

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 17, 2024

The Board of Directors of Lower Bucks County Joint Municipal Authority (Authority) held their monthly meeting on Tuesday December 17, 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
Bryan Servis, Board Member
James Morgan, Board member
Cynthia Murphy, Board Member
Michele Hammar, Board Member
Mary Ann Gahagan, 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

Ratification of November Accounts Payable as presented to the Board of Directors.

Motion: Mrs. Murphy made a motion, seconded by Mr. Morgan, to approve payment of the November 2024 accounts payable.

6 in favor / 0 opposed. Motion carried unanimously

Approval of the December Accounts Payable as presented to the Board Directors

Motion: Mr. Servis made a motion, seconded by Mr. Morgan, to approve payment of the December 2024 accounts payable.

6 in favor / 0 opposed. Motion carried unanimously.

Approval of October 2024 Board Meeting Minutes

Motion: Mrs. Gahagan made a motion, seconded by Mr. Servis, to approve October 2024 Board Meeting minutes.

6 in favor / 0 opposed. Motion carried unanimously.

Withum Auditor's Report for 2023

Withum Auditor's presented a draft of the 2023 audit. Withum reported Lower Bucks County Joint Municipal Authority is doing very well.

Motion: Mrs. Murphy made a motion, seconded by Mr. Servis, to accept the December 31, 2023 draft Audit.

6 in favor / 0 opposed. Motion carried unanimously

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Managing Director's Report

2025 OPERATING BUDGET

Dr. Rajput presented the proposed 2025 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 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.

The Authority is able to maintain the stable and lower water and sewer rates mainly due to the implementation of the above-stated practices.

Motion: Mr. Morgan made a motion, seconded by Mrs. Hammar, to approve the Operating Budget for 2025.

6 in favor / 0 opposed. Motion carried unanimously.

CONTRACT WWTP-479: DISPOSAL OF DEWATERED SLUDGE FROM THE AUTHORITY'S WASTEWATER TREATMENT PLANT

Dr. Rajput stated that bids were received on November 19, 2024, for Contract No. WWTP-479 for the disposal of Dewatered Sludge from the Authority's Wastewater Treatment Plant. Dr. Rajput stated that there were four (4) bidders, and it is a unit bid price contract. Environmental Protection & Improvement Company, LLC (EPIC) owned by Synagro Rail, Inc. was the lowest bidder. Dr. Rajput stated that after review of the bid documents, Synagro/EPIC, we recommend to the Board for its consideration to award Contract WWTP 479: Disposal of Dewatered Sludge from the Authority's Wastewater Treatment Plant to Environmental Protection & Improvement, LLC (EPIC) located at 319 Avenue P, Newark, NJ 07105 in their unit bid amount of \$147.13 per ton. The duration of this contract is three (3) years. The current contract price is \$138.39, an increase of \$8.74/ton.

Motion: Mr. Morgan made a motion, seconded by Mrs. Hammar, to approve awarding Contract WWTP- 479: Disposal of Dewatered Sludge from the Authority's Wastewater Treatment Plant to Environmental Protection & Improvement, LLC (EPIC) in their unit bid amount of \$147.13 per ton.

6 in favor / 0 opposed. Motion carried unanimously.

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CONTRACT WTP-480: DISPOSAL OF DEWATERED SLUDGE FROM THE AUTHORITY'S WATER TREATMENT PLANT

Dr. Rajput stated that bids were received November 19, 2024, for Contract Number WTP-480 for the Disposal of Dewatered Sludge from the Authority's Water Treatment Plant. Dr. Rajput stated that there were three bidders, and it is a unit bid price contract. Based on the bids that were received, Waste Management was the lowest responsible bidder. Dr. Rajput stated that after review of the bid documents and bidder's qualification statement we recommend to the Board for its consideration to award Contract WTP-480: Disposal of Dewatered Sludge from the Authority's Water Treatment Plant to Waste Management located at 100 Brandywine Blvd, Newtown, PA 18940 in their unit bid amount of \$148.08 per ton. The duration of this contract is three (3) years. The current contract price is \$138.39/ton, an increase of \$9.69/ton.

Motion: Mrs. Murphy made a motion, seconded by Mr. Morgan, to approve awarding Contract WTP-480: Disposal of Dewatered Sludge from the Authority's Water Treatment Plant to Waste Management in their unit bid amount of \$148.08 per ton.

6 in favor / 0 opposed. Motion carried unanimously.

PROJECT #WWTP-225: REPLACE THE EXISTING GRINDER AT VILLAGE OF PENNBROOK PUMP STATION UNDER COSTARS CONTRACT

Dr. Rajput stated that the failed grinder at Village of Pennbrook needs to be retrofit and replaced. Since this grinder is critical to the operations of the pump station, we need to purchase this grinder on an emergency basis.

Dr. Rajput stated that a quote was obtained from JWC Environmental for a total price of \$27,431.73 under their COSTARS Contract, this price includes a 15% discount (\$4,674.86). The existing slide rack system will be utilized. We would like to request the Board for their approval to purchase one grinder to replace the existing failed grinder from JWC Environmental for a total quoted price of \$27,431.73 under their COSTARS Contract for Village of Pennbrook pump station.

Motion: Mrs. Murphy made a motion, seconded by Mrs. Gahagan, to approve the purchase of one grinder to replace the existing failed grinder from JWC Environmental for a total quoted price of \$27,431.73 under their COSTARS Contract for Village of Pennbrook pump station.

6 in favor / 0 opposed. Motion carried unanimously.

DELAWARE VALLEY TRUSTS INSURANCE RENEWAL

Dr. Rajput presented that the Authority currently utilizes Delaware Valley Trusts as our broker for commercial insurance (DVPLT), workers' compensation (DVWCT) and health insurance (DVHT). We received quotes for the continuation of all three (3) policies and the estimated combined increase is \$29,287. 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 until it is no longer beneficial to the Authority or plan to change.

Motion: Mr. Servis made a motion, seconded by Mr. Morgan, to remain a member of the Delaware Valley Trusts and renew the policies for Property & Liability, Workers' Compensation and Health Insurance until it is no longer beneficial to the Authority or plan to change.

6 in favor / 0 opposed. Motion carried unanimously.

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APPROVAL OF RESOLUTION No. 2024-003

Dr. Rajput requested the Board to ratify electronic approval of Resolution No. 2024-003 to submit an application to the Pennsylvania Department of Community and Economic Development for funding through Local Share Account Statewide Program and further certifying compliance with the requirements of the said program. We would like to thank Mr. Glasson and Mrs. Hammar for signing the required resolution for the grant application. The grant application was submitted by Michael Conallen, the Authority Grant Consultant. This funding application is for our proposed secondary clarifier no. 5 at the wastewater treatment plant.

Motion: Mr. Servis made a motion, seconded by Mrs. Hammar, to ratify the submittal of Resolution No. 2024-003 an application to the Pennsylvania Department of Community and Economic Development for funding through Local Share Account Statewide Program and certifying compliance with the requirements of the program.

6 in favor / 0 opposed. Motion carried unanimously.

Dr. Rajput requested the Board for its consideration to approve advertising the Authority's Board of Directors meetings for the year 2025, 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 2025, to be on the fourth (4) Thursday of each month and will begin at 7:00 pm.

6 in favor / 0 opposed. Motion carried unanimously.

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

COMMERCIAL/HEALTH AND WORKER'S COMPENSATION INSURANCE RENEWAL

Policy renewals were reviewed and analyzed to show the cost savings.

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

The system has been placed in operation, and we are currently working with the contractor on the punch list.

CONTRACT NO. WWTP-472- REHABILITATE AND REPLACE ROOF AND SUPPORTING ROOF STRUCTURE OF GRIT SCREEN BUILDING AT WASTEWATER TREATMENT PLANT UNDER COSTARS CONTRACT #0000559302 (CAPITAL IMPROVEMNT PROJECT)

The contractor has completed the project satisfactorily.

CONTRACT WWTP-473: FURNISH AND DELIVER ROCK SALT (SODIUM CHLORIDE) FOR THE 2024-2025 SEASON THROUGH BUCKS COUNTY CONSORTIUM-SALT BID

The Notice to Proceed has been issued to Morton Salt, Inc.

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WWTP-474A: FURNISH AND DELIVER MIXING SYSTEM FOR ANAEROBIC DIGESTER NO. 4 TO REPLACE THE PERTH MIXING SYSTEM UNDER COSTARS CONTRACT NO. 388548 (CAPITAL IMPROVEMENT PROJECT)

The shop drawings are being reviewed, and a project progress meeting will be scheduled after the new year.

WWTP-474B: REPLACE THE MIXING SYSTEM IN ANAEROBIC DIGESTER NO. 4 AT THE WASTEWATER TREATMENT PLANT UNDER COSTARS CONTRACT (CAPITAL IMPROVEMENT PROJECT)

The Authority is waiting for the delivery of equipment and pipe materials. A project progress meeting will be scheduled after the new year to discuss the project schedule and material delivery.

WATER TREATMENT PLANT DRBC ANNUAL EFFLUENT MONITORING REPORT

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

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

WATER DISTRIBUTION SYSTEM MAINTENANCE PROGRAM: REHABILITATION / REPLACEMENT OF EXISTING WATER MAINS – PHASE 9 (CAPITAL IMPROVEMENT PROJECT)

With the completion of Robin Hill Lane, November 2024, under Phase 9 of the water main and valve replacement program approximately 8,450 feet of water main has been replaced this year.

Other Items

Motion: Mrs. Murphy made a motion, seconded by Mr. Morgan to approve a 3% increase for Colleen Dunn, Finance Manager, to be effective January 1, 2025

6 in favor / 0 opposed. Motion carried unanimously.

Motion: Mr. Morgan made a motion, seconded by Mr. Hammar, to approve a 3% increase for Michael Andrews, WWTP Manager/Engineering Assistant to be effective January 1, 2025

6 in favor / 0 opposed. Motion carried unanimously.

Motion: Mr. Servis made a motion, seconded by Mrs. Murphy, to approve a 3% increase for Thomas Glasson, Non-union part-time inspector to be effective January 1, 2025.

5 in favor / 1 abstained

Mr. Glasson abstained from this vote for personal reasons.

Motion: Mr. Servis made a motion, seconded by Mrs. Murphy to approve a 4% increase for Dr. Vijay Rajput, Managing Director, effective January 1, 2025.

6 in favor / 0 opposed. Motion carried unanimously.

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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 that the Authority is doing well.

Old Business

No old business

New Business

No new business

Public Participation

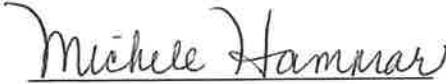
No public participation.

Adjournment

Mr. Morgan made a motion second by Mr. Servis to adjourn the board meeting at 7:16 PM.

6 in favor / 0 opposed. Motion carried unanimously.

Respectfully submitted by:


Michele Hammar, Secretary