

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY
BOARD MEETING MINUTES
December 20, 2011**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Tuesday, December 20, 2011, at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Call to Order

Mrs. Keyser, Chairperson, 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, Assistant Secretary, took roll call as follows:

Board Members Present: Janet Keyser
Susan DeRosier (arrived late)
James Chase
John Monahan
Edward Czyzyk
Edmund Armstrong

Also Present: Vijay Rajput, Managing Director
Pat Koszarek, Finance Director
Nancy Burnell, Supervisor, Meter Department
James A. Downey III, Esquire
Vince Capaldi, Superintendent, WTP
Fred Walcott, Assistant Superintendent, WTP
Phil Smythe, Field Technician (arrived late)
Robert Serpenti, Consulting Engineer (arrived late)

Public Participation

There was no public participation brought before the Board at this time.

Approval and Payment of the December 2011 Accounts Payable as Presented to the Board of Directors

Motion

Mr. Chase made a motion, seconded by Mr. Monahan, to approve the payment of the December 2011 Accounts Payable in the amount of \$739,330.69 as presented to the Board of Directors.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Monahan	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye

Motion carried unanimously.

Approval of the November 22, 2011 Board Meeting Minutes as presented to the Board of Directors

Motion

Mr. Monahan made a motion, seconded by Mr. Chase, to approve the November 22, 2011 Board meeting minutes as presented to the Board of Directors.
Motion carried unanimously.

Public Participation

There was no public participation at this time.

Pretreatment Variances

There were no Pretreatment variances at this time.

Presentation of the 2012 Insurance:

- Jerry Vaughan – Vaughan Insurance Managers
- Jack Patton – JM Patton Associates

Jerry Vaughan of Vaughan Insurance Managers gave his presentation followed by Jack Patton of JM Patton Associates.

Following a lengthy discussion

Approval of the Authority's 2010 Insurance Renewal Policies

Jack Patton and Marty Wilson of JM Patton Associates presented the Lower Bucks Authority's Renewal Insurance Policies effective January 1, 2010.

Mr. Patton explained that premiums are driven by losses. This year the Authority experienced a large number of sewer back up claims as well as a large increase on workers' compensation. Mr. Patton informed the Board that they did quite a bit of number crunching with various insurance companies in order to obtain a fair rate for the Authority.

Motion

Mr. Chase made a motion, seconded by Mr. Armstrong, to accept and approve the Authority's Renewal Insurance Policies, effective January 1, 2010 as presented by Jack Patton and Marty Wilson, JM Patton Associates.

Motion carried unanimously.

Managing Director's Report

Dr. Rajput reported on the following items:

Proposed 2012 Operating Budget

The Authority's proposed 2012 Budget was submitted to the Board at the October Board meeting for review. Dr. Rajput asked the Board for approval and adoption of the 2012 Operating Budget.

Motion

Mr. Chase made a motion, seconded by Mr. Monahan, to approval and adoption of the 2012 Operating Budget as presented.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Monahan	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye

Motion carried unanimously.

Dr. Rajput asked Mr. Downey to report on the following item:

Amendments to the Municipal Authority's Act 291 - Municipal Bid Threshold

Mr. Downey reported that effective January 1, 2012, the State has revised its purchasing/bidding requirements. Purchasing costs greater than \$18,500.00 has to be put out for bid. Between \$10,000.00 and below \$18,500.00 three (3) quotations/telephone quotes are required to be obtained and kept on file. There is a requirement under the Act with regard to the quotes that records need to be kept on file by the Managing Director for three (3) years as to how much the quote was, who the company and company representative was, what the quote was for and the amount. As to the declaration of an emergency it will be up to the discretion of the Managing Director.

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To quote the act "Competitive bidding requirements may be waived if it determined by the General Manager at an emergency that immediately effecting customer service, public health, safety or welfare requires immediate delivery of supplies, materials, equipment or services." If Dr. Rajput makes such a determination he then has to report it to the Board at the next scheduled meeting.

The remainder of Dr. Rajput's report is for the Board's review.

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

Executive Session

At 7:30 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 9:14 P.M. Mr. Downey stated that during the executive session personnel and Collective Bargaining issues were discussed.

Finance Director's Report

Ms. Koszarek reported on the following:

Dental Program

Ms. Koszarek was asked if the Authority was required to cover dependents on the dental policy up until the age of 26. Ms. Koszarek researched this and found that the Authority is not required to do so, if we were it would be a premium increase. Only the medical is necessary to be covered for dependents up until the age of 26.

Unadjusted Balances

Unadjusted Balance	\$11,918,924.09
Current Accounts Payable	<259,080.00>
Capital Projections	<2,426,652.00>
Approximate Unadjusted Balance	\$ 9,233,192.00

Old Business

Marcellus Shale

Mrs. DeRosier stated that the drilling is going to happen and she feels the Authority is going to have to start looking to be prepared for that.

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New Business

Holiday – Early Out

Motion

Mr. Chase made a motion, seconded by Mr. Monahan, authorizing the Managing Director to let employees that are applicable out early (1/2 day) for Thanksgiving, Christmas and New Years.
Motion carried unanimously.

Executive Session

Motion

Mr. Chase made a motion, seconded by Mr. Monahan, authorizing the Managing Director to meet with the Solicitor to review the personnel matter that was discussed in executive session then report back to the Board.

Mr. Chase asked if the Board could authorize the Managing Director to handle early dismissal at his discretion regarding Holidays. Mrs. Keyser stated that she thought this was already done at the beginning of the year.

Public Participation

Former Employee Michael Perrone

Mr. Capaldi informed the Board that Michael (Mickey) Perrone just received a long awaited liver transplant and he would like everyone to keep Mickey in their thoughts and prayers.

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Adjournment of Board Meeting

Mr. Chase made a motion, seconded by Mr. Czyzyk, to adjourn the Board meeting at 9:22 P.M.
Motion carried unanimously.

Respectfully submitted by:

Susan DeRosier
Board Secretary

SDR/dm