a member of the Delaware Valley Trusts and renew the policies for Property & Liability, Workers' Compensation and Health Insurance for 2024.

Motion: Mr. Sidoti made a motion, seconded by Mrs. Murphy, to approve the Delaware Valley Trusts Insurance Renewal for Property & Liability, Worker's Compensation and Health Insurance for 2024.

Roll Call on the Motion

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

CONTRACT NO. WWTP-466: FURNISH AND SUPPLY THREE (3) COMPLETE GRINDERS AS BACK UP TO THE EXISTING GRINDERS AT THREE WASTEWATER PUMP STATIONS UNDER COSTARS CONTRACT.

Dr. Rajput stated that this project involves purchasing three (3) grinders as backups retrofit to the existing grinders at Kenwood, Thornridge and Birch Valley wastewater pump stations and are all critical to the operations of these large pump stations. Also, these grinders have a long lead time. In this regard, a proposal was obtained from JWC Environmental for a total quoted price of \$107,103.47 under their COSTARS Contract. The existing panel and frame will be reused. Based on our review of the quotations and need for backup retrofit grinders, we would like to request the Board for its consideration of purchasing three grinders as retrofits to three existing grinders from JWC Environmental for a total quoted price of \$107,103.47 under their COSTARS Contract.

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Motion: Mrs. Murphy made a motion, seconded by Mr. Servis, to approve the purchasing of three grinders as retrofits to three existing grinders from JWC Environmental for a total quoted price of \$107,103.47 under their COSTARS Contract.

Roll Call on the Motion

Mr. Glasson Aye

Mr. Servis Aye

Mrs. Hammar Aye

Mrs. Murphy Aye

Mr. Sidoti Aye

Motion carried unanimously.

ENVIRONMENTAL/POLLUTION LIABILITY INSURANCE

Dr. Rajput stated that the current three (3) year Environmental/Pollution liability insurance policy is due to expire on December 31, 2023. In this regard, a quotation from Crum & Foster Specialty Insurance Company has been received from our current insurance broker, JM Patton, for renewal of the Environmental/Pollution liability Insurance policy. The total quoted premium for three years is \$40,772.00 with a \$25,000 deductible per pollution condition and \$45,674 and \$51,620 for \$10,000 and \$5,000 deductibles, respectively.

Based on our review of the quotation submitted, we would like to request the Board for its consideration to accept the proposal for the renewal of the Authority's Environmental Pollution Liability Insurance from JM Patton Associates for carrier Crum & Foster Specialty Insurance Company for a duration of three years effective January 1, 2024, for a total premium of \$51,620.00 with a \$5,000.00 deductible per pollution condition.

Motion: Mr. Sidoti made a motion, seconded by Mrs. Hammar, to approve the renewal of the Authority's Environmental Pollution Liability Insurance from JM Patton Associates for carrier Crum & Foster Specialty Insurance Company for a duration of three years effective January 1, 2024, for a total premium of \$51,620.00 with a \$5,000.00 deductible per pollution condition.

Roll Call on the Motion

Mr. Glasson Aye

Mr. Servis Aye

Mrs. Hammar Aye

Mrs. Murphy Aye

Mr. Sidoti Aye

Motion carried unanimously.

Dr. Rajput stated our Finance Manager and Wastewater Treatment Plant Manager/Engineering Assistant, both non-union employees, are doing an excellent job and thus would like to recommend to the Board for its consideration to approve a 7% increase to their current base salary to be effective January 1, 2024.

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Motion: Mr. Sidoti made a motion, seconded by Mr. Servis, to approve a 7% increase for the Finance Manager and Wastewater Treatment Plant Manager/Engineering Assistant to be effective January 1, 2024.

Roll Call on the Motion

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

Motion carried unanimously.

Dr. Rajput stated that under the merit increase provision provided under the current Supervisory Union Contract, he would like to recommend to the Board for its consideration to approve a 5% merit increase to the base salary of the Executive Assistant, Field Maintenance Supervisor, Field Technician/Pump Station Supervisor and Water Treatment Plant Asst. Superintendent as a recognition for their excellent work and performance that they do over and above what is required of them, effective January 1, 2024.

Motion: Mr. Sidoti made a motion, seconded by Mr. Servis, to approve a 5% Merit increase to the Executive Assistant, Field Maintenance Supervisor, Field Technician/Pump Station Supervisor and Water Treatment Plant Asst. Superintendent to be effective January 1, 2024

Roll Call on the Motion

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

Motion carried unanimously.

Dr. Rajput stated that our non-union part-time Inspector, is performing an excellent job and thus would like to recommend to the Board for its consideration to approve a 3.50% increase to the part-time Inspector, to be effective as of January 1, 2024.

Motion: Mr. Servis made a motion, seconded by Mrs. Hammar, to approve a 3.50% increase for the part-time Inspector to be effective as of January 1, 2024.

Roll Call on the Motion

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

Motion carried 4-1.

*Mr. Glasson abstained for personal reasons.

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Dr. Rajput stated that under the merit increase provision of the current Supervisory Union Contract, he would like to recommend to the Board for its consideration to approve a one-time \$3,000.00 merit bonus not to be added to hourly wage, for the Water Treatment Plant Superintendent, Electrician and Meter Dept. Supervisor for their excellent work they provide to the Authority, to be effective as of January 1, 2024.

Motion: Mr. Sidoti made a motion, seconded by Mr. Servis to approve a \$3,000.00 Merit Bonus for the Water Treatment Plant Superintendent, Electrician and Meter Dept. Supervisor as a one-time bonus, not to be added to the hourly wage, effective as of January 1, 2024.

Roll Call on the Motion

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

Motion carried unanimously.

Motion: Mr. Servis made a motion, seconded by Mrs. Murphy, to approve an 8% increase for Dr. Vijay Rajput, Managing Director to be effective as of January 1, 2024.

Roll Call on the Motion

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

Motion carried unanimously.

Dr. Rajput requested the Board for its consideration to approve advertising the Authority's Board of Directors meetings for the year 2024, to be on the fourth (4) Thursday of each month and will begin at 7:00 pm.

Motion: Mr. Servis made a motion, seconded by Mrs. Hammar, to approve the advertisement of the Authority's Board of Directors meetings for the year 2024, to be on the fourth (4) Thursday of each month and will begin at 7:00 pm.

Roll Call on the Motion

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

Motion carried unanimously.

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Dr. Rajput stated that the following items of his report are for the Boards information.

COMMERCIAL INSURANCE RENEWAL

Dr. Rajput explained that Delaware Valley Property and Liability Trust (DVPLT) is the Authority's commercial insurance provider. A renewal proposal has been received from DVPLT for the 2024 coverage which includes a rate increase due to the occurrence of natural disasters that have occurred in our area. 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 \$10,221 is eligible to receive estimated safety grant funds of \$17,273 a discount for Workers Compensation insurance from D VWCT and a discount for Health Insurance from DVHT. The Authority has continued to manage and maintain its assets and infrastructure efficiently by taking needed control measures to limit liability exposures; these tasks have helped keep the annual increase per market and not be a factor in our increase.

DVHT HEALTH INSURANCE

Dr. Rajput stated that the Health Insurance renewal rates for 2024 have been received from Delaware Valley Health Trust (DVHT). Review of the 2024 renewal rates show that DVHT continues to provide stabilized rates. There is an increase of approximately 5.1% in the annual premium (HMO, RX, and Dental) for 2024.

DVHT WORKERS' COMPENSATION INSURANCE

Dr. Rajput stated that Delaware Valley Workers' Compensation Trust (D VWCT) is also our current Workers' Compensation insurance provider. Our modification factor has decreased from 1.184 to 1.132 for 2024.

CONTRACT WWTP-464 – FURNISH AND SUPPLY NEW KENNEDY FIRE HYDRANTS, VALVES AND PIPE TO LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY, LEVITTOWN, BUCKS COUNTY, PENNSYLVANIA

All required contract documents have been received and a Notice to Proceed will be issued.

CONTRACT WTP-463: FURNISH AND SUPPLY FERRIC CHLORIDE TO WATER TREATMENT PLANT

All required contract documents have been received and a Notice to Proceed will be issued.

CONTRACT #WWTP-401B: INSTALLATION OF ULTRAVIOLET DISINFECTION SYSTEM IN THE CHLORINE CONTACT BASINS AT THE WASTEWATER TREATMENT PLANT UNDER COSTARS CONTRACT

Progress meetings are being held on a biweekly basis to review project progress and scheduling. Currently, chlorine contact tanks #3 and #4 and the circular secondary sedimentation tank are out of service to facilitate the installation of the partition wall.

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FEASIBILITY STUDY FOR ADDITIONAL SECONDARY SEDIMENTATION TANK AT THE WASTEWATER TREATMENT PLANT

We are continuing the in-house engineering feasibility study to add one additional circular secondary sedimentation tank at the wastewater treatment plant as a back up to the existing rectangular secondary clarifiers.

WTP LABORATORY ASSESSMENT

PADEP has accepted our Corrective Action Plan, and our Water Plant lab meets the requirements of the Pennsylvania Environmental Laboratory Accreditation Program.

DRBC DOCKET FOR WASTEWATER TREATMENT PLANT

The renewed Docket from DRBC for the discharge of treated effluent from the Authority's wastewater treatment plant has been received. The Authority's Docket was approved by the Commission on December 6, 2023 and expires December 6, 2028.

CONTRACT A-446: FURNISH AND INSTALL R900® GATEWAY FIXED NETWORK DATA COLLECTOR OF NEPTUNE TECHNOLOGY GROUP BY RIO SUPPLY INC. UNDER COSTARS CONTRACT #16-22

The contractor has received all the required equipment and materials to install collector towers and is currently scheduling installation work.

WATER TREATMENT PLANT DRBC ANNUAL EFFLUENT MONITORING REPORT

As per the requirements of the DRBC's docket, this report will be completed and submitted to the DRBC on or before its due date.

WASTEWATER TREATMENT PLANT DRBC ANNUAL EFFLUENT MONITORING REPORT

As per the requirements of the DRBC's docket, this report will be completed and submitted to the DRBC on or before its due date.

In closing, Dr. Rajput thanked the Board of Directors for their excellent guidance and support, as well as the Authority's employees for their cooperation and services for the year.

Solicitor's Report

Mr. McGuigan stated that there was an executive session from 6:30 pm. to 7:35 pm. at which time personnel matters, active litigation and other unrelated legal matters were discussed.

Finance Manager's Report

Mrs. Dunn reported the Authority is doing well and will be participating in Invoice Cloud's "Check Free Pay". Customers will be able to make cash payments at Walmart's Service Desk for their water and sewer billing.

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Old Business

No old business

New Business

No new business

Public Participation

No public participation.

Adjournment

Mr. Servis made a motion, seconded by Mrs. Murphy, to adjourn the board meeting at 8:09 PM.
Motion carried unanimously.

Respectfully submitted by:


Michele Hammar, Secretary