

**LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY  
BOARD MEETING MINUTES  
February 28, 2013**

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, February 28, 2013 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

**Call to Order**

Mr. Monahan, Vice-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  
James Chase  
Susan DeRosier  
Ed Czyzyk  
Sandra Della-Croce  
Joseph Glasson

Also Present: Vijay Rajput, Ph.D., PE, Managing Director  
Pat Koszarek, Finance Director  
James A. Downey III, Esquire  
Vince Capaldi, Superintendent, WTP  
Phil Smythe, Field Technician  
Fred Walcott, Assistant Superintendent, WTP  
Susan Wallover, Pretreatment Coordinator

**Introduction of Newly Appointed Board Director**

Mrs. Keyser introduced Mr. Joseph Glasson, from Bristol Township, and welcomed him as a newly appointed Authority Board Director. Mr. Glasson thanked everyone.

**Motion**

Mr. Czyzyk made a motion, seconded by Mrs. DeRosier, to appoint Mr. Joseph Glasson to the position of Treasurer that was vacated by John Monahan. Motion carried unanimously.

**Public Participation**

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

**Approval and Payment of the February 2013 Accounts Payable as Presented to the Board of Directors**

**Motion**

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

**Questions/Comments**

The following invoices were questioned:

Aqua Pennsylvania  
PO# W0012389  
Amount: \$1,155.00  
Lab testing in-house study

Dr. Rajput stated that we do testing for THM. Aqua Pennsylvania has been performing this testing for many years.

Bucks County TMA  
PO# A0013893  
Amount: \$ 200.00  
Membership: Transportation Management

Dr. Rajput replied that it is membership to Bucks County Transportation Management Association.

Ben Franklin Plumbing  
PO #0013879  
Amount: \$ 264.00  
2 Hydrangea – Main Break, no water service after the break.

Dr. Rajput replied that on occasion when this happens the Authority tries to help the Customer.

E.H. Wachs Company  
PO# W0012355  
Amount: \$6,061.91  
Electric valve turner & valve keys for the Water Treatment Plant

Mr. Chase explained that they are used to so they don't have to turn them by hand.

Board Meeting Minutes  
February 28, 2013  
Page Three

United Computer Sales & Service  
PO# A0013892  
Amount: \$187.50  
Computer Virus – Dennis Burnell

Mrs. DeRosier wanted to know why we are paying this amount for a computer virus. Don't we have coverage for this?

Mrs. Burnell explained that three (3) of our computers got hit with a virus. Emails were sent labeled Federal Express and since we do business with them it was logical to open it. Unfortunately, once you open an infected email there isn't much you can do. Dr. Rajput added that we are not covered for this.

WW Grainger  
PO# S0008261  
Amount: \$877.95  
Grit Bldg 300,000 BTU Portable Propane Heater

Mrs. DeRosier questioned heater for grit building. Bill Keyser stated that it is a large blow torch heater. There is no heat or insulation in the building. The only time it is used is when the temperatures drop down.

Simplex/Grinnell  
PO# A0013861  
Amount: \$1,467.00  
Contract #268336 – 02/01/13 – 01/31/14 – Fire

Ms. Koszarek explained that it is a yearly service/inspection for fire protection.

Sears Roebuck and Company  
PO# W0012351  
Air Compressor. 1<sup>st</sup> one purchased was defective – returned

The original air compressor was purchased; when it was hooked up and turned on it did not work. It was returned and replaced.

### **Roll Call**

Mrs. Keyser	Aye
Mr. Czyzyk	Aye
Mrs. DeRosier	Aye
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mr. Glasson	Abstain (Mr. Glasson was not seated on the Board at that time, therefore he is abstaining).

**Approval of the January 24, 2013 Board Meeting Minutes as Presented to the Board of Directors**

**Motion**

Mr. Chase made a motion, seconded by Mrs. DeRosier, to approve the January 24, 2013 Board Meeting Minutes as Presented to the Board Directors.  
Motion carried unanimously.

**Pretreatment Variances**

**Turkish Coffee House – 1538 Haines Road, Levittown, PA 19057 – Daniel & Ava Waisbord, owners**

This facility is facing a show cause hearing for non- sampling. After discussion the following motion was made.

**Motion**

Mr. Czyzyk made a motion, seconded by Mr. Chase, to permit this facility to perform the two (2) samplings to bring everything up to date and enable them to schedule the 3<sup>rd</sup> sampling.  
Motion carried unanimously.

**Layla's Food Market–7022 Bristol Pike, Levittown, PA 19057, Abdullah Sezikli, R&C LLC, President**

Mr. Sezikli is requesting a waiver from the installation of an outside 1000 lb. grease trap to an inside 70 lb. grease trap. One portion will sell only packaged goods. For the deli part of the store, they will have only prepackaged meat. Mrs. Wallover stated that when she contacted the Department of Health they will be classifying this facility as a retail goods/butcher.

**Motion**

Mr. Chase made a motion, seconded by Mr. Czyzyk, to grant the variance for the largest grease trap that will fit inside the building with quarterly testing for solids and Oil & Grease. Testing is to begin three (3) months after opening.  
Motion carried unanimously.

**Managing Director's Report**

**Proposed 2013 Capital Improvement Budget**

Estimated Cash Balance	\$13,400,000
Estimated balance available for 2013 Capital Improvements	2,400,000
Estimated Operating expenses and emergency reserve capital	<u>6,000,000</u>
Estimated allocation for 2013 Capital Improvements	\$ 9,800,000

**Contract WWTP 333: Rehabilitation of the Roof at the Wastewater Treatment Plant Office Building**

Bid proposals were received on February 14, 2013. After review from Oleg Zonis, P.E., D&B Guarino Engineers it is recommended awarding Contract WWTP-333 to Builders Concepts of America, 101 Peoples Dr. Newark, DE 19702 in the total base bid amount of \$144,878.

**Motion**

Mr. Chase made a motion, seconded by Mr. Czyzyk, to award Contract WWTP 333: Rehabilitation of the Roof at the Wastewater Treatment Plant Office Building to Builders Concepts of America, 101 Peoples Dr. Newark, DE 19702 in the total base bid amount of \$144,878.

**Roll Call**

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

Motion carried unanimously

**PA Department of Transportation – Route 13 Improvement Project**

Representatives of the Authority met with PENNDOT to discuss the conflicts that are between the Authority's water and sewer lines and PENNDOT's storm water system. The present proposed storm water plans show that there are more than three (3) conflicts with the Authority's 12 inch water main. PENNDOT has informed the Authority that they will only share the clearing cost conflict of the existing water lines. They will not share the cost of replacement of the entire line. Based on PENNDOT's preliminary cost evaluation, they will only share an estimated cost of \$60,000 for the clearing conflict. In reviewing the existing number of connections and demands at the Wastewater Treatment Plant, it is believed that an 8 inch line would be adequate if the Authority decides to replace the entire line. PENNDOT was to follow up with a test hole along their proposed storm pipe and the areas of possible conflict. The Authority is planning to have a meeting with PENNDOT after they complete the above investigative work.

**Bulk Wastewater Flow Monitoring**

The installation of flow meters to measure bulk wastewater flows that are conveyed by Bucks County Water and Sewer Authority from their service area to the Authority's Wastewater system has been completed. The Authority is currently collecting flow data to verify calibrations. This information will be included in the Authority's Waste Load Management Report. Preliminary calculations show that the Authority could bring additional estimated bulk sewer revenue of \$150,000 to \$200,000 per year.

Falls Township was also contacted with regards to installing bulk flow meters at their pump station, which conveys bulk sewer to the Authority. The Authority will be purchasing the flow meter and the Township of Falls will be providing and installing the telephone and electric supply lines.

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

Concrete work for Sedimentation Tank No. 2 will be completed by the first week of March depending upon weather conditions. The Authority has a contract to purchase pipes, fire hydrants and valves, which the Authority will do. The Contractor will handle the installation. The cost of the valve, per the current contract price, is approximately \$9153. The Contractor will bill the Authority for labor through a change order. The Contractor has also been requested to submit a quote to furnish and replace the three (3) existing old slide gates used for the isolation of the existing sedimentation tanks.

**Contract WWTP 318 A & B: Wastewater Treatment Plant Aeration Blower No. 1 and No. 2 Motor/Control Upgrade**

Work is progressing on the above contract. The bypass surge protection system was tested and in proper working condition. Blower No. 2 was placed in service and the Contractor is now working on blower No. 1. The Authority's in-house Electrician is working on installing VFDs on six (6) flow equalization pumps and on the installation of a transformer for the LD Davis Building. He is also working on upgrading the plant SCADA and installing a SCADA computer and CCTV in the Plant Operator's room. The Operator's room is also in the process of being upgraded. All the work being done in-house has saved the Authority substantially. Dr. Rajput thanked Jim Chase for attending the progress meeting and helping to clarify some of the Contractor's questions regarding the existing features at the Plant. His more than 30 years experience at the Water Plant was a great asset.

**Annual Sludge Discharge Monitoring Report (DMR) for the Water Treatment Plant – 2012 reporting year**

The sludge DMR report for 2012 has been submitted to USEPA. Annual sludge production for 2012 was calculated to be 3,075.8 metric tons based on wet weight and 654.3 metric ton based on dry weight.

**Annual Pretreatment Report**

Preparation for the required annual Pretreatment report for 2012 has been prepared and should be submitted on or before March 26, 2013.

**Pretreatment Local Limits Reevaluation/Headwork Analysis**

Per the requirements of the new NPDES permit and USEPA requirements for the Wastewater Treatment Plant, a list of the local limit parameters for the evaluation and sampling plan have been submitted to USEPA and PADEP for review and approval.

**Delaware River Basin Commission (DRBC) Docket Application**

Work has begun on the 2012 Water Audit, which will be submitted to the DRBC in electronic format by March 1, 2013.

**WTP High Service Pump No 3: Motor and Pump Emergency Repair/Replacement**

Most of the essential equipment and materials have been received for this project. The Contractor has started the installation of a new motor and has repaired the pump. Unfortunately, their motor base is not correctly fabricated, so they will need to correct this before continuing.

**Wastewater Treatment Plant Laboratory Accreditation - PADEP**

The renewal application for the Environmental Accreditation of the Authority's Wastewater Treatment Plant Laboratory has been submitted to PADEP.

**Pennsafe Annual Report (Tier II Report): Chemical Inventory – Hazardous Material Emergency Planning and Response Act**

The Pennsafe Annual Report for the Wastewater Treatment Plant has been submitted.

**Infiltration/Inflow**

The Authority continues to make progress on its Infiltration/Inflow control projects. The annual average Wastewater flow from the Wastewater Treatment Plant for the reporting year is calculated to be 6.34 MGD.

**Administrative Secretary – Temporary Arrangement**

Mr. Chase on behalf of the Board wanted to thank Mrs. Wallover for stepping up and taking on the extra duties for Mrs. Magro while she was out. Mr. Chase asked that a letter be put in Mrs. Wallover's file.

**Delaware River Basin Commission (DRBC)**

Dr. Rajput stated that we have begun preparing the Docket revisions to the Application as well as the Water Audit report. The submittals are due by March 2013. A discussion ensued about DRBC's requirements.

**Contract WTP – 320 A & B: Water Treatment Plant Sedimentation Basin Improvements**

Dr. Rajput reported that the Contractor is doing a good job and is making progress. He plans to schedule a project progress meeting in the next week.

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

Mr. Downey stated that in December, through the efforts of Mr. Chase, he discovered that Church Christ Evangelical Lutheran Church was looking to give some land away. This piece of land is located near, not next to, the Authority's Low Lane Pump Station. Mr. Downey added that he checked the Municipal Authority's Act to ensure that it is acceptable for the Authority to acquire land by gift. In January, the Board authorized Mr. Downey to draft a Resolution to acquire the piece of that piece of land. After signing the Resolution prepared by Mr. Downey, the following motion was made:

**Motion**

Mr. Czyzyk made a motion, seconded by Mr. Chase, giving permission to Mr. Downey to do whatever is necessary and proper, to acquire the lot of land.  
Motion carried unanimously.

**Executive Session**

Mr. Downey stated that there is a potential litigation matter that involves a property. The property issue has existed for the last two (2) years. Mr. Downey is asking that Mr. Smythe present in the executive session, as he knowledgeable in this matter.

At 7:57 P.M. Mr. Downey requested an executive session. The regular Board meeting reconvened at 9:02 P.M. Mr. Downey stated that during the executive session, pending litigation and personnel matters were discussed.

**Motion**

Mr. Chase made a motion, seconded by Mr. Czyzyk, permitting Mr. Downey to contact homeowners and advise them that their fences are blocking access to the Authority's sewer mains, easements and manholes. Mr. Downey is further permitted to give the homeowners notice that they are to provide access to the manhole & sewer main. In lieu of providing that access, Mr. Downey is permitted to go to the Court of Common Pleas to obtain that access.

Motion carried unanimously.



**Finance Director's Report**

Ms. Koszarek reported on the following:

**Unadjusted Balances**

<b>Beginning Balance (unadjusted)</b>	<b>\$13,483,520.80</b>
<b>Accounts Payable</b>	<b>&lt;364,874.71&gt;</b>
<b>Committed Funds</b>	<b>&lt;5,093,618.29&gt;</b>
<b>Unadjusted Available Funds</b>	<b>8,025,027.80</b>
<b>January W&amp;S Deposits</b>	<b>2,207,255.60</b>
<b>February W&amp;S Deposits</b>	<b>817,197.80</b>

**Old Business**

There was no old business brought before the Board Directors.

**New Business**

There was no new business brought before the Board Directors.

**Public Participation**

Rick Pluta, Council member Bristol Township, addressed the Board. He stated that a water main break occurred approximately 2-3 weeks ago at the corner of Inkberry and Idlewild Roads. With water comes mud. Add to that the cold temperatures and it quickly became ice. I am not here to complain, but to commend your field department, Jim Coon, and the rest of the crew that worked with him on the cleanup of this project. Mr. Pluta informed the Board that he received several calls from residents regarding the ice and mud. This happened on a Saturday. Later that day, they not only salted everything, they plowed the ice and mud out of the street. They came back on Monday and hosed the street down. Hats off to the Field Department for a job well done.

**Adjournment**

Mr. Czyzyk made a motion, seconded by Mr. Chase, to adjourn the Board meeting at 9:07 P.M.

Respectfully submitted by:

  
Susan DeRosier  
Board Secretary