

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ January 25, 2024*

The Board of Directors of Lower Bucks County Joint Municipal Authority (Authority) held their monthly meeting on Thursday, January 25, 2024, 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 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**

#### **Present:**

Joseph Glasson, Board Member  
Michele Hammar, Board Member  
Cynthia Murphy, Board Member  
Bryan Servis, Board Member  
Mary Ann Gahagan, Board Member  
James Morgan, Board member  
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

### **Reorganization:**

**Motion:** Mr. Servis made a motion, seconded by Mrs. Murphy, to nominate Mr. Glasson as Chairperson.

5 in favor / 0 opposed / 1 abstention (Mr. Glasson). Motion carries.

**Motion:** Mrs. Murphy made a motion, seconded by Mr. Morgan, to nominate Mr. Servis as Vice Chairperson.

5 in favor / 0 opposed / 1 abstention (Mr. Servis). Motion carries.

**Motion:** Mr. Servis made a motion, seconded by Mrs. Murphy, to nominate Mrs. Hammar as Secretary.

5 in favor / 0 opposed / 1 abstention (Mrs. Hammar). Motion carries.

**Motion:** Mrs. Murphy made a motion, seconded by Mr. Servis, to nominate Ms. Gahagan as Assistant Secretary.

5 in favor / 0 opposed / 1 abstention (Ms. Gahagan). Motion carries.

**Motion:** Mrs. Murphy made a motion, seconded by Mrs. Gahagan, to nominate Mr. Morgan as Treasurer.

5 in favor / 0 opposed / 1 abstention (Mr. Morgan). Motion carries.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ January 25, 2024*

**Motion:** Mr. Servis made a motion, seconded by Mrs. Hammar, to nominate Mrs. Murphy as Assistant Treasurer

5 in favor / 0 opposed / 1 abstention (Mrs. Murphy). Motion carries.

### **January 2024 Accounts Payable**

**Motion:** Mr. Servis made a motion, seconded by Mrs. Hammar, to approve January 2024 Accounts Payable.

6 in favor / 0 opposed / 0 abstention\*. Motion carries.

\*Mr. Glasson abstained from invoices that pertain to McIntyre Plumbing, Benjamin Franklin Plumbing & Glasson Enterprises.

Mrs. Murphy questioned J.P. Smith Company's pricing for work performed in the plants. Dr. Rajput explained that the work performed by JP Smith Company is for rehabilitation of deteriorating piping, concrete tanks and surfaces, metal tanks, steps, walls, etc., at the Authority's facilities, which involves cleaning/sand blasting and coating these surfaces to prevent further deterioration. All the work is being performed under the COSTARS contract with a unit price which was approved by the Board. The current contract with JP Smith Company is for a duration of one year. The amount also includes material cost. As Mr. Servis suggested, we will again obtain proposals under COSTAR contract when this current approval expires and will be presented to the Board for approval considerations.

### **December 2023 Board Meeting Minutes**

**Motion:** Mr. Servis made a motion, seconded by Mr. Morgan, to approve the December 2023 Board Meeting minutes, with spelling corrections to be made on page 3.

6 in favor / 0 opposed / 0 abstention. Motion carries.

### **MANAGING DIRECTOR'S REPORT**

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

Dr. Rajput stated that a meeting was held on January 10, 2024, to discuss the construction progress. The contractor is making satisfactory progress, however, due to increased lead time for materials; specifically, the emergency generator and additional work, the contractor was unable to meet the contract completion date of December 23, 2023, and thus has requested a two hundred forty-three (243) day extension to the contract completion time reflecting a final completion date of July 22, 2024, at no additional cost or liability to the Authority. Considering the satisfactory progress and increased lead time for materials, we recommend granting the requested two hundred forty-three (243) day extension of the contract completion time with a final completion date of July 22, 2024, at no additional cost or liability to the Authority.

**Motion:** Mrs. Murphy made a motion, seconded by Mrs. Hammar, to grant the request for a two hundred forty-three (243) day extension of the contract completion time with a final completion date of July 22, 2024, at no additional cost or liability to the Authority.

6 in favor / 0 opposed / 0 abstention. Motion carries.

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ January 25, 2024*

### **REPLACEMENT OF THE EXISTING ROOF AT THE LIME AND CARBON BUILDING AT THE WATER TREATMENT PLANT**

Dr. Rajput stated that the existing roof of lime and carbon feed building has started leaking and need to be replaced on an emergency basis considering that lime and activated carbon are critical part of our Water Treatment Plant operations. Dr. Rajput stated that he has discussed this situation with Mr. McGuigan, and he concurred this is an emergency and thus ordinary bidding method can be bypassed to afford a timely restoration of this emergency situation. Dr. Rajput stated that three quotations have been received for the replacement of the roof and the lowest quotation was from Martin Roofing for \$32,800.00. Since the leaking roof has been deemed an emergency, it does not have to go out for bid and may be awarded to the contractor therefore we would like to recommend to the Board for consideration awarding Martin Roofing Construction to replace the existing roof on the lime and carbon building in the amount of \$32.800.

**Motion:** Mrs. Murphy made a motion, seconded by Mr. Morgan, to award Martin Roofing Construction to replace the existing roof on the lime and carbon building in the amount of \$32.800.  
6 in favor / 0 opposed / 0 abstention. Motion carries.

### **PERSONNEL MATTER**

Dr. Rajput stated that as of February 12, 2024, employee number 1074 will have been on disability for one (1) year. If employee 1074 is unable to be certified to return to work by February 12, 2024, the Collective Bargaining Agreement paragraph 25-14 states "If an employee's disability is due to illness or injury, whether work or non-work related or caused, is prolonged beyond a period of twelve (12) months and said employee is not certified to return to work, their employment service with the Authority shall be terminated." In the event employee 1074 is not certified to return to work on or before February 12, 2024 per the Collective Bargaining Agreement terminate employment for employee 1074.

**Motion:** Mrs. Murphy made a motion, seconded by Mrs. Hammar, to terminate employee 1074 if unable to be certified for work on or before February 12, 2024, as stated in Collective Bargaining Agreement.

6 in favor / 0 opposed / 0 abstention. Motion carries.

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

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

Dr. Rajput reported they are continuing the in-house engineering feasibility study to add an additional circular secondary sedimentation tank (clarifier) as a back up to the existing rectangular secondary clarifiers.

### **WWTP LABORATORY ACCREDITATION RENEWAL**

Dr. Rajput said they are in the process of completing the required accreditation renewal application for the wastewater treatment plant laboratory for the submission to PADEP.

### **WATER TREATMENT PLANT DRBC ANNUAL EFFLUENT MONITORING REPORT**

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

*Lower Bucks County Joint Municipal Authority*  
*Board Meeting Minutes ~ January 25, 2024*

WASTEWATER TREATMENT PLANT DRBC ANNUAL EFFLUENT MONITORING REPORT

Dr. Rajput stated, 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 ANNUAL BIOSOLIDS REPORT (SLUDGE DMR)

Dr. Rajput said per the requirements, this report will be completed and submitted to USEPA on or before its due date.

ANNUAL TIER II REPORT

Dr. Rajput said, the Tier 11 report for the reporting year of 2023 for the Wastewater Treatment Plant and Water Treatment Plant will be submitted electronically on or before its due date.

CAPITAL IMPROVEMENT BUDGET FOR 2023

Dr. Rajput is currently preparing the proposed 2024 capital improvement budget and plan to submit it to the Board for its review and adoption considerations at the February meeting.

WATER AND WASTEWATER SYSTEMS

The average daily drinking water supplied for the month of December was approximately 5.87 MGD. The monthly average effluent flow from the wastewater treatment plant for the month of December was approximately 8.95 MGD.

Solicitor's Report

Mr. McGuigan stated that there was an executive session from 6:30 pm. to 7:00 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.

Old Business

No old business

New Business

No new business

Public Participation

No public participation.

Adjournment

Mr. Morgan made a motion, seconded by Mrs. Hammar, to adjourn the board meeting at 7:25 PM. Motion carried unanimously.

Respectfully submitted by:

  
Michele Hammar, Secretary