

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ October 24 2013

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on October 24, 2013 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Call to Order

Mrs. Keyser, Chairman, called the meeting to order at 7:03 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:

J. Keyser
James Chase
Edward Czyzyk
Sandra Della-Croce
S. DeRosier

Board Members Absent:

Joseph Glasson

Also Present:

Vijay Rajput, Ph.D., PE, Managing Director
Vince Capaldi, Superintendent, WTP
Fred Walcott, Asst. Superintendent, WTP
Michael Andrews, Engineering Assistant
James A. Downey III, Esquire
Robert Serpente, Consulting Engineer

Public Participation

Michael McCann who resides at 9 Upland Road has previously spoken to the Board regarding easement issues and the removal of trees which he has complied with, however, he has noticed that there are several homes on his street that have trees that are marked but have not been taken down. Dr. Rajput replied that there are many reasons for this. For some residents it is a financial issue, some just need extra time. The Authority tries to work with all its customers. Mr. Chase thanked Mr. McCann on behalf of the Board for complying as quickly as he did.

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Approval of the October, 2013 Accounts Payable as Presented to the Board

Questions/Comments

Mrs. DeRosier questioned the following invoice(s):

Flowers by Yvonne, Inc.

Invoice # 23658/1

Amount: \$51.50

Fruit Basket – Dan Costello

Mrs. DeRosier asked why this was sent. Dr. Rajput replied that Dan's sister passed away. Mrs. DeRosier asked when fruit baskets, etc. are sent do they include the Board Directors, if it is not then she would send a card on behalf of the Board. Dr. Rajput replied that when fruit baskets, etc are sent they are sent from the Board Directors and the Managing Director. Mrs. Keyser asked if the employees were also included and if they were not we should include them. Dr. Rajput replied that they were not but from now on they will be. Ms. Della-Croce asked when we send something out for illness, death in the family, etc. Dr. Rajput replied we try to send when an employee has illness, surgery, a death in the immediate family, etc.

United Computer Sales & Service

Invoice #CW-25699

Amount \$1,725.00

9/2013 Systems Administration

Mrs. DeRosier asked if this is just a contract. Dr. Rajput replied that they provide services for our computers. They come bi-weekly to check the computers at the Administration office, Water Filtration Plant Office and the Wastewater Plant office. They perform updates if necessary, general maintenance this is an hourly rate plus mileage.

Win Technical Sales, Inc.

Invoice #91582

Amount \$1,800.00

1 day service: Calibration of all Flow Meters

Mrs. DeRosier asked if this was performed yearly. Dr. Rajput replied that it was.

Verizon Business Network Services, Inc.

Invoice # 09612357

Amount \$189.43

Long Distance charges 8/2013

Mrs. DeRosier questioned if the above amount rate was a flat rate or for usage? Mrs. Marterella replied that it fluctuates per month. Mrs. DeRosier stated that she knows that the Authority has been looking into changing the long distance service.

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Dr. Rajput responded that they have been looking into it and have received a quote from Comcast. We would like to combine all long distance charges rather than having several.

Ms. Della-Croce questioned the following invoice(s):

Ms. Della-Croce noticed that Robert's Auto Parts is within the territory but looking on the next page Thornridge Hardware Supply is listed. Do you generally use the same people all of the time for the same needed supplies? Is Thornridge Hardware Supply within our territory? Dr. Rajput responded that it was.

Toni Thompson

Invoice #Operator's Certification Exam
Amount \$75.00
Operator's exam registration

Dr. Rajput explained that it was the cost of taking the State test to certify Toni as an operator.

Reserve Account

Invoice #9/2013 Refill
Amount \$5,000.00
Postage Meter Refill

Mrs. Marterella explained that there are two (2) different postage accounts. One is the reserve account (above) which is for the postage meter. Then you will see one for the US Postal Service and that is for bulk mail and things of that nature.

Danica Consulting & Training Services

Invoice #10/24/13 Flag/Wk Zn
Amount \$430.00
Flagger/Work Zone Safety Coon & Smith

Dr. Rajput replied that this is more of a safety course. Our Field Crew takes it to show them how to safely flag cars when they are working on restoring water lines, etc.

Motion

Mr. Chase made a motion, seconded by Mr. Czyzyk, to approve the October, 2013 Accounts Payable as Presented to the Board.

Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Ms. Della-Croce Aye
Mrs. DeRosier Aye
Mr. Czyzyk Aye
Motion carried unanimously.

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Approval of the Board Meeting Minutes for September 27, 2013

Motion

Mr. Chase made a motion, seconded by Mrs. DeRosier, to approve the Board Meeting for September 27, 2013 as submitted to the Board Directors.

Questions/Comments

Mrs. DeRosier stated that she had asked Dr. Rajput if he had any voluntary electric shut downs during the hot peak Dr. Rajput replied that we did. Dr Rajput further explained that there was a plan to rectify that.

Dr. Rajput replied that that is not correct. What he meant was that the Authority has participated in the Demand Response Program and Mr. Chase added that we get \$100,000.

The minutes for September 27, 2013 will be adjusted to reflect the above comment from Dr. Rajput.

Amended Motion

Mr. Chase made a motion, seconded by Mrs. DeRosier, to approve the Board Meeting for September 27, 2013 with corrections.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Abstain – not present at the September Board Meeting

Motion carried 4 Aye votes – 1 Abstention

Approval of the Board Meeting Minutes for August 7, 2013

Mr. Chase made a motion, seconded by Mrs. DeRosier, to table the approval of the August 7, 2013 Board Meeting Minutes due to a lack of Board members present that were at the meeting in August.

Motion carried unanimously.

Pretreatment Variances

No one present for Pretreatment Variances.

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Managing Director's Report

Contract WTP-320A & WTP-320B: Water Treatment Plant Sedimentation Basin Improvements – General & Electrical Construction

The Contractor has completed work on Sedimentation Tank No. 2. The Tank was placed in full operation on October 16, 2013. The Plate Settlers and Sludge removal System are working well. There are some punch list items that are being addressed. It will take some time to optimize the operation of the system. There is a plan to take Sedimentation Tank #1 out of service on Thursday, October 24, 2013 to begin work on this tank.

As discussed at the last Board meeting, we have received quotations for replacing the existing handrails which are not covered under the current contract. Two (2) quotations were received for the Contractor. The first quotation is to replace approximately 59 linear feet of the existing handrail which is in between the new handrail which was installed under the contract. The second quotation is to replace 846 linear feet of the existing handrails located on Sedimentation tanks 1 and 2. These handrails are embedded in the existing concrete. Review of the railings show that these railings need to be replaced. Quotation #1 in the amount of \$7,894 is to replace 59 linear feet of the existing handrail with an aluminum handrail and toe board. Quotation #2 in the amount of \$87,417 is to replace 846 linear feet of the existing handrail with an aluminum handrail and toe board. More time is needed to review quotation #2 however it is recommended approving quotation #1 as a change order in the amount of \$7,894 to replace 59 linear feet of the existing railing.

Questions/Comments

Dr Rajput feels that this is a good time to replace the 59 linear feet of existing railing but the cost is pretty high so more time is needed to evaluate. Mr. Chase added that he divided the amount by the feet and for the 846 linear feet it comes out to approximately \$103.00 – 104.00 and the 59 linear feet comes out to approximately \$130.00 a foot. Dr. Rajput explained that this was discussed at the progress meeting. We have time for evaluation and discussion. This would most likely be presented at the November – December Board meeting. At this time Dr. Rajput is requesting that the Board approve quotation #1 in the amount of \$7,894 is to replace 59 linear feet of the existing handrail with an aluminum handrail and toe board. Mr. Chase explained exactly where the railing is needed. Mr. Chase stated that maybe it would be a good idea to go to someone that does railings and obtain a quotation from them? Mr. Chase added that Dr. Rajput already plans to obtain a quotation(s) from other sources but as far as the 59 Linear feet is within the scope of the construction area.

Motion

Mr. Chase made a motion, seconded by Mr. Czyzyk, to approve Change Order No. 2 for 59 linear feet of existing railing to be replaced at a cost of \$7,894.

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Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Ms. Della-Croce Aye
Mrs. DeRosier Aye
Mr. Czyzyk Aye
Motion carried unanimously

Slide Gate at the Water Treatment Plant

Dr. Rajput reported that there are two (2) slide gates at the Water Treatment Plant one of them is in poor condition. Dr. Rajput is waiting for a price for repairs. The gates are not immediately available and it could take up to eight weeks to come in. Dr. Rajput is waiting for a price for the repair however he has not yet received it.

After further discussion Mrs. Keyser asked Dr. Rajput to bring it up again at the December Board meeting when he has a price.

Mr. Chase stated that during the same meeting Vince Capaldi, Superintendent stated that there is a general maintenance problem. In the pit there are valves that are 3 ft off the floor of the pit and there is approximately 3 feet of sludge that has been building since 1976 when they put the valves in. There is no safe way to get the sludge out so if they put the valves in they would have to cut a hole approximately 5 feet long x 10-12 inches wide to put the slide gates in then they would put grating there. Mr. Chase suggested to add to the price instead of 5 x 10 make it 5 x 18 so they can drop the pump straight down and pump the sludge out once a year safely. The price is going to be slightly higher than what they need for the job but in the long run it will be better.

Dr. Rajput took this time to thank Vince Capaldi, Superintendent, Fred Walcott, Assistant Superintendent and all the staff at the Water Treatment Plant going through and working in the plant under these conditions is commendable.

Contract WWTP 335: Installation of Cured-In-Place Sanitary Sewer Lining in Various Locations – Phase III

At the June 2013 Board meeting, the additive alternative additional Cured-In-Place Pipe Lining Work with the total base bid amount of \$304,418 for the lining of 7364 linear feet of sewer pipe located in the Vermilion Hills area was awarded. Dr. Rajput along with Phil Smythe, Mike Andrews and Oleg Zonis of D&B Guarino, LLC discussed the unit price under the Additive Alternative for post construction CCTV and lateral re-instatement is higher than the unit price bid under the main contract. A discussion was held with the contractor to see if they would agree to perform the additional work at the same unit price and that of the base bid unit price. Dr. Rajput is happy to report that the Contractor has agreed to perform the additional work at the unit price that was bid in the main contract. The Contractor has submitted the revised unit price similar to that in the main contract. The revised amount of the additional work is \$298,361.

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The Authority will realize a savings of approximately \$6,000. The Contractor has made a request to the Authority to grant an extension on the current completion date of November 31, 2013 by 90 additional days or to February 21, 2014.

Dr. Rajput feels that considering the additional work, it is recommended granting the 90 day extension to the current contract at no additional cost to the Authority.

Motion

Mr. Chase made a motion, seconded by Mr. Czyzyk, to approve the change order in the amount of \$298,361 and also approve the extension of the contract from November 21, 2013 to February 21, 2014 at no cost to the Authority for Contract WWTP 335 - installation of Cured-In-Place Sanitary Sewer Lining in Various Locations – Phase III

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye

Motion carried unanimously

2014 Health Insurance Renewal – Delaware Valley Health Insurance Trust (DVHIT)

Below is the information regarding the renewal premium of the Authority's Health Insurance for the year 2014 – January 1, 2014 thru December 31, 2014 from Delaware Valley Health Insurance Trust (DVHIT). The net percentage increase is 9.46%. The net premium after the rate relief credit is \$1,522,400.

NPDES Compliance Inspection of the Wastewater treatment Plant by the PADEP

On September 11, 2013 the PADEP conducted a comprehensive NPDES compliance inspection of the Wastewater treatment Plant. This included inspection of the plant processes, Standard Operating Procedures, Emergency Response Plan, Routine Effluent/Receiving water evaluation, Lab Inspection as part of the Plant compliance inspection, collection system, tec. A report was sent to the Authority on the inspection showing that the Authority is in full compliance and there were no violations. A Thank you goes out to Len Rodak, Process Chief/Chief Mechanic for an excellent job performance and for a well maintained maintenance program. Another thank you goes to Joe Zuchero, Lab Tech and Len Rodak, designated Quality Assurance for the lab for keeping up with the required sampling, analytical work and required quality control and quality assurance and Jennifer Smythe for her assistance in keeping up with the required Standard Operating Procedures and Quality Control and Quality Assurance Manual Controls, etc. Mr. Chase added that in looking at the Accounts Payable he noticed a bill for Compliance Testing. Mr. Chase knows that it is required to be done once a year for the lab to be certified and asked Dr. Rajput why it was a quarterly bill?

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Dr. Rajput replied that he requires the wastewater treatment lab perform testing quarterly to insure that the lab is working properly. Dr. Rajput also stated that DEP is very happy with this because it is showing a pro-active approach to testing.

Comparison of Water and Sewer Rates

Mike Andrews, Assistant Engineer obtained a water and sewer rate survey from the website of the Township of Falls Authority. In looking at the rate comparison, our Authority has the lowest water range among the 40 Water Systems surveyed and ranked 44th lowest in sewer rates among the 66 Sewer Systems surveyed.

Operating – Capital Improvement Budget

Work has begun on preparing the Authority's 2014 Operating and Capital Improvement Budget.

Sale of a 1995 Ford F150 XL – Water Treatment Plant Vehicle

Motion

Mr. Chase made a motion, seconded by Mr. Czyzyk, approving the advertisement for the sale of a 1995 Ford F150 XL – Water Treatment Plant Vehicle and award to the highest bidder.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye

Motion carried unanimously

Finance Director's Report

In the absence of Ms. Koszarek Dr. Rajput reported on the following:

Unadjusted Balances

Beginning Balance	12,609,225.87
Accounts Payable	<160,047.88 >
Committed Funds	<4,946.063>
Unadjusted Bank Balance	7,503,114.99

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

Mr. Downey reported that the Executive Session was held from 6:00 P.M. to approximately 7:04 P.M. litigation, potential litigation and personnel matters were discussed.

Assistant Superintendent

Mr. Chase stated that last year the Board discussed a raise for Assistant Superintendent, Fred Walcott after he received the final required sub section of his license which Dr. Rajput has informed the Board that he has.

Motion

Mr. Chase made a motion, seconded by Mr. Czyzyk, to award a \$3.00 per hour raise to the Assistant Superintendent at the Water Treatment Plant retroactive to the day he received his license. This would be added to his base rate.

Roll Call

Mrs. Keyser	Abstain – Due to Mr. Walcott being a family member
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mrs. DeRosier	Aye
Mr. Czyzyk	Aye

Motion carried 4 Aye votes – 1 Abstention

New Business

There was no new business brought before the Board.

Old Business

There was no old business brought before the Board.

Public Participation

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

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Adjournment

Mr. Chase made a motion, seconded by Mrs. DeRosier, to adjourn the Board meeting at 9:43 P.M.

Respectfully submitted by:


Susan DeRosier
Board Secretary

SDR/dm
DPM: 0035