

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY  
BOARD MEETING MINUTES  
May 21, 2008**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Wednesday, May 21, 2008, at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania, 19055.

**Call to Order**

Mr. Verduci, Vice Chairman, called the meeting to order at 7:00 P.M., which was followed by the Pledge of Allegiance and a moment of silence.

**Roll Call**

Mr. Czyzyk, Secretary, took roll call as follows:

Board Member's Present: John Monahan  
Anthony Verduci  
Edward Czyzyk  
Susan DeRosier  
James Chase

Board Members Absent: Edmund Armstrong (called in sick)

Also Present: Janet A. Keyser, Managing Director  
Pat Koszarek, Finance Director  
Deborah Magro, Administrative Secretary  
Vijay Rajput, Director of Operations  
Gary Tosti, WWTP Plant Manager  
Vince Capaldi, Superintendent, WTP  
Mickey Perrone, Asst. Superintendent, WTP  
Phil Smythe, Field Technician  
Susan Wallover, Pretreatment Coordinator  
James A. Downey III, Esquire  
Robert Serpenti, Consulting Engineer

**Approval of Payment of the May 2008 Accounts Payable**

**Motion**

Mr. Monahan made a motion, seconded by Mr. Chase, to approve the payment of the May 2008 Accounts Payable as presented.  
Motion carried unanimously.

**Approval - Board Meeting Minutes - April 16, 2008**

**Motion**

Mr. Monahan made a motion, seconded by Mrs. DeRosier, to approve the Board Meeting Minutes of April 16, 2008 as presented.

**Roll Call on the Motion**

Mr. Verduci           Aye  
Mr. Monahan        Aye  
Ms. DeRosier        Aye  
Mr. Czyzyk          Aye  
Mr. Chase            Abstain (not present at the April 16<sup>th</sup> Board Meeting)  
Motion carried 4 Aye Votes – 1 Abstention.

**Pretreatment Variances**

Mrs. Wallover reported on the following Pretreatment Variances

**Ben Franklin School, Bristol Township – 6403 Mill Creek Road, Levittown, Pa. Permit #F059-2007 (12/13/07 – 12/13/08).**

This facility is requesting a variance for garbage disposals. LBCJMA's Resolution prohibits garbage disposals.

**Abstention from Voting**

Mrs. DeRosier stated that she will abstain from any vote taken due to the fact that Bristol Township is her place of employment.

Mr. Webb, Food Manager for the Bristol Township School District informed the Board that there are three (3) garbage disposals in the school. The food is supplied to the school frozen and it is basically heat and serve. Mrs. Wallover stated that the facility failed for solids in 2003 and 2005 but has not failed since then.

After further discussion the following motion was made.

**Motion**

Mr. Monahan made a motion, seconded by Mr. Chase, to allow the Benjamin Franklin Middle School, Bristol Township the continued use of the existing three (3) garbage disposals. That all efforts are to be made by the school district to minimize the food products that go into the garbage disposals and also with the understanding that as the garbage disposals wear out they will not be replaced which will allow the school district to make necessary adjustments in order to meet the Authority's resolution in the future.

**Roll call on the Motion**

Mr. Verduci           Aye  
Mr. Chase            Aye  
Mr. Monahan        Aye  
Mrs. DeRosier        Abstain  
Mr. Czyzyk          Aye  
Motion carried 4 Aye Votes – 1 Abstention

**Enzo's Pizza - 8739 New Falls Road, Levittown, Pa. Permit #F114-2007  
(03/07/07 - 03/06/08 owner Donald Acevedo present.**

This facility has been recently sold to the Restaurant Manager, who has been running the facility for the past six (6) years. A request is being made for a variance from the installation of the minimum sized 1,000 gallon baffled grease trap and to be permitted the continued use of the existing 50 gallon internal grease trap.

Mr. Acevedo who recently purchased Enzo's Pizza stated that eventually he plans to install the grease trap; however, right now most of his money is tied up in the business.

Mrs. Wallover informed the Board that the previous owner was required to monitor quarterly for all parameters. With regards to sampling, there was a failure for solids in 2004. Since that time there have been no failures.

**Questions/Comments**

Mrs. DeRosier asked Mr. Acevedo if he intended to make improvements to the grease trap. Mr. Acevedo replied that he did. Mrs. DeRosier asked if he had a time frame with Mr. Acevedo replying that he is hoping within two (2) years.

**Motion**

Mr. Chase made a motion, seconded by Mrs. DeRosier, to grant the variance for the continued use of the existing 50 gallon internal grease trap with continued quarterly testing for all parameters.  
Motion carried unanimously.

**Sewer Block Occurrence March 23, 2008**

A sewer block occurred March 23, 2008 at 1 Twin Oak Way. The field crew worked two (2) days jetting and televising this line and it was determined to have been caused by grease. A nearby seasonal Ice Cream facility and a shopping center that contains two (2) food establishments also discharge into this line. At this time Mrs. Wallover is requesting direction from the Board for the following food establishments.

**Dairy Delite Ice Cream Stand - 972 Woodbourne Road, Levittown, Pa.**

Mrs. Wallover stated that normally she does not regulate seasonal food establishments, however, with the occurrence of the sewer block on March 23<sup>rd</sup>, and that this establishment was a contributing factor, Mrs. Wallover is asking what, if anything is the Board requiring in terms of Pretreatment.

**Giovanni's Pizza – 928 S. Woodbourne Road, Levittown, Pa. Permit #F147-2007 (04/20/07 – 04/19/08).**

This facility was previously granted a variance to install an interior grease trap and to perform quarterly sampling analysis. To date this facility has had three (3) acceptable sample results and two (2) failures for TSS and O&G. Due to the last failure this facility needs to resample for TSS and O&G. Mrs. Wallover stated that after she receives the last sample results, she will notify the facility to appear before the Board at the following Board meeting.

**Philly Soft Pretzel Factory – 920 S. Woodbourne Road, Levittown, Pa. Permit #F145-2003 Temporary Permit 12/03/03 – 04/24/04.**

At the December 17, 2003 Board meeting this facility requested a variance from installing an exterior grease trap. At that time the Board's decision was to table the motion until the Pretreatment Committee could determine what size trap would be appropriate for this facility. Since then this facility has never been addressed and is not under any current permit or pretreatment requirement. Since there has been a grease block to which this facility is a contributing factor, Mrs. Wallover is asking what, if anything is the Board requiring in terms of Pretreatment.

After a lengthy discussion the following motion was made.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, requiring the owners of Philly Soft Pretzel Factory, 920 S. Woodbourne Road, and Dairy Delite, 972 Woodbourne Road to be present at the June 11<sup>th</sup> Board meeting to discuss their requests, and Giovanni's Pizza 928 S. Woodbourne Road to also appear before the Board at the June 11<sup>th</sup> meeting with completed sampling results.

Motion carried unanimously.

**Magic Touch Carwash – 16 Cinder Lane – Permit No. 010-2007 (4/1/07 – 3/31/08). Mr. Grzenikowski, owner present.**

**Magic Touch Carwash of Fallsington – 1001 Trenton Road, Fairless Hills, Pa. Permit No. 009-2007 (4/1/07 – 3/31/08) Neil Patel owner present.**

Mrs. Wallover stated that she was not aware that the above businesses would be present at tonight's meeting.

Mr. Grzenikowski stated that two (2) months ago both he and Mr. Patel were told to appear before the Board. Mr. Grzenikowski stated that both of the carwashes submitted their testing to Mrs. Wallover and have not been notified of any issues or problems.

After a lengthy discussion on the best course of action to take the following motion was made.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, that both facilities Magic Touch Carwash, 16 Cinder Lane and Magic Touch Carwash of Fallsington, 1001 Trenton Road are to perform the testing that Mrs. Wallover and Dr. Rajput will develop per the requirements of their permits for a one (1) year period. Testing will continue to be done on a quarterly basis which would include fewer tests and elevate some of the costs. Both owners of the facilities are to return to the Authority's December 2008 Board meeting to discuss future pretreatment requirements.

Motion carried unanimously.

**Solicitor's Report – James A. Downey III, Esquire**

**Executive Session**

At 7:40 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 9:02 P.M. with Mr. Downey stating during the executive session personnel matters, potential litigation and on-going litigation were discussed. Mr. Downey requested a motion authorizing him to continue to defend an unfair labor practice filed with the Pennsylvania Labor Relations Board.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, authorizing Mr. Downey to continue to defend an unfair labor practice filed with the Pennsylvania Labor Relations Board.

Motion carried unanimously.

\*Mr. Czyzyk left the Board meeting at 8:30 P.M.

**Managing Director's Report**

Mrs. Keyser reported on the following items.

**Student Plant Tours (WWTP)**

On May 8<sup>th</sup> and May 15<sup>th</sup> the Authority welcomed students from Fallsington Elementary School to tour our Wastewater Treatment Plant.

There was a picture in the Bucks County Courier Times with Len Rodak, our Chief of Plant Process and Chief Mechanic who was the student's tour guide, pointing out the chlorination area to the students. As always, Len did a great job. Mrs. Keyser also commended Jennifer Smythe, and stated whenever we have these student tours, Jennifer makes up certificates as well as making up little gift bags for each student and does a great job with it.

**Appointment of Finance Assistant to the Director**

Mrs. Keyser stated as the Board is aware Donna Farris has resigned from the Authority effective May 16, 2008. At this time Mrs. Keyser recommended that the Board make a motion to permanently hire Patricia Koszarek this is a non-union position as the Authority's Finance Assistant to the Director effective May 21, 2008 at the existing salary which is the same salary that Mrs. Farris was receiving. Mr. Downey has developed Mrs. Koszarek's employment contract for this position.

**Motion**

Mr. Chase made a motion, seconded by Mrs. DeRosier, to permanently hire Patricia Koszarek as the Authority's Finance Assistant to the Director, effective May 21, 2008, at the existing salary which is the same salary that Mrs. Farris was receiving as per the employment contract developed and presented at tonight's meeting. This is a non-union position.  
Motion carried unanimously.

**Question/Comment on the Motion**

Mrs. DeRosier asked if the Board should first create the position. Mrs. Keyser responded that it has already been created by the Board Directors at their monthly meeting on September 19, 2007.

Mrs. Wallover asked if there was still a Labor Relations issue that still needs to be addressed regarding this position. Mr. Downey replied no, not regarding this position.

**Discussion/Approval of the 2008 Capital Budget Projects**

The Board Directors conducted a workshop meeting on May 26<sup>th</sup> to discuss to 2008 Capital Budget Projects. After further discussion, the Board Directors declined to vote this month in order for the Finance Director to supply them with a breakdown of the priority and cost of each of the capital projects. Mrs. Koszarek will have this list at the Board's June 11<sup>th</sup> meeting for their approval.

**Finance Assistant to the Director's Report**

Ms. Koszarek reported that the current unadjusted balances for the Revenue and PennVest accounts are as follows: \$2,337,257.64 with the Board Directors approving another \$365,000 tonight. There was approximately \$204,000 that was just for the pre-paid expenses which gives you a balance of approximated of \$1,767,538.75 give or take some dollars. In the second account is 817,974.43.

**Commerce Bank**

The final loan payment to Commerce Bank in the amount of \$159,125.35 was made on May 15, 2008.

**PennVest Account**

In January 2008 the interest on the Authority's PennVest account was \$2,156.72. In April it went down to \$801.00. Mrs. Koszarek stated that she is researching a better option regarding this loan and the interest.

**Rate Increase**

At last month's meeting the Board approved a water and sewer rate increase. The breakdown of that increase is as follows: The minimum charge will go from \$59.30 to \$62.27 which is a \$2.97 increase.

Mrs. Koszarek thanked the Board for their vote of confidence in hiring her permanently as the Authority's Finance assistant to the Director.

**Director of Operation's Report**

Dr. Rajput reported on the following items:

**Contract WWTP-280: Furnish and Supply Two (2) Grit Conveyor/Grit Separation Conveyor to the Wastewater Treatment Plant.**

Bids were received May 19, 2008 for the above contract. This contract is to purchase two (2) grit shaftless screw conveyor/grit separation conveyors for the grit removal system at the wastewater treatment plant. The conveyor system will be installed in-house. This project is part of the renovation of the existing grit removal system. Presently both grit removal systems are out of operation. The bid results are listed below.

<b>Bidders</b>	<b>Total Base Bid Amount</b>
Kober Mechanical & Fabrication, Inc. 80 G Gravel Pike Red Hill, PA. 18076 Telephone: 215-541-4893 – Fax: 215-541-0691	\$57,780.00

Based on review of all bid documents submitted, it is recommended awarding Contract WWTP-280 to Kober Mechanical & Fabrication, Inc., located at 80 G Gravel Pike, Red Hill, PA. 18076 in their total base bid amount of \$57,780.00.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, to award Contract WWTP-280 to Kober Mechanical & Fabrication, Inc., located at 80 G Gravel Pike, Red Hill, PA. 18076 in their total base bid amount of \$57,780.00. Motion carried unanimously.

**Rehabilitation of Existing Grit System**

Considering an estimated replacement cost for the existing system which would run approximately \$450,000 it was decided to rehabilitate the existing grit system with an innovative approach which would include two (2) grit classifier/shaftless screw conveyors two (2) Gorman Rupp pumps each with an estimated cost of \$6,315.00 plus VFD per pump, for the removal and conveying of grit slurry from the grit chambers to grit shaftless conveyors aeration of grit chamber and associated piping. All installation work is being done in-house. With this in mind more than 80% of the dismantling/removal work has been completed.

**Question/Comment**

Mr. Verduci asked Dr. Rajput if the monies being spent on this project is accounted for. Mrs. Keyser replied that this is a 2008 project and that it was not a carryover from 2007.

Mr. Chase asked Dr. Rajput if the price of \$6,315.00 included the VFD. Dr. Rajput replied that it did not.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, to authorize Dr. Rajput to purchase two (2) Gorman Rupp pumps at a cost of \$12,630.00 regarding his recommendation above concerning Contract WWTP-280. Motion carried unanimously.

**Contract WWTP-269: Paving at the Wastewater Treatment Plant (Capital Project)**

This project has been completed. However, during the course of the paving work, two (2) additional areas were also in need to be paved. The driveway to the L.D. Davis Building as well as the driveway behind the digester building for the field trucks and Waste Management trucks to remove the sludge container from the centrifuge sludge dewatering facility. Once the paving is completed, there will no longer be a need for a sludge dump truck. Based on the final calculations, the additional paving work will surpass the approved existing contract amount by approximately \$10,900.00 in additional paving work. Dr. Rajput is requesting approval for a change order in the amount of \$10,900. The actual payment will be based on final measurements and on the unit price provided in the contract.



**Motion**

Mr. Monahan made a motion, seconded by Mr. Chase, to grant approval for the change order for the additional paving to be done at the driveway to the L.D. Davis Building and the driveway behind the digester building in the amount of \$10,900.

Motion carried unanimously.

**Contract WWTP-264: Replacement of Built-Up Roof System and Replacement of Prefabricated Metal Building Roof at the Wastewater Treatment Plant (Capital Project)**

The work on this contract has been completed. As Dr. Rajput mentioned in his report last month, during recent rain storms some leakages from the roof were observed. It was determined that the leaks were mainly from the existing exhaust fans which appear to be original. A quote from the contractor was received to replace the two (2) existing exhaust fans in the amount of \$8,855. There is \$3,038 of money that has not been used pertaining to this contract. A change order will be issued for the difference in the amount of \$5,817.00.

**Motion**

Mr. Monahan made a motion, seconded by Mr. Chase, to approve the change order in the amount of \$5,817.00 for the purchase of two (2) replacement fans as specified above.

Motion carried unanimously.

**Contract No. WTP-266: Water Filtration Plant Flocculation Tanks Concrete Repairs (Capital Project)**

Rehabilitation of flocculation tank #2 has been completed and was placed back in service on May 19, 2008. The circular settling tank was taken out of service on May 14, 2008. Work has begun on the diversion chamber. During the rehabilitation work on the existing flocculation tank, it was found that an additional 142 square feet of concrete surface is in need of repair which was not included in the original scope of work. The cost for this additional repair is \$7,810.00. There is an unused amount of \$5,000 under allowance #2, therefore, a change order in the amount of \$2,810.00 to cover the cost of the additional work that is needed.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, to approve the change order in the amount of \$2,810.00 for the additional concrete repair work as stated by Dr. Rajput regarding Contract WTP-266.

The remainder of Dr. Rajput's report is for Board Director's information.

### **Supervisors Reports**

- Vince Capaldi, Superintendent                      Water Treatment Plant
- Gary Tosti, Plant Manager                              Wastewater Treatment Plant
- Phil Smythe    Field Technician
- Nancy Burnell    Meter Department Supervisor

### **Water Treatment Plant**

Mr. Capaldi, Superintendent reviewed the following items with the Board.

### **Five Points Generator**

All testing of the new generator have been completed. Only a few punch items remain.

### **Training**

During the last month William Nysse completed his training in both the press operator and meter mechanic's position.

### **Press Building**

We had repaired the doors on the old press due to severe deterioration of steel angles that supported the door.

### **Basin Cleaning**

The flocculation basins were cleaned out during the construction process. We had to drain the round basin so we took the opportunity to remove all the sludge that was in the channels that go around the basin. This is all done by hand. This basin is expected to be back in service within the next few days and cleaning will begin on the settling basins after that.

### **Employee Recognition**

Recently, several employees passed their state certification exams. Nicholas Cutchineal passed five exams during his first attempt which is a big accomplishment. Fred Walcott passed two more exams; he now has a total of eight. There are a total of fourteen sub classes and two general exams available. One is for water treatment and one is for distribution. For water plant operator there is a total of 16 exams available to be taken. Mr. Capaldi added that there has been significant interest in taking these tests.

**Old Business**

There was no old business brought before the Board at this time.

**New Business**

There was no new business brought before the Board at this time.

**Public Participation**

There was no one from the public that wished to address the Board.

**Adjournment of Board Meeting**

Mr. Chase made a motion, seconded by Mr. Monahan, to adjourn the Board meeting at 9:35 P.M.  
Motion carried unanimously.

Respectfully Submitted by:

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Edward Czyzyk, Secretary

DM/