

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 22, 2026

The Board of Directors of Lower Bucks County Joint Municipal Authority (Authority) held their monthly meeting on Thursday, January 22, 2026, 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 those who keep us safe every day. The Authority send their condolences to Mr. Andrews and family for the loss of his mother.

Roll Call

Present

Joseph Glasson, Board Member
Bryan Servis, Board Member
James Morgan, Board Member
Mary Ann Gahagan, Board Member
Cynthia Murphy, Board Member
Michele Hammar, Board Member
Vijay S. Rajput, Ph.D., P.E., Managing Director
Colleen Dunn, Finance Manager
Nancy Burnell, Meter Department Supervisor
Bryce McGuigan, Esquire

Absent:

Reorganization

Chairperson:

Motion: Mr. Morgan made a motion, seconded by Mrs. Hammer, to appoint Mr. Glasson as Chairperson.
6 in favor / 0 opposed. Motion carried unanimously.

Vice Chairperson:

Motion: Mrs. Murphy made a motion, seconded by Mrs. Gahagan, to appoint Mr. Servis as Vice Chairperson.
6 in favor / 0 opposed. Motion carried unanimously.

Secretary:

Motion: Mrs. Murphy made a motion, seconded by Mrs. Gahagan, to appoint Mrs. Hammer as Secretary.
6 in favor / 0 opposed. Motion carried unanimously.

Treasurer:

Motion: Mrs. Murphy made a motion, seconded by Mrs. Gahagan, to appoint Mr. Morgan as Treasurer.
6 in favor / 0 opposed. Motion carried unanimously.

Assistant Treasurer:

Motion: Mrs. Murphy made a motion, seconded by Mr. Servis, to appoint Mrs. Gahagan as Assistant Treasurer.
6 in favor / 0 opposed. Motion carried unanimously.

Assistant Secretary:

Motion: Mr. Morgan made a motion, seconded by Mr. Servis, to appoint Mrs. Murphy as Assistant Secretary.
6 in favor / 0 opposed. Motion carried unanimously

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Approval of the January 2026 Accounts Payable as presented to the Board of Directors

Motion: Mr. Servis made a motion, seconded by Mr. Morgan, to approve payment of the January 2026 accounts payable.

6 in favor / 0 opposed / 1 Abstention**.

Motion carried unanimously with the exception of the noted abstention.

** Mr. Glasson abstained and will abstain from any invoices for McIntyre Plumbing, Benjamin Franklin Plumbing and Glasson Enterprises for the year 2026.

Approval of December 2025, Board Meeting Minutes

Motion: Mr. Morgan made a motion, seconded by Mr. Servis, to approve, December 2025 Board Meeting Minutes.

6 in favor / 0 opposed. Motion carried unanimously.

Approval of Revised Board of Directors Meetings

Dr. Rajput requested the Board for its consideration to approve advertising the Authority's Board of Directors meetings for the year 2026, as discussed with the following revisions: July, August and November meetings will be canceled. Meetings in September and December will be held on September 23, 2026, and December 16, 2026.

Motion: Mr. Servis made a motion, seconded by Mrs. Murphy, to approve the revised Board of Directors meeting schedule for the calendar year 2026 as discussed.

6 in favor / 0 opposed. Motion carried unanimously.

Managing Director's Report

Contract No. WWTP-490: Restoration of Concrete Sidewalks, Driveways, Aprons, Curbs and Sites Affected by Water Main Breaks and Replacements

Dr. Rajput reported that the bid opening for this contract was held on January 14, 2026. The main purpose of this contract is to restore concrete sidewalks, curbs, aprons and streets pertaining to main water repairs and replacements.

There were two bidders for this contract. Review of the lowest bidder's submittal, shows that they did not submit the required bid bond with their bid proposal and has been determined to be in noncompliance with the Authority's bid document. Therefore, we would like to recommend to the Board for its consideration to reject all the bids received and rebid this contract.

Motion: Mr. Servis made a motion, seconded by Mrs. Hammer, to reject all the bids received for Contract No. WWTP-490: Restoration of Concrete Sidewalks, Driveways, Aprons, Curbs and Sites affected by water main breaks and replacements.

6 in favor / 0 opposed. Motion carried unanimously.

Motion: Mr. Servis made a motion, seconded by Mrs. Hammer, to rebid Contract No. WWTP-490: Restoration of Concrete Sidewalks, Driveways, Aprons, Curbs and Sites Affected by Water Main Breaks and Replacements.

6 in favor / 0 opposed. Motion carried unanimously.

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Dr. Rajput requested the Board of Directors for their consideration to create a new position of Laboratory Quality Control Analyst II with a rate of \$21.50 per hour at the Wastewater Treatment Plant laboratory. This position will be under the current Plant CBA. Dr. Rajput stated that we are currently working on finalizing the job description and upon completion, will take the appropriate steps in filling this position. This position will be posted within the Authority, on the Authority's website and will be advertised if needed. The title of this position may change; however, hourly rate will remain the same.

This position is being created because the Chief Operator/ Lab technician is planning to retire at the end of 2026.

Motion: Mr. Servis made a motion, seconded by Mr. Morgan, to approve creating a new position of Laboratory Quality Control Analyst II with a rate of \$21.50 per hour at the Wastewater Treatment Plant and will be in the current Plant CBA.

6 in favor / 0 opposed. Motion carried unanimously.

Dr. Rajput requested the Board of Directors for their consideration to create a new management nonunion technical position of Information System Integrator with a negotiable salary based on experience and qualifications. Dr. Rajput stated that title of this position may change. Dr. Rajput stated that we will develop a job description, obtain resumes, interview and make recommendations to the Board of Directors for their considerations for offering employment at the Authority.

Motion: Mr. Servis made a motion, seconded by Mrs. Hammer, to approve creating a new management nonunion technical position of Information System Integrator, with a negotiable salary based on experience and qualifications. Title of this position may change.

6 in favor / 0 opposed. Motion carried unanimously

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

Contract No. WWTP-491: Furnish & Supply Polymers for Lower Bucks County Joint Municipal Authority's Water And Wastewater Treatment Plants

Dr. Rajput is in the process of completing preparation of the bid documents/contract specifications and advertising the invitation of bid proposals. The bids are due February 18, 2026.

Contract No. WWTP-492: Furnish & Provide Services For Replacement of Existing Water Mains

Dr. Rajput is in the process of completing preparation of the bid documents/contract specifications and advertising the invitation of bid proposals. The bids are due March 5, 2026.

Water Treatment Plant DRBC Annual

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 of January 31, 2026.

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 of January 31, 2026.

WWTP Laboratory Accreditation Renewal

Dr. Rajput reported that the required accreditation renewal application for the wastewater treatment plant laboratory was completed and submitted to PADEP.

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Wastewater Treatment Plant Annual Biosolids Report (Sludge DMR)

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

Annual Tier II Report

Dr. Rajput stated that the Tier 11 report for the reporting year of 2025 for the Wastewater Treatment Plant and Water Treatment Plant will be submitted on or before its due date.

Capital Improvement Budget For 2026

Dr. Rajput stated that we are currently preparing the proposed 2026 capital improvement budget and plan to submit it to the Board for its review and adoption considerations at the February meeting.

WWTP-483: Replacement of The Backup Centrifuge at The Wastewater Treatment Plant

Dr. Rajput reported that all shop drawings have been reviewed, and the contractor has started manufacturing the centrifuge system. We are waiting for the finalized delivery date. We have started discussing and requesting proposals for the installation of the centrifuge under the COSTARS contract.

WWTP-474B: Replace the Mixing System in Anaerobic Digester No. 4 at The Wastewater Treatment Plant Under Costars Contract (Capital Improvement Project)

The contractor has started installation of conduit, wire and other required electrical equipment within the digester control room. The new digester system will be connected to the existing plant SCADA system.

Contract No. WWTP – 474: Furnish and Installation of One Additional Secondary Sedimentation Tank 6 at the Wastewater Treatment Plant Under Costars Contract (Capital Improvement Project)

We are continuing to review and receive proposals for the clarifier equipment under the COSTARS contract. We are also discussing precast post-tensioned concrete circular clarifier tank manufacturer and their proposal to supply a prestressed concrete tank under COSTARS contract. The Water Quality Management application is currently being reviewed by PADEP.

Solicitor's Report

Mr. Bryce McGuigan stated that there was an executive session from 6:30 pm. to 7:00 pm. to discuss litigation, personnel, and real estate matters.

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

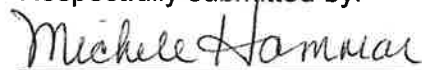
No public participation.

Adjournment

Mr. Morgan made a motion seconded by Mr. Servis to adjourn the board meeting at 7:14PM.

6 in favor / 0 opposed. Motion carried unanimously.

Respectfully submitted by:


Michele Hammar, Secretary