

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ February 22, 2024*

The Board of Directors of Lower Bucks County Joint Municipal Authority (Authority) held their monthly meeting on Thursday, February 22, 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  
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

**Absent:** Bryan Servis, Board Member

### **Public Participation**

No public participation

### **February 2024 Accounts Payable**

Dr. Rajput requested the Board to consider including an addendum for Begley, Carlin & Mandio LLC, and AV Contractors to the February's accounts payable.

**Motion:** Mrs. Murphy made a motion, seconded by Mrs. Hammar, to approve February 2024 Accounts Payable with the addendum.

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

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

### **January's 2024 Board Meeting Minutes**

**Motion:** Mr. Morgan made a motion, seconded by Mrs. Murphy, to approve the January 2024 Board Meeting minutes.

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

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

#### **CAPITAL IMPROVEMENT BUDGET FOR 2024**

Dr. Rajput presented the proposed Capital Improvement Budget for 2024-2025 and requested the Board for its consideration to adopt the presented Capital Improvement Budget. Dr. Rajput stated that the total estimated amount of the proposed Capital Improvement Projects for 2024 is approximately \$17,190,000. Of this, a major portion of the amount is allocated for the rehabilitation/replacement of the Authority's infrastructure including water mains and sanitary sewer mains; replacement of valves/controls, installation of circular secondary clarifier no. 6 at the wastewater treatment plant, and the ultraviolet disinfection system with solar canopy at the wastewater treatment plant. Although the Authority is self-funding these projects, adjustments may be necessary to ensure costs are kept in line with our funding projections.

**Motion:** Mrs. Murphy made a motion, seconded by Mrs. Gahagan, to approve the Capital Improvement Budget for 2024-2025

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

#### **PROJECT #WWTP-218: PURCHASE OF TEN (10) ELECTROMAGNETIC FLOW METERS FOR INSTALLATION AT FOUR (4) SEWAGE PUMP STATIONS (UNDER COSTARS CONTRACT #16-E22-194), (CAPITAL IMPROVEMENT PROJECT)**

Dr. Rajput stated that this project involves purchasing ten (10) electromagnetic flow meters for installation at four (4) sewage pump stations. Of the ten flow meters, three (3) will be installed at Birch Valley pump station, three (3) at Mill Creek pump station, two (2) at Art Carney pump station and two (2) at North Park pump station. A quotation has been received for the purchase the ten (10) electromagnetic flow meters from NorthEast Technical Sales under COSTARS Contract #16-E22-194 in the amount of \$54,670.00 We would like to request the Boards consideration for the approval of purchasing ten (10) electromagnetic flow meters manufactured by Toshiba Corporation with a total quoted amount of \$54,670.00 from NorthEast Technical Sales, Inc., under COSTARS Contract # 16-E22-194.

**Motion:** Mrs. Murphy made a motion, seconded by Mrs. Hammar, to approve the purchase of ten (10) electromagnetic flow meters manufactured by Toshiba Corporation with a total quoted amount of \$54,670.00 from NorthEast Technical Sales, Inc., under COSTARS Contract # 16-E22-194.

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

#### **CONTRACT NO. WWTP-468: FURNISH & PROVIDE SERVICES FOR REPLACEMENT OF EXISTING WATER MAINS**

Dr. Rajput presented that bids were received and opened on February 20, 2024, for Contract # WWTP-468. This contract is to provide services for the replacement of existing water mains. A tabulation of the itemized unit price bid is presented in the attached Table. Dr. Rajput stated that based on the bid results, K.E. Seifert Inc., located in Langhorne, Pennsylvania was the only bidder for this contract. They are the current contractor and have been providing services for the replacement of existing water mains for about the last six (6) years. Their services have been very satisfactory, and they have been working well with our Field Crew. Based on the review of the bid documents, Dr. Rajput requested the Board for its consideration awarding Contract # WWTP-468 to

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K.E. Seifert Inc., located at 155 N. Green Street, Langhorne, Pennsylvania for the unit bid prices bid as listed in their bid proposal. The duration of this contract is one (1) year.

**Motion:** Mrs. Murphy made a motion, seconded by Mrs. Gahagan, to award Contract # WWTP-468 to K.E. Seifert Inc., for the unit bid prices bid as presented in their bid proposal.

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

### **CONTRACT NO. WWTP-469– FURNISH AND PROVIDE SERVICES FOR TREE TRIMMING AND REMOVAL**

Dr. Rajput presented that bid proposals were opened on February 20, 2024, for Contract # WWTP-469. This contract is for trimming and removal of trees on an as needed basis. Bid results are presented in the attached bid tabulation. Dr. Rajput stated that there were two bidders: Joseph McIlvaine Tree & Lawn Service, Inc. and Rick's Expert Tree Service, Inc. Review of bid results show that Joseph McIlvaine Tree & Lawn Service, Inc. submitted a bid proposal with the lowest bid price for the bid item no. 1: Normal Working hours whereas Rick's Expert Tree Service, Inc. submitted the lowest bid price for the bid item no. 2: Other than Normal Working Hours. Considering that one bidder submitted lowest unit bid price for the first bid item whereas the second bidder submitted lowest unit bid price for the second item, Dr. Rajput recommend to the Board for its considerations to reject all the bid proposals and rebid this contract.

**Motion:** Mrs. Murphy made a motion, seconded by Mrs. Hammar, to reject the bid proposals received for Contract # WWTP-469 and rebid the contract.

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

### **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**

Dr. Rajput presented that the contractor is in the process of installing the Gateway fixed network data collector system. Based on final site visit and evaluation, it is determined that eight (8) additional poles are needed for the implementation of this project. A proposal has been received from the Contractor under their COSTARS contract to furnish and install eight (8) poles at the eight (8) selected sites at a total quoted cost of \$52,494.60. Dr. Rajput recommended to the Board for its for its consideration to approve a change order to the existing Contract No. A-446 for the additional total amount of \$52,494.60 to furnish and install eight (8) additional poles to Rio Supply, Inc. as per their proposal #6097 dated January 23, 2024, under their COSTARS Contract #16-22.

**Motion:** Mrs. Murphy made a motion, seconded by Mrs. Hammar to approve a change order to Contract # A-446 for an additional amount of \$52,494.60 to furnish and install eight (8) additional poles to Rio Supply, Inc. under their COSTARS Contract #16-22.

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

### **REPLACEMENT OF METER DEPARTMENT VEHICLE (CAPITAL IMPROVEMENT)**

Dr. Rajput presented that under the ongoing vehicle replacement program, we would like to recommend replacing two (2) existing vehicles for the meter department with one (1) new vehicle. It

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is our opinion that it is more economical to replace these two vehicles with one new vehicle than to continue to repair the existing vehicles. In this regard, two COSTARS quotations have been received for the purchase of a 2024 F-150 4X4 Super Crew Cab 6.5" box 157" WBXL (w1L). Chapman Ford of Horsham submitted their quotation with the total price of \$52,347.98 which is lower than that of \$59,970.00 submitted by Fred Beans Ford of Doylestown. Dr. Rajput recommended to the Board for its consideration to approve purchasing the above stated 2024 F-150 4X4 Super Crew Cab 6.5" box 157" WBXL (w1L) from Chapman Ford of Horsham with a total cost of \$ 52,347.98 under their COSTARS Contract # 25-E22-425.

**Motion:** Mrs. Murphy made a motion, seconded by Mrs. Hammar, to approve purchasing the 2024 F-150 4X4 Super Crew Cab from Chapman Ford of Horsham with a total cost of \$52,347.98 under their COSTARS Contract # 25-E22-425.

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

Dr. Rajput requested the Board for its consideration to trade in the 2011 Ford Transit Connect and the 2017 Pro Master City Cargo Ram to apply credit toward the purchase of the above stated vehicle or sell these two vehicles.

**Motion:** Mrs. Hammar made a motion, seconded by Mrs. Murphy to approve trading in the 2011 Ford Transit Connect and the 2017 Pro Master City Cargo Ram to apply credit toward the purchase of the above stated vehicle or sell these two vehicles.

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

### **INTERNSHIP AT THE AUTHORITY**

Dr. Rajput requested the Board for its consideration to approve and authorize the Managing Director to explore, interview and offer the following educational internships at the Authority:

One Engineering educational intern for a duration of three months at an hourly rate range of \$15 to \$20 depending upon educational qualification; the candidate will be a college student; this internship will be without any benefits. Ideal candidates for this educational internship will be those who are pursuing or completing/completed undergraduate degree program in Civil/Environmental Engineering or related engineering or technical field at any accredited college program. This intern will work under the supervision of the Managing Director or as designated.

Dr. Rajput also requested the Board for its consideration to approve one educational intern for the Administration office for a duration of three months at an hourly rate range of \$12 to \$15 per hour depending upon educational qualifications without any benefits. Ideal candidates for this educational internship will be those who are pursuing or completing/completed high school or undergraduate degree program or are interested in pursuing an Office Administration career. This intern will work under the supervision of the Managing Director or as designated.

**Motion:** Mrs. Gahagan made a motion, seconded by Mrs. Hammar to approve and authorize Managing Director to explore, interview and offer one engineering educational internship for a duration of three months at an hourly rate range of \$15 to \$20 depending upon educational qualifications and one educational internship for the Administration office for a duration of three months at an hourly rate range of \$12 to \$15 per hour depending upon educational qualifications.

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

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Dr. Rajput requested the Board of Directors for its consideration to cancel the March 28, 2024, board of directors meeting.

**Motion:** Mrs. Murphy made a motion, seconded by Mrs. Hammar, to cancel the March 28, 2024, Board of Directors meeting.

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

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

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

A meeting was held on February 7, 2024, to discuss the construction progress.

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

We 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

The required accreditation renewal application has been completed and submitted to PADEP.

### WATER DISTRIBUTION SYSTEM MAINTENANCE PROGRAM: REHABILITATION / REPLACEMENT OF EXISTING WATER MAINS – PHASE 9

We will begin phase 9 of the water main and valve replacement work is planned to resume in March 2024, depending on weather conditions.

### WATER TREATMENT PLANT DRBC ANNUAL EFFLUENT MONITORING REPORT

The Annual Effluent Monitoring Report for the reporting year of 2023 has been completed and submitted to the DRBC.

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### WASTEWATER TREATMENT PLANT ANNUAL BIOSOLIDS REPORT (SLUDGE DMR)

The annual Bio Solids Report (Sludge DMR) for the reporting year of 2023 has been completed and electronically submitted to USEPA. Total annual sludge generation for the reporting year of 2023 was approximately 632.54 tons or approximately 573.83 metric tons on a dry weight basis.

### WASTEWATER TREATMENT PLANT ANNUAL TIER II REPORT

The Tier 11 report for the reporting year of 2023 has been completed and submitted electronically.

### WATER TREATMENT PLANT ANNUAL TIER II REPORT

We have completed and submitted electronically the Tier 11 report for the reporting year of 2023.

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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 2023. This report is due by March 31, 2024.

### PRETREATMENT ANNUAL REPORT

We have started preparing the required Pretreatment Program Annual Report for the reporting year of 2023. This report is due by March 31, 2024.

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

We have started performing the required water audit as per DRBC requirements and will be submitted to DRBC per their requirements. This report is due by March 31, 2024.

### WATER AND WASTEWATER SYSTEMS

The average daily drinking water supplied for the month of January was approximately 6.05 MGD. The monthly average effluent flow from the wastewater treatment plant for the month of January was approximately 10.75 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 said that the Authority is doing well. Mrs. Dunn has looked over the number of liens the Authority has on file and is working to reduce this number by comparing records from the Bucks County Board of Assessments, Mr. McGuigan's firm records and the Authority's records.

### 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