

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY  
BOARD MEETING MINUTES  
May 24, 2012**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, May 24, 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  
Edmund Armstrong

**Absent:** Edward Czyzyk

**Also Present:** Vijay Rajput, Managing Director  
Pat Koszarek, Finance Director  
Nancy Burnell, Supervisor, Meter Department  
Vince Capaldi, Superintendent, WTP  
Fred Walcott, Assistant Superintendent, WTP  
Phil Smythe, Field Technician  
Bill Keyser, Electrician  
Susan Wallover, Pretreatment Coordinator  
James A. Downey III, Esquire  
Robert Serpenti, Consulting Engineer

**Retirement Gift Presentation to Benjamin Barnes**

On behalf of the Authority, Mr. Armstrong, Chairman, presented a retirement gift to Ben Barnes. Mr. Armstrong asked Ben how long he has been with the Authority, Ben replied eleven years, 2 months and twenty some days! The Board Directors thanked Ben for his years of service and wished him well.

**Public Participation**

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

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

**Motion**

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

**Questions/Comments**

Mr. Chase questioned the following invoices:

1. G&G Electrical Construction  
Invoice # 01024  
Amount: \$640.00  
Master Electrician: LED light fixtures North Park PS

Mr. Chase asked if this was a charge for a Master Electrician or did our Electrician buy the light fixtures? Dr. Rajput replied that the charge is actually for a Master Electrician. Ms. Koszarek added that when it says Master Electrician it is for labor.

2. S2A Technologies, Inc.  
Invoice # OE001  
Amount: \$775.00  
Len Rodak Operation of WWTP I #1176

Mr. Chase questioned if this charge was for a class. Ms. Koszarek replied that it was.

**Roll Call**

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

Motion carried unanimously

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**Approval of the March 22, 2012 and April 26, 2012 Board Meeting Minutes as Presented to the Board Directors**

**Motion – March 22, 2012 Minutes**

Mrs. Keyser made a motion, seconded by Mr. Monahan, to approve the March 22, 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. Armstrong	Aye

Motion carried unanimously

**Motion – April 26, 2012 Minutes**

**Motion**

Mr. Chase made a motion, seconded by Mrs. DeRosier, to approve the April 26, 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**

**Shanti Gardens Adult Day Care – 1425 Woodbourne Road, Levittown, Permit No. F120-2012 (3/27/2012 – 3/26/2012)**

Mr. Patel, facility owner is requesting a reduction in the sampling requirements for Oil & Grease and TSS. The current permit requires semi-annual sampling for Oil & Grease and annual sampling for TSS. Dr. Rajput added that the required testing is at least once a year.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, granting permission to Mr. Patel, Owner of Shanti Gardens Adult Day Care located at 1425 Woodbourne Road to reduce the Oil & Grease and TSS to annual testing. Should at any time this facility not pass the required testing, the owner will be required to come before the Board Directors for further direction.

**Roll Call**

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

Motion carried unanimously

**Peter Place, CPA, Lopez, Teodosio and Larkin**

Peter Place, Auditor for the Authority, gave a presentation of the 2011 Financial Audit. The Board will review the Audit and vote on it at the June 28<sup>th</sup> meeting.

**DIVIT (Delaware Valley Health Insurance Trust) Presentation**

Rick Lee, Executive Director of DIVIT explained to the Board that DIVIT is a non-profit tax exempt health pool that was formed by units of local Government in Southeastern Pennsylvania. The concept is that all Municipalities that participate in the program agree to share reps with one another. There's a large self insurance program that we represent since we are non-profit tax exempt, our administrative expenses are lower than a commercial insurance product so we are able to do what we've done for the Authority, which is basically save just under \$70,000 and be able to match the exact same benefits.

The Board will review the information presented and voted on it at the June 28<sup>th</sup> meeting.

**Managing Director's Report**

**Contract WWTP-329: Purchase of Excavator**

As directed by the Board during the April 26<sup>th</sup> meeting, additional quotations were obtained from New Holland and Caterpillar for the track hoe excavator under Costar/PA State Contract.

Vendor	Total Amount	Manufacturer	Assembly Manufacturing Place
Cherry Valley Tractor Sales 35 Route 70 West Marlton, New Jersey 08053	\$51,117.53	Kubota	USA
Ransom Cat 2975 Galloway Road Bensalem, PA 19020	\$57,100.90	Caterpillar	Japan
Modern Equipment Sales & Rental Co. 201 W. Church Rd King of Prussia, PA 19406	\$58,930.00	New Holland	Japan

As can be seen from the information presented above, Kubota is the only company that assembles track hoe excavators in the USA (out of Georgia). Their quoted price includes freight, set up, delivery and training of our Field Crew. Based on review of the information provided it is recommended awarding Contract WWTP 329 to Cherry Valley Tractor Sales located at 35 Route 70 West, Marlton, New Jersey 08053 under the PA State Contract/Costar in the amount of \$51,117.53.

**Motion**

Mrs. DeRosier made a motion, seconded by Mr. Chase, to award Contract WWTP 329 to Cherry Valley Tractor Sales located at 35 Route 70 West, Marlton, New Jersey 08053 under the PA State Contract/Costar in the amount of \$51,117.53.

**Questions/Comments**

Mrs. Keyser asked Dr. Rajput how important the purchase of the piece of equipment was. Dr. Rajput replied that this is very important. The backhoe that is currently being used is sometimes too bulky to maneuver around some of the yards. Either we hire an outside contractor to perform the work or do the work ourselves; unless the line is very deep then we would need to contact an outside contractor.

**Roll Call**

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

**Mobile Telephones**

After meeting with AT & T, Verizon and Sprint and after reviewing the quotations it shows that the prices of all three vendors are comparable depending upon the number of phones and plan selected. Based on the feedback received on the trial phones Dr. Rajput is requesting authorization to negotiate and approve the best contract for the Authority's cell phone service for its employees.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, authorizing Dr. Rajput to negotiate and approve the best contract for the Authority's cell phone service for its employees.

**Roll Call**

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

Motion carried unanimously

**Sale of Old Vehicles**

Bids were opened on May 17, 2012 for the sale of three (3) vehicles.

1. 1987 Ford Dump Truck
2. 1995 Ford Aerostar
3. 1987 GMC Camera Truck

Dr. Rajput is recommending selling the 1987 Ford Dump Truck to the highest bidder, Devino Truck & Parts, 190 Doremus Avenue, Newark, NJ 07105, in the amount of \$888.00, the 1995 Ford Aerostar to the highest bidder, Fred Stover, 348 Wood Street, Tullytown, PA in the amount of \$610.00. In light of the fact that Camera Truck only received one bid in the amount of \$237.00 it is recommended trying to sell it on Municibid.

**Motion – 1987 Ford Dump Truck**

Mr. Chase made a motion, seconded by Mrs. Keyser, to award the 1987 Ford Dump Truck to Devino Truck & Parts, 190 Doremus Avenue, Newark, NJ 07105 in the amount of \$888.00

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**Roll Call**

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

**Motion - 1995 Ford Aerostar**

Mr. Chase made a motion, seconded by Mr. Monahan, to award the 1995 Ford Aerostar to Fred Stover, 348 Wood Street, Tullytown, PA 19007 in the amount of \$610.00.

**Roll Call**

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

**Motion - 1987 GMC Camera Truck**

Mr. Chase made a motion, seconded by Mrs. Keyser, granting authorization to Dr. Rajput to rebid the 1987 GMC Camera Truck.

**Roll Call**

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

**Family Service Association – Ownership Change from Red Cross – Water and Sewer Service Connection Permit Fee**

In compliance with the Water and Sewer Service connection permit issued to the American Red Cross Homeless Shelter located at 7301 New Falls Road July 7, 1989, a letter and invoice in the amount of \$1,500 was sent to Audrey Tucker, CEO of Family Services Association of Bucks, who now owns this property. They are a non-profit agency ((501 (c) 3) and are requesting a waiver of the above permit fee.

**Motion**

Mr. Chase made a motion, seconded by Mr. Monahan, to waive the permit fee of \$1500 for Family Services Association of Bucks.

**Roll Call**

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

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

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

At 8:18 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 9:15 P.M. Mr. Downey stated that during executive session personnel matters and several inquiries regarding ongoing litigation.

**Motion – Field Crew Chief (Job Title Change)**

Mr. Chase made a motion, seconded Mrs. Keyser, authorizing Dr. Rajput to delete the existing position of Work Leader – Field Crew and create the position of Field Crew Chief at an hourly rate of \$29.040.

**Roll Call**

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



**Finance Director's Report**

Ms. Koszarek reported on the following:

**Unadjusted Balances**

Bank Balance	\$12,231,113
Accounts Payable	260,027
Unadjusted Balance	11,971,086

**Summer Office Intern**

Ms. Koszarek is requesting that the Authority again hire the summer office Intern at a rate of \$13.00 for approximately two (2) months. It will be different from last year as the intern was hired to help out due to an employee being out on disability.

**Questions/Comments**

Mrs. Marterella a member of the audience and employee of the Authority agreed that last year was a different issue. Mrs. Marterella stated that she brought up the question of adding summer help back into the collective bargaining agreement with the response of Administration and a Board Director stating that it was not necessary.

Dr. Rajput stated that this is going to be a summer intern like we have at the WWTP not summer help such as we had in the past. Ms. Koszarek added that she will be discussing this with the union on what the union will and will not agree with regarding summer help (intern) and that nothing is assumed at this time.

**Motion**

Mr. Chase made a motion, seconded by Mrs. DeRosier, to hire the summer office Intern at a rate of \$13.00 for approximately two (2) months.

**Roll Call**

Mrs. Keyser           Aye – with the union's agreement  
Mr. Chase            Aye  
Mr. Monahan         Aye – with the union's agreement  
Mrs. DeRosier        Aye – with the union's agreement  
Mr. Armstrong       Aye  
Motion carried unanimously

**Old Business**

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

**New Business**  
**Summer Hours**

Dr. Rajput stated that as in the past the Authority has offered to the Administration personnel, as well as the clerical personnel at both plants to work summer hours. Summer Hours are Monday through Thursday whereby the personnel work nine (9) hour days and on Fridays they work a four (4) hour day. The Administration office would close at 12:00 P.M. on Fridays. Summer hours are from Memorial Day through Labor Day.

**Motion**

Mrs. DeRosier made a motion, seconded by Mr. Monahan, granting permission for summer hours to be worked for the Administration personnel, as well as the clerical personnel at both plants. Summer hours will be from Memorial Day through Labor Day. Motion carried unanimously.

**Public Participation**

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

**Adjournment of Board Meeting**

Mr. Chase made a motion, seconded by Mr. Monahan, to adjourn the Board meeting at 9:23 P.M. Motion carried unanimously.

Respectfully submitted by:



Susan DeRosier  
Board Secretary