

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY  
BOARD MEETING MINUTES  
September 22, 2011**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, September 22, 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 for Mr. Czyzyk's brother who passed away and Anthony Mancuso's father who also passed away.

**Roll Call**

Mrs. DeRosier, Secretary, took roll call as follows:

Board Members Present: Janet Keyser  
Susan DeRosier  
James Chase  
John Monahan  
Edmund Armstrong

Absent: Edward Czyzyk

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  
Susan Wallover, Pretreatment Coordinator  
Robert Serpente, Consulting Engineer

**Public Participation**

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

**Approval and Payment of the September 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 September 2011 Accounts Payable in the amount of \$481,078.93 as presented to the Board of Directors.

**Questions/Comments**

Mr. Armstrong would like it noted that in the September Accounts Payable there is an invoice for Greenbelt Overhaul Alliance of Levittown (GOAL). Mr. Armstrong informed the Board that he sits on their Board of Directors and is a long time volunteer. He further wanted it noted that he does not receive any remuneration, gifts, expenses etc.

Mrs. Keyser questioned the following invoices:

**Greenbelt Overhaul Alliance of Levittown**

1. Invoice #1001  
Amount: \$3,762.46  
North Park Lift Station Property Beautification

Mrs. Keyser stated the invoice that was received did not match the presentation/proposal that was given to the Authority from GOAL. Mr. Armstrong and Dr. Rajput stated that a corrected itemized invoice was submitted and approved. In the future Mrs. Keyser stated that GOAL is to come before the Board Directors with their presentation for approval prior to any work being done.

**Greenscape landscape Contractor, Inc.**

1. Invoice # 34450  
\$1,945.00  
Emergency tree removal @ 27 Cypress Lane

2. Invoice # 34498  
\$2,535.00  
Highland Park Tank – Grounds maintenance - Trees

Mrs. Keyser questioned who the contractor was. Dr. Rajput responded that they are the Authority's contractor for Tree Trimming & Removal (Contract WWTP-296).

**Marrazzo's Power Equipment**

1. Invoice #51541  
\$29.99  
Weed killer for WTP grounds & stations

Mrs. Keyser questioned as to why we are going to Marrazzo's for weed killer and not purchasing this locally. Dr. Rajput responded that the pesticides they carry are more effective particularly for poison ivy. Mrs. Keyser stated that she would like to use as many local vendors as possible to keep businesses operating in the area.

**Contour Remodeling, Inc.**

1. Invoice #101301  
\$3,750.00  
Paint Admin Bldg, Shed & Flag Pole

Mrs. Keyser asked if we obtained quotes. Dr. Rajput replied we only received a quote from Contour Remodeling, Inc. and the price was good.

**Scottsdale Insurance Co.**

1. Invoice # Mann  
Amount: \$7,914.85  
Carol Man 212 Juniper Dr.

Pat Koszarek replied that this cost represented a Sewer Back up which the Authority is responsible for the deductible.

Mrs. DeRosier asked if the exposed pipe at the North Park Lift Station was ever covered. Dr. Rajput replied that it has been taken care of.

**Roll Call**

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

Motion carried unanimously.

**Approval and Ratification of the July, 2011 Accounts Payable as Presented to the Board of Directors.**

Mr. Chase made a motion, seconded by Mr. Monahan, to approve the July, 2011 Accounts Payable as presented to the Board of Directors in the amount of \$1,569,647.91.

**Questions/Comments**

Mrs. DeRosier questioned the following invoice:

**Bucks County Courier Times**

- 1. Invoice # 1-011802000 6-2011  
Amount: \$177.13
- 8-2011 Advertisement of Board Meetings

Mrs. DeRosier suggested that when we advertise in January for the yearly meetings we could include the cancellation of the July and August meetings and should we need to hold a meeting during that time we could advertise then; this would cut the cost down. Mr. Armstrong suggested that at the end of the year check the calendar for dates that the Authority would have off and include them with the cancellation of the July and August Board meetings.

**Superior Heating**

- 1. Invoice # Kenwood A/C  
Amount: \$11,000.00  
HVAC system for Kenwood Pump Station

**Griffith Electric**

- 2. Invoice #5246020  
Amount: \$439.72  
Materials needed to install A/C @ Kenwood Pump Station

Mrs. DeRosier inquired why we paid \$11,000.00 to Superior Heating for the HVAC system at the Kenwood Pump Station and an additional \$439.72 to Griffith Electric for materials to install the A/C. Ms. Koszarek replied that much of the work was done in house and the supplies purchased from Griffith Electric could be for supplies used by our employees. Mr. Armstrong thought the \$11,000.00 paid to Superior was high. Dr. Rajput explained that the unit can be used for heating and air conditioning.

**Roll Call**

- Mrs. Keyser           Aye
  - Mr. Chase            Aye
  - Mr. Monahan        Aye
  - Mr. Armstrong      Aye
  - Mrs. DeRosier       Aye
- Motion carried unanimously.

**Approval and Ratification of the August, 2011 Accounts Payable as Presented to the Board of Directors.**

Mr. Chase made a motion, seconded by Mrs. DeRosier, to approve the August, 2011 Accounts Payable as presented to the Board of Directors in the amount of \$530,326.01.

**Roll Call**

Mrs. Keyser           Aye  
Mr. Chase            Aye  
Mr. Monahan         Aye  
Mr. Armstrong       Aye  
Mrs. DeRosier        Aye  
Motion carried unanimously.

**Approval of the June 23, 2011 Board Meeting Minutes as presented to the Board of Directors**

Mr. Monahan made a motion, seconded by Mr. Chase, to approve the June 23, 2011 Board meeting minutes as presented with revisions.  
Motion carried unanimously.

**Pretreatment Variances**

**Band Box Restaurant – 8807 New Falls Road, Levittown – Permit F109-2011, 06/22/2011 – 06-21/2012 Allen Episcopo, CEO, present.**

Mr. Episcopo is requesting a variance from quarterly analysis to annual analysis on the 75 gallon interior grease trap.

**Motion**

Mr. Chase made a motion, seconded by Mr. Armstrong, to grant the variance from quarterly testing to annual testing on the 75 gallon interior grease trap for the Band Box Restaurant located at 8807 New Falls Road, Levittown. In the event of a failure the testing would revert back to quarterly testing.  
Motion carried unanimously.

**Tia Amore Restaurant – 8130 Bristol Pike, Levittown – Hamdi Onal, Owner Present.**

Mr. Onal owner would like to re-open this restaurant and is requesting a variance from repairing the 1,000 gallon baffled grease trap. This facility has a baffled grease trap that needs to be corrected, as well as seal the baffle wall to prevent solids from discharging and causing problems with the ejector pump.

After discussion Mr. Armstrong made the following motions.

**Motion #1**

Mr. Armstrong made a motion, seconded by Mr. Chase, to recognize the grease trap in the Tia Amore Restaurant located at 8130 Bristol Pike, Levittown as being a 1,000 lb. grease trap.  
Motion carried unanimously.

**Motion #2**

Mr. Armstrong made a motion, seconded by Mr. Chase, that Mr. Onal, owner of the Tia Amore Restaurant located at 8130 Bristol Pike, Levittown, makes the necessary modifications required by the Authority and return to the Board for approval. Motion carried unanimously.

**Managing Director's Report**

Dr. Rajput reported on the following items:

**Contract WWTP 319: Furnish and Deliver Rock Salt (Sodium Chloride) for the 2010-2011 Season through Bucks County Consortium Salt Bid**

Bids were opened Wednesday, September 14, 2011, by the Bucks County Consortium for the above contract. The results are listed below.

BIDDER	BID AMOUNT	
	Delivered Price Per Ton	Undelivered Price Per Ton
International Salt Company, LLC	\$52.77	\$52.00
Oceanport, LLC	\$56.14	\$56.00
Cargill, Inc.-Deicing Technology Business Unit	\$60.87	\$60.87
Eastern Salt Company, Inc	\$63.50	\$63.50
American Rock Salt Co., LLC	\$69.77	\$62.00

\*2010 price \$50.83/ton delivered and \$50.00/ton undelivered

International Salt Company, LLC, 655 Northern Blvd, Clarks Summit, PA 18411 submitted the lowest unit bid of \$52.77 per ton delivered.

Based on review of the bid results, it is recommended awarding Contract WWTP 319: Furnish and Deliver Rock Salt (Sodium Chloride) for the 2010-2011 season through Bucks County Consortium Salt Bid to International Salt Company, LLC, 655 Northern Blvd, Clarks Summit, PA 18411, who submitted the lowest unit bid of \$52.77 per ton delivered. This contract will run to September 30, 2012.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, to award Contract WWTP 319: Furnish and Deliver Rock Salt for the 2010-2011 season through Bucks County Consortium to International Salt Company, LLC, 655 Northern Blvd, Clarks Summit, PA 18411 who submitted the lowest unit bid of \$52.77 per ton delivered for the 2010-2011 season through Bucks County Consortium.

**Roll Call**

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

Motion carried unanimously.

**2010 Financial Statements**

Dr. Rajput asked the Board for their consideration in approving the 2010 Financial Statement as presented by Peter Place of Lopez, Teodosio & Larkin at their previous meeting.

**Motion**

Mr. Monahan made a motion, seconded by Mr. Chase, to accept the 2010 Financial Statement as presented by Peter Place of Lopez, Teodosio & Larkin.  
Motion carried unanimously.

**Engineering Intern**

Dr. Rajput reported that Michael Andrews completed his summer intern program with the Authority September 16, 2011. Michael has been a hard worker, contributor and always eager to learn. Dr. Rajput asked the Board to approve extending Michael's internship to approximately eight (8) to sixteen (16) hours a week, depending on his school schedule until March 31, 2012. Dr. Rajput is also asking permission to have Michael back next year to participate in the summer engineering internship with the Authority at the current rate of \$16.50/hour without benefits.

**Motion**

Mr. Armstrong made a motion, seconded by Mr. Chase, granting authorization to Dr. Rajput to continue Michael's internship with the Authority as Dr. Rajput stated above at the rate of \$16.50/hour without benefits.

**Roll Call**

Mrs. Keyser           Aye  
Mr. Chase            Aye  
Mr. Monahan         Aye  
Mr. Armstrong       Aye  
Mrs. DeRosier        Aye  
Motion carried unanimously.

**Summer Office Intern**

Dr. Rajput reported that Srinidhi Rajput completed her summer internship at the Administration office. Her ability to learn quickly and her pleasant manner was a great asset to the Authority. Srinidhi recently started her freshman year at Drexel. We wish her all the best.

**Investment Options – Concord Public Finance**

Dr. Rajput and Ms. Koszarek met with Concord Public Finance to investigate options on investing the Bond Security money and the Authority's Reserve Funds. Dr. Rajput is requesting permission to authorize Concord Public Finance to obtain the Request for Proposal (RFP) from various banking institutions at no cost to the Authority.

**Motion**

Mr. Chase made a motion, seconded by Mr. Armstrong, granting authorization to Dr. Rajput to allow Concord Public Finance to obtain the Request for Proposal (RFP) from various banking institutions in order to obtain options for investing the Authority's Bond Security money and Reserve Funds at no cost to the Authority.

**Roll Call**

Mrs. Keyser           Aye  
Mr. Chase            Aye  
Mr. Monahan         Aye  
Mr. Armstrong       Aye  
Mrs. DeRosier        Aye  
Motion carried unanimously.

**Palmer Avenue Pump Station – Bulk Sewer Billing**

Dr. Rajput reported after several meetings with Bristol Township regarding the bulk sewer flow billing issue, the Authority has agreed to offer a credit to Bristol Township in the amount of \$133,432 based on the Township's flow meter readings which seems very reasonable. Dr. Rajput asked the Board for approval of this credit.

**Motion**

Mr. Chase made a motion, seconded by Mr. Armstrong, granting authorization to Dr. Rajput to offer a credit to Bristol Township, which would be a full and final settlement of \$133,432 based on the Township's flow meter readings. Mrs. Keyser thanked Dr. Rajput and the staff in the manner they handled this situation. Mrs. Keyser added that the Council President of Bristol Township had many nice things to say regarding both Dr. Rajput and the Authority's representatives that were with him. Ms. Koszarek added that Nancy Burnell spent quite a bit of time and effort on this project.

**Questions/Comments**

Mr. Monahan asked if he is able to vote on this motion. Mr. Downey replied that he could. Mr. Downey added that if he would be more comfortable not voting there are still enough members for a quorum.

**Roll Call**

Mrs. Keyser	Aye
Mr. Chase	Aye
Mr. Monahan	Abstain
Mr. Armstrong	Aye
Mrs. DeRosier	Aye

Motion carried 4 Aye votes – 1 Abstention

\*Mr. Monahan is Mayor of Bristol Township

**Insurance - DIVIT**

Dr. Rajput and Ms. Koszarek met with representatives from DIVIT (Delaware Valley Health Insurance Trust) to discuss alternative options for the Authority's Healthcare Insurance. Once they have all the required information Dr. Rajput will invite the representatives to present their proposal to the Board.

**Contract WWTP 279: Installation of Cured-In-Place Sanitary Sewer Lining in Various Sections Along Millcreek under ITI Costar Contract No. 016017**

The contractor has completed the above project and is in the process of conducting the required site restoration work.

Dr. Rajput stated that the field crew preformed quite a bit of the work on this project and wanted to commend them for a job well done.

**Contract WWTP-318: Upgrade of Aeration Blowers and Flow Equalization**

A pre-bid meeting was held September 8, 2011 to address several concerns from potential bidders regarding adequate time in obtaining the required pricing, etc., for the bid proposals. The bid date was extended from September 15, 2011 to October 13, 2011.

**Replacement of 24 Inch Valve on a 24 Inch Water Main**

A fire hydrant has been installed on the 24 inch water main near the entrance to the Water Plant. A line stopper will be installed on September 21, 2011. The contractor will install the required line stopper and once the water main is isolated work will begin to isolate a section of the 24 inch water main draining and replacing the 24 inch valve.

**Collective Bargaining Contracts/Negotiations**

A preliminary contract negotiations meeting with the Union has been scheduled for Wednesday, September 21, 2011.

**Potassium Permanganate Shed Replacement at the Water Treatment Plant**

Shop drawings have been reviewed for the building.

**High Service Pump No. 4 Electrical Problem**

We are continuing in an attempt to locate the ongoing electrical problem with the VFD/control operation. The pump is currently set up on a manual bypass so the pump can be utilized during emergency situations.

**Contract WTP 295: Demolition of Vermilion Hills Elevated Water Storage Tank**

Final payment has been submitted by the contractor. The total contract amount is within the original total base bid amount. The final contract amount for this project is \$59,278.

**NPDES Permit for Discharge of Settled/Filtrate Water – Water Treatment Plant**

We are currently working on the permit renewal/amendment application.

**Upgrade of Rectangular Settling Basin – Plate Settler**

We are looking into the feasibility of retrofitting the existing rectangular settling basin with plate settlers. Dr. Rajput feels we should request proposals (RFP) in order to conduct the required feasibility study, design and to prepare specifications.

### **Water Treatment Operators**

Per Board direction, the above positions were advertised. There were several applications submitted. Based on test scores, qualification, experience and personal interviews the selection has been narrowed to two (2) candidates. Hiring recommendations will be presented to the Board at this month's meeting.

### **Well No 5A – PADEP Permitting**

Work has begun on the required permit for the replaced Well No 5A.

### **Wastewater Treatment Plant**

The Wastewater Treatment Plant is performing well and in complete compliance with the Authority's NPDES permit.

### **Hurricane Irene**

Dr. Rajput reported that the Authority was able to maintain operation at both the Water and Wastewater Treatment Plants during the hurricane and both plants remained within acceptable levels. Dr. Rajput feels that the employees handled the storm very well and this was mainly due to good planning and preparedness. Dr. Rajput wanted to thank and commend all employees who demonstrated great dedication and commitment, without their help it would not have been possible. Dr. Rajput wanted to thank Phil Smythe for maintaining operation of the Authority's 13 pump stations, Vince Capaldi and Fred Walcott for maintaining operation of the Water Plant, as well as the water distribution system. Bill Keyser for maintaining power supply to all the Authority's facilities keeping approximately sixteen (16) generators running. Leonard Rodak for maintaining operation of the Wastewater Treatment Plant and Jim Coon for maintaining our Wastewater Collection System. Dennis Burnell for maintaining power at the Administration Building. Dr. Rajput wanted to thank the clerical/secretarial staff as well for their help in making everything run smoothly.

### **Pretreatment Program**

Dr. Rajput received a letter from USEPA regarding the Authority's Pretreatment Program. In part the letter states that with EPA, Region 3's recent policy change for allowing Municipal Authorities in Pennsylvania to enact their own regulations in contributing municipalities without a need to wait for each municipality to adopt the revisions, LBCJMA could receive EPA approval of these changes. For these revisions, the program element that is needed by the USEPA is a statement from the Authority's attorney certifying that LBCJMA has requisite authority to operate a pretreatment program as required under 40 CFR § 403.8 (f)(1).

Mr. Downey explained that in order to comply with the USEPA's request, he would need to compile a letter approved by Dr. Rajput certifying that LBCJMA has a requisite of authority to operate a Pretreatment Program as required under the code of federal regulations.

**Motion**

Mr. Chase made a motion, seconded by Mr. Armstrong, granting approval to Dr. Rajput, Managing Director, and James Downey, III, Solicitor for the Authority, to compile a letter to USEPA certifying that Lower Bucks County Joint Municipal Authority has a requisite of authority to operate a Pretreatment Program as required under the code of federal regulations.

Motion carried unanimously.

**2012 Minimum Municipal Obligation (MMO)**

Board approval is needed for the payment of the 2012 Minimum Municipal Obligation (MMO) pension plans for supervisory/technical and plant/clerical personnel.

**Motion #1 Supervisory/Technical Unit 09-469-6 N2**

Mrs. DeRosier made a motion, seconded by Mr. Chase, to approve the payment of the 2012 Minimum Municipal Obligation (MMO) pension plan for supervisory and technical employees in the amount of \$505,191.

**Roll Call**

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

Motion carried unanimously.

**Motion Plant/Clerical Unit #2 09-469-6 N1**

Ed Armstrong made a motion, seconded by Mr. Monahan, to approve the payment of the 2012 Minimum Municipal Obligation (MMO) pension plan for the plant and clerical unit in the amount of \$223,606.

**Roll Call**

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

Motion carried unanimously.

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

**Executive Session**

At 8:25 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 9:27 P.M. Mr. Downey stated during the executive session personnel and pending litigation matters were discussed.

**Motion**

Mr. Chase made a motion, seconded by Mrs. DeRosier, based on information provided by Dr. Rajput regarding the hiring for the two (2) open operator's positions at the Water Treatment Plant that the Board approves the hiring of Joseph P. Cossman of Levittown for the 11-7 operator's position and John W. Mills of Tullytown for the 3-11 operator's position. Both positions will become effective October 3, 2011.

**Roll Call**

Mrs. Keyser	Abstain
Mr. Chase	Aye
Mr. Monahan	Aye
Mr. Armstrong	Aye
Mrs. DeRosier	Aye

Motion carried 4 Aye votes – 1 Abstention.

**Unemployment Compensation**

Mr. Downey is requesting the following motion. That he be authorized by the Board to appeal a referee's decision of unemployment compensation indexed at #11-09-B-6244, which must be completed by October 3, 2011.

**Motion**

Mr. Chase made a motion, seconded by Mr. Armstrong, granting Mr. Downey permission to appeal a referee's decision of the unemployment compensation board of reviews decision indexed at #11-09-B-6244.  
Motion carried unanimously.

**Finance Director's Report**

Ms. Koszarek reported on the following:

**Unadjusted Balances**

Unadjusted Balance as of September 22, 2011	\$10,808,082.32
Payment of Accounts Payable	163,969.36
Outstanding Balances for the ongoing Capital Projects	1,829,000.00
Approximate Cash Balance	\$ 8,815,112.96

**GASB-45**

Ms. Koszarek stated that there is a new GASB (Governmental Accounting Standards Board) 45 Law pertaining to the financial accounting and reporting of Pension Benefits as well as other post-employment benefits. The application of all these statements requires a valuation of the benefits by a qualified actuary. In the future this will need to be disclosed in our Financial Statement.

**Inventory**

Ms. Koszarek informed the Board that in talking with the auditors they have notified her that the Authority needs to have a more detailed inventory package. Dr. Rajput and Ms. Koszarek are looking in to this and will report back to the Board.

**Old Business**

**Meter Department Building**

Mrs. DeRosier wanted to know the status of the Meter Department Building. Dr. Rajput replied that there are a few more things he has to look in to then he can move forward. Dr. Rajput added that he will have something to present to the Board at the October meeting.

**Philadelphia Stand Down**

Mr. Armstrong wanted to thank the Authority on behalf of Philadelphia Stand Down that was held for homeless veterans on September 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> at Five Points for providing water service. Mr. Armstrong added that they were able to help over 250 veterans that came through this year.

**Shale Drilling**

Mrs. DeRosier gave everyone several newspaper articles and other information regarding Siemens' new water treatment system that is designed to handle wastewater from shale drilling. Mrs. DeRosier added that this might be something to look into when the time comes.

Mrs. DeRosier informed the Board that the Delaware River Basin Commission (DRBC) is scheduled to hold a special meeting on October 21, 2011, 1:00 PM to 3:00 PM at the Patriots Theater at the War Memorial, 1 Memorial Drive, Trenton, NJ, on new natural gas drilling regulations. Mrs. DeRosier would like to see a representative from the Authority attend this.

**New Business**

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

**Public Participation**

There was no public participation at this time.

**Adjournment of Board Meeting**

Mr. Chase made a motion, seconded by Mr. Armstrong, to adjourn the Board meeting at 9:40 P.M.  
Motion carried unanimously.

Respectfully submitted by:

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Susan DeRosier  
Board Secretary