

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY  
BOARD MEETING MINUTES  
April 26, 2012**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, April 26, 2012 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

**Call to Order**

Mr. Armstrong, 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**

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

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

**Also Present:** Vijay Rajput, Managing Director  
Nancy Burnell, Supervisor, Meter Department  
Vince Capaldi, Superintendent, WTP  
Fred Walcott, Assistant Superintendent, WTP  
  
James A. Downey III, Esquire  
Robert Serpenti, Consulting Engineer

**Absent:** Pat Koszarek, Finance Director

**Approval and Payment of the March 2012 Accounts Payable as Presented to the Board of Directors**

**Motion**

Mr. Chase made a motion, seconded by Mr. Czyzyk, to approve the payment of the March 2012 Accounts Payable as presented to the Board Directors.

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**Roll Call**

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

Motion carried unanimously

**Approval of the January 26, 2012 Board Meeting Minutes as Presented to the Board Directors**

**Motion**

Mr. Chase made a motion, seconded by Mrs. Keyser, to approve the January 26, 2012 Board Meeting Minutes with the following correction: Change the Current Accounts Payable amount to \$179,223.13.

**Roll Call**

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

Motion carried unanimously

**Approval of the February 23, 2012 Board Meeting Minutes as Presented to the Board Directors**

**Motion**

Mr. Chase made a motion, seconded by Mr. Czyzyk, to approve the February 23, 2012 Board Meeting Minutes as presented to the Board Directors.

**Roll Call**

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

Motion carried unanimously

**Pretreatment Variances**

**Proposed Bagel Shop – Mill Creek Road, Falls Township, Levittown. Mr. William Hartley, Owner Present.**

Mr. Hartley addressed the Board Directors requesting a variance from installing an exterior 1,000 gallon baffled grease trap and asked permission to install a 30-50 gallon internal grease trap.

**Motion**

Mr. Czyzyk made a motion, seconded by Mr. Chase, to grant the variance to Mr. William Hartley and permitting this facility to install a 50 gallon internal grease trap with quarterly testing on all parameters to be performed at the cost of the facility owner.

**Roll Call**

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

Motion carried unanimously

**Dale's Deli – 931 New Rodgers Road, Levittown. Permit No. F187-2011 (03/03/2011 – 03/02/2012) Mr. Merz, Owner Present**

The facility owner was previously granted a variance for a 15 gallon internal grease trap with quarterly monitoring for TSS and O&G. The facility is now requesting a reduction in sampling requirements to bi-annually in place of the quarterly testing due to passing all of the parameter testing in the past.

**Motion**

Mr. Chase made a motion, seconded by Mr. Czyzyk, to decrease the testing for Dale's Deli located at 931 New Rodgers Road, Levittown to twice a year due to passing all of the parameter testing in the past.

**Roll Call**

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

Motion carried unanimously

**Shanti Gardens Adult Day Care – 1425 Woodbourne Road, Levittown. Permit No. F120-2012 (2012 (03/27/2012 – 03/26/2013)**

This facility is requesting a reduction in the sampling requirements from Oil & Grease and TSS. The current permit requires semi-annual sampling for Oil & Grease and annual sampling for TSS.

Mrs. Wallover, Pretreatment Coordinator, informed the Board that Mr. Patel, owner of Shanti Gardens was advised to attend this Board Meeting to address the Board, however, Mr. Patel is not present for this meeting. Mr. Armstrong advised Mrs. Wallover to notify Mr. Patel that he needs to attend a Board Director's meeting to make his request in order to the Board to take any action.

**Public Participation**

Bernard Mazzocchi presented the Board with a copy of a site plan for upgrading the Windsor Shopping Center, located next to the Authority, which Mr. Mazzocchi owns. Mr. Mazzocchi is hoping that the Authority would like to participate in creating a nicer appearance/upgrade of their Administration Building as well to match the changes that will be done to the Windsor Shopping Center.

Mr. Mazzocchi is also interested in selling property that he owns that is located in the rear section behind the Authority's employee parking lot.

Mrs. Keyser asked Dr. Rajput to inform the Board of what easements, etc., are located on that piece of property. Dr. Rajput stated that from a development point of view you would not be able to develop anything there due to the fact that there is a retention basin which has to remain, a 12 inch line that runs across, a 20 ft wide easement, a 6 inch line that runs in the back and feeds the shopping center plus electrical lines above. Dr. Rajput will keep in touch with Mr. Mazzocchi and report back to the Board.

**Managing Director's Report**

Dr. Rajput reported on the following items:

**PA Act – 129 Program – Energy Reduction**

As Dr. Rajput reported last month, he contacted Laura Meclenborg, Account Manager with Hess Corporation, regarding this program. Given that this program is completely voluntary and there are no penalties for non-performance, it made sense to enroll both the Water and Wastewater Plants. There is a potential to earn net revenue of approximately \$15,000 to \$20,000 per year for the Wastewater Treatment Plant and \$20,000 to \$25,000 per year for the Water Treatment Plant. The Authority will be required to test its generators under load and as a result be prepared for an emergency situation. A ratification of the phone call approval to the Board Directors, on April 5, 2012 is needed.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, to ratify the phone vote that was taken on April 5, 2012 to the Board Directors in regards to the Authority participating in the PA Act-129 Program – Energy reduction at no cost to the Authority.

**Roll call on the Motion**

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

Motion passed unanimously

**Contract WTP 329: Purchase of Excavator**

A quotation was received to purchase a track hoe excavator. This is part of the Capital Improvement Projects. The sanitary sewer lines in the backyards of residential homes are located within the easement, however they are often difficult to access due to yard fencing, sheds and relatively small access ways. On such occasions the Authority has to hire a contractor with a track hoe to repair the broken sewer main. The quotation under the Costar/PA State Contract No. 4400006010 is \$51,117.53, which includes freight, setup, delivery and training for our Field Crew. Dr. Rajput is recommending the purchase of this excavator from Cherry Valley Tractor Sales located at 35 Rt. 70 West, Marlton, New Jersey.

**Motion**

Mr. Chase made a motion, seconded by Mrs. DeRosier, to purchase the above vehicle.

**Questions/Comments on the Motion**

Mr. Czyzyk asked if this is an American made machine. Mr. Czyzyk added that he does not want to keep buying foreign products, we need jobs here. Dr. Rajput replied he thinks there is a factory in the United States. Dr. Rajput did check with several other companies, however, there was a lengthy delivery date and they were more expensive.

After further discussion the above motion was rescinded and the following motion was made.

**Motion**

Mrs. Keyser made a motion, seconded by Mr. Czyzyk, to table the purchase of a track hoe excavator until the June 2012 Board Meeting whereby giving Dr. Rajput more time to investigate the make/model of the track hoe, and the cost of purchasing on that is made in the USA.

Motion carried unanimously.

**Computer Services**

Dr. Rajput reported that the the Wastewater Treatment Plant server needs to be replaced. Quotations have been received to furnish and install an HP server from United Computer and VINA Information Technology. Both companies received quotations for HP servers from HP under PA-COSTAR Contract. The server will be purchased directly by the Authority under the COSTAR Contract. The total amounts quoted by United Computer and VINA Information Technology are \$19,201.07 and \$15,139.34 respectively. Installation cost was quoted at \$4,380 from United Computers and \$2,500 from VINA Information Technology. Dr. Rajput is recommending retaining VINA Information Technology for providing IT professional service for the Wastewater Treatment Plant server. Software will be purchased separately.

**Motion**

Mr. Chase made a motion, seconded by Mr. Czyzyk, to hire VINA Information Technology, LLC in an amount not to exceed \$16,000 for the installation of the new server for the Wastewater Treatment Plant.

**Roll call on the Motion**

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

Motion passed unanimously

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

**Professional Cleaning Service**

Mrs. Keyser asked Dr. Rajput where we are in hiring a cleaning service for the Administration office, Water Plant and Wastewater Plants. Dr. Rajput replied that no quotes have been received, however we met with a company on Wednesday, May 25<sup>th</sup> and are due to meet with another company on Thursday, May 26<sup>th</sup>. and he will update the Board at the June Board meeting.

**Main Heater at the Water Filtration Plant**

Mrs. Keyser asked about the main heater at the Water Plant that needs replacement. Last year we were talking about that & believe two (2) quotes were received. We need to replace this heater before the winter. Dr. Rajput replied that he will begin working on that right away.

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

**Water Shut Off Procedures**

Mr. Downey reported that the last several months there has been discussion regarding Landlord and Tenant Rights regarding water shut-offs.. Mr. Downey met with Dr. Rajput, Ms. Koszarek and Mrs. Burnell to discuss the situation. Mr. Downey stated that there is in place the Utility Service Tenants Rights Act. Mr. Downey stated that he drafted two (2) letters, which the staff can refer to. There are many layers of procedures required before a shutoff takes place for a tenant of a landlord's property that is leased. This ultimately puts the ball back in the landlord's court. Mrs. Keyser asked that the Board received a copy of the letters regarding the Landlord/Tenant water shut off procedures. Dr. Rajput replied that he will make sure the Board receives them.

**Finance Director's Report**

Ms. Koszarek was not present at tonight's Board meeting. Dr. Rajput reported on the following:

**Unadjusted Balances**

Bank Balance	\$11,858,652.69
Accounts Payable	264,340.59

Unadjusted Balance	11,594,312.10
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**Old Business**

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

**New Business**

**New Trucks for the Water Treatment Plant**

Joanne Newman, an employee at the Water Treatment Plant questioned if the Water Plant was going to get any new vehicles this year since it was in last year's budget to purchase new vehicles and that was not done. Dr. Rajput stated that he will discuss this with Vincent Capaldi, Superintendent of the Water Treatment Plant and report back to the Board.

**CNG Vehicles**

Mr. Armstrong stated that whether or not the Authority decides to go with the CNG refueling station, one is opening up on Tyburn Road by Waste Management and will be open to the public. Mr. Armstrong feels that when the Authority is looking at vehicles we should seriously consider purchasing CNG vehicles. We are paying over \$4.00 per gallon, with Gas Gallon Equivalent (GGE) that is running approximately \$2.00 per equivalent gallon of compressed natural gas. Many of the area businesses are starting to convert to CNG vehicles.

Mr. Chase stated that he did not think there is a need for the Authority to purchase the CNG refueling station and go through all that expense as well as the problems involved with security, etc., since there will be other stations located in Bristol and Falls Townships that will be open to the public.

**Public Participation**

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

**Adjournment of Board Meeting**

Mr. Czyzyk made a motion, seconded by Mr. Chase, to adjourn the Board meeting at 7:55 P.M.  
Motion carried unanimously.

Respectfully submitted by:

  
Susan DeRosier  
Board Secretary