

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ June 27, 2013*

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, June 27, 2013 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 7:14 P.M., which was followed by the Pledge of Allegiance and a moment of silence for Board members Edward Czyzyk, whose Mother passed away, Sue DeRosier, whose Brother passed away and Authority Employees Nancy Burnell, whose Father passed away, Richard "Dickey" Johnson whose Wife passed away, Charles "Chip" Vandine whose Sister passed away, and Debbie Barnes, who is on disability due to a serious illness, as well as all of our soldiers.

### **Roll Call**

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

**Board Members Present:** Janet Keyser  
James Chase  
Susan DeRosier  
Joseph Glasson  
Sandra Della-Croce

**Board Members Absent:** Edward Czyzyk

**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  
Bill Keyser, Electrician  
Mike Andrews, Engineering Assistant

### **Public Participation**

There was no public participation at this time.

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

#### **Questions/Comments**

Mrs. DeRosier questioned the following Invoice:

#### **Carrot-Top Industries**

Invoice #C11322163

Amount: \$138.74

(3) American Flags

Mrs. DeRosier was informed that the flags were to be used at the Administration Office.

#### **Superior Heating**

Invoice # Various

\$8,063.00

Mrs. DeRosier questioned if we have a contract why are we paying for service. Ms. Koszarek responded that the service does cleaning & maintaining. If it's a part that needs to be replaced, then it's billable.

Mrs. Keyser questioned the following Invoice:

#### **Action Safe & Lock Shop**

Invoice #33268

Amount: \$150.00

Cut keys/Pretreatment Coordinator 3-file cabinets

Mrs. Keyser stated that she spoke with Dr. Rajput regarding this Invoice. These keys should have been returned when she went out on disability. Ms. Koszarek replied that she indicated that the keys were in her office, but didn't know where.

#### **Municipal Maintenance**

Invoice #67954

\$1,253.00

Troubleshoot Pump #4 Overload @ WWTP

Mrs. Keyser asked if this was at the plant or one of the stations. Dr. Rajput replied that this was at Kenwood Pump Station.

#### **Motion**

Mr. Chase made a motion, seconded by Mr. Glasson, to approve the June 2013 Accounts Payable as presented to the Board of Directors.

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### **Roll Call**

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

### **Approval of the May 23, 2013 Board Meeting Minutes as Presented to the Board of Directors**

#### **Motion**

Mr. Chase made a motion, seconded by Mr. Glasson, to approve the May 23, 2013 Board Meeting Minutes as presented to the Board Directors.  
Motion carried unanimously.

#### **Pretreatment Variances**

There were no Pretreatment issues brought before the Board at this time.

#### **Suspend Agenda**

##### **Motion**

Mrs. DeRosier made a motion, seconded by Mr. Chase, to suspend the agenda and move on to the Finance Director's report as Ms. Koszarek has another meeting she needs to attend.  
Motion carried unanimously.

#### **Finance Director's Report**

Ms. Koszarek reported on the following:

##### **PMRS**

The Board was given new Pension pamphlets that will be going out to all Employees.

##### **Financial Audit**

A revised Audit for the Financial Statements ending December 31, 2012 and 2011 was provided to the Board. The revision and prior year adjustment was made with regards to the Authority's OBEP (Other Post Employment Benefits) obligations to account for our unfunded post-employment health care benefits cost. As a further note, beginning this year, we will need to account for our unfunded pension liabilities in our financial statements.

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A revised Audit for the Financial Statements ending December 31, 2012 and 2011 was provided to the Board. The revision and prior year adjustment was made with regards to the Authority's OPEB (Other Post Employment Benefits) obligations to account for our unfunded post-employment health care benefits cost. As a further note, beginning this year, we will need to account for our unfunded pension liabilities in our financial statements.

### **Post Employment Health Care Benefits- Continued**

Net OPEB obligation as of 12/31/2011		
Not posted, to be adjusted to our retained Earnings		\$782,572
2012 Annual OPEB expense	\$276,644	
2012 less actual health care expenses	<u>- 82,324</u>	
2012 unfunded liability		<u>194,320</u>
Current Total Unfunded OPEB for health care		\$976,892
Adjustment to our retained earnings		

Currently we are using the "pay as you go" method of funding the OPEB obligations paying in 2012 \$82,324 of the annual "Alternative Measurement Method Report" cost of \$276,912 leaving an unfunded liability for 2012 of \$194,320 added to the accumulated unfunded liability from 2011 of \$782,572 gives a current accumulated unfunded liability for the year end December 31, 2012 of \$976,892. It is the Financial Director's recommendation that the Board considers opening a separate account and begin to allocate at least a portion of the unfunded liability into that account each year.

### **Unadjusted Balances**

<b>Beginning Balance (as of 05/23/2013)</b>	<b>13,506,391.49</b>
<b>Accounts Payable</b>	<b>&lt;237,657.56&gt;</b>
<b>Unadjusted Balance</b>	<b>13,268,733.93</b>
<b>Less Committed Funds</b>	<b>&lt;6,283,742.65&gt;</b>
<b>Unadjusted Balance</b>	<b>6,984,991.28</b>

Ms. Koszarek suggested several investment alternatives to the Board for consideration. Some of the items Ms. Koszarek spoke about will need to be discussed further before the Board can make any decisions.

The following motion was made:

### **Motion**

Mr. Chase made a motion, seconded by Ms. Della-Croce, to add \$250,000 to the Supervisor's Pension Fund in addition to the MMO for the year.

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### **Roll Call**

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

### **Managing Director's Report**

#### **Contract WWTP-336: Furnish/Deliver Polymers for the Water and Wastewater Treatment Plants**

Bids were received on April 25, 2013. Based on results of the bids received and considering the results of the plant scale-testing, it is recommended awarding all items of the above contract to Polydyne, Inc., One Chemical Plant Road, Riceboro, GA 31323 with the unit bid pricing as follows:

<b>Bid Item #1</b> Emulsion Grade Polymer for Centrifuge Sludge Dewatering	<b>Bid Item #2</b> Dry Polymer for Sludge Thickening Using Dissolved Air Flotation	<b>Bid Item #3</b> Liquid Polymers for Flocculation of Biological Floccs	<b>Bid Item #4</b> Dry Polymers for Filter Press Dewatering of WTP Sludge
\$1.15/lb \$115.00/CWT	\$1.75/lb \$175.00/CWT	\$1.15/lb \$115.00/CWT	\$1.60/lb \$160.00/CWT

### **Motion**

Mr. Chase made a motion, seconded by Mr. Glasson, to award Contract WWTP-336 to Polydyne, Inc., One Chemical Plant Road, Riceboro, GA 31323 with the unit bid pricing presented above.

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

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

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**Roll Call**

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

**Alternate Bid**

The alternate bid submitted by the lowest bidder IPR Northeast, LLC, for additional CIPP Sewer Rehabilitation of approximately 7,400 lineal feet of sewer pipe in the Vermilion Hills area is \$304,418. The Authority is under no obligation to award this alternate bid, however the sewer pipes in this area are in poor condition and need to be rehabilitated.

Review of the current available funds shows that there are adequate funds for the additional work therefore it is recommended awarding the additional work to IPR Northeast, LLC with a total amount not to exceed \$304,418.

**Motion**

Mr. Chase made a motion, seconded by Mr. Glasson, to award the additional work for the CIPP Sewer Rehabilitation of approximately, 7400 lineal feet of sewer pipe in the Vermilion Hills area to IPR Northeast, LLC with a total amount not to exceed \$304,418.

**Roll Call**

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

**Purchase of Field Step Van under PA State Co-Stars co-Op Contract 4400006042**

A quotation was received from U.S. Municipal located at 461 Glennie Circle, King of Prussia, PA for a Step Van to be used by the Field Crew Department. Total cost under COSTAR is \$104,315. The van will be used to keep all required tools, pumps, motors, generator(s), etc. which will provide weather protection to the equipment and employees. It will also have all the tools and equipment needed to do any underground repair work.

After discussion, it was decided by the Board to table this request for the present time.

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### **PA DOT Route 13 Improvement Project**

Several business owners on the South side of Route 13 have approached the Authority regarding the availability of water service to their businesses. Currently, we do not supply water on that side of the road. We also need to loop our 12 inch water main located on the north side of Route 13 with our water system located in the Junewood section.

Since PENN DOT is working on Route 13, now would be the best time to extend the existing 6 inch water main from the north side of Route 13 across Route 13 to the south. The Authority has received a quotation from AmeriDrill, Inc. for Horizontal Directional Drilling services and the installation of a 6 inch water main crossing Route 13. The total cost is \$8,000. The quotation includes all required materials.

### **Motion**

Mr. Chase made a motion, seconded by Mrs. DeRosier, to accept the quotation from Horizontal Directional Drilling services for the installation of a 6 inch water main crossing Route 13. The total cost is \$8,000. The quotation includes all required materials. This will enable several businesses on the South side of Route 13 to connect into the Authority's water system.

### **Roll Call**

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

Motion carried unanimously.

More information regarding the PA DOT Route 13 Improvement Project can be found in Dr. Rajput's June report.

### **Contract WTP 320A and WTP 320B Water Treatment Plant Sedimentation Basin Improvements – General and Electrical Construction**

The required work has been completed on the concrete wall restoration of the first sedimentation tank. There were some deep cracks in the wall allowing water to leak through from the other sedimentation tank which is currently in service. A change order was submitted in the amount of \$7,920 for the additional work that was required to stop the leaks. Considering the actual condition of the sedimentation tanks, it is likely that the other tanks will be in similar condition. Dr. Rajput is requesting allocating approximately \$16,000 for the wall restorations of Sedimentation tank No. 2 if needed.

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### **Motion**

Mr. Chase made a motion, seconded by Mr. Glasson, to approve the change order for #1 tank in the amount of \$7,920. In addition, \$16,000 is to be allocated to any additional sedimentation work that needs to be done on tank No.2.

### **Roll Call**

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

Motion carried unanimously.

### **Geographical Information System (GIS) Implementation**

Under the 2013 Capital Improvement Budget, \$40,000 has been allocated for the implementation of GSI. This project is comprehensive and involves many tasks; therefore, it will be done in phases, which could take several years for its full implementation.

The Authority possesses a vast amount of information which is stored on maps, map books, schematic representations, etc. GIS is a powerful platform that can aid in combining this information and visualization to provide a more comprehensive and up-to-date overview of the Authority's water and sewer infrastructure. The overall scope of this project is to implement GIS in order to integrate spatial information and applications into one manageable system. GSI for the Authority will typically consist of several maps and applications for five main common Water and Wastewater activities. These are: Asset Management, Planning and Analysis, Field Mobility, Operational Awareness and Staff Engagement.

The Authority will need a GIS professional who can provide professional GIS services and needed implementation assistance. On June 21, 2013 a meeting was held with Ms. Ina Jakobsdottir to discuss the Authority's implementation goal, its available information and her approach for GIS implementation to the Authority. It is recommended retaining Ms. Jakobsdottir as a GIS Consultant to the Authority on a time and material basis at an hourly rate of \$40.00 per hour plus actual cost of materials and out of pocket expenditures. For this year we would like to allocate approximately \$20,000 for GIS professional consulting fees.

There was further discussion on what the \$20,000 for the year would consist of. Dr. Rajput explained that Ms. Jakobsdottir will only be paid for her consulting work for this project. She will recommend what needs to be purchased, Dr. Rajput will present it to the Board, and at that time it will be decided if it is needed or if it can wait until the following year.



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### **Motion**

Mr. Chase made a motion, seconded by Mr. Glasson, to authorize the Managing Director to negotiate and retain Ms. Jakobsdottir at a price not to exceed \$40.00 per hour and an amount not to exceed \$20,000 for GIS professional fees for the year.

### **Roll Call**

Mrs. Keyser               Nay (not at this time)  
Ms. Della-Croce       would like to table motion She feels it is a bit controversial

### **Motion**

Ms. Della-Croce made a motion, seconded by Mrs. DeRosier, to table the motion.

### **Roll Call**

Mrs. Keyser   Aye  
Ms. Della-Croce Aye

No further votes were cast. Motion failed

More discussion ensued. The original motion was voted on again.

### **Motion**

Mr. Chase made a motion, seconded by Mr. Glasson, to authorize the Managing Director to negotiate and retain Ms. Jakobsdottir at a price not to exceed \$40.00 per hour and an amount not to exceed \$20,000 for GIS professional fees for the year.

### **Roll Call**

Mrs. Keyser               Nay (not at this time)  
Mrs. DeRosier       Aye  
Mr. Chase               Aye  
Mr. Glasson           Aye  
Ms. Della Croce      Aye  
Motion carried 4 Aye votes – 1 Nay vote. Motion carried.

More information regarding the Geographical Information System (GIS) Implementation can be found in Dr. Rajput's June report.

### **Contract WTP: 338 Furnish and Supply Ferric Chloride**

Bids were received on June 27, 2013 for the above contract. Kemira Water Solutions, Inc., who is the Authority's current supplier for Ferric Chloride, submitted the lowest bid.

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After reviewing all documentation it is recommended awarding Contract WTP 338 with a unit price of \$22.47 per CWT dry or \$0.2247 per dry pound of Ferric Chloride including delivery to Kemira Water Solutions, Inc., 3211 Clinton Pkwy Ct., Lawrence, KS 66047. The duration of this contract is two (2) years from the effective starting date of the contract.

### **Motion**

Mr. Chase made a motion, seconded by Mrs. DeRosier, to award Contract WTP 338 Furnish and Supply Ferric Chloride with a unit price of \$22.47 per CWT dry or \$0.2247 per dry pound of Ferric Chloride including delivery to Kemira Water Solutions, Inc., 3211 Clinton Pkwy Ct., Lawrence, KS 66047.

### **Roll Call**

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

Motion carried unanimously.

### **Contract WWTP 339: Furnish and Supply #2 Heating Oil, Propane and Off Road Low Sulfur Diesel Fuel through the Bucks County Consortium.**

Bids were opened by the Bucks County Consortium for the purchase of various fuels. The bids are only for those fuels which the Vendor has on-site fuel storage tanks. The Authority has storage for #2 Heating Oil, Propane and Off-Road Low-Sulfur Diesel. The Authority falls under the bid category of less than 6,000 gallons and under that category, Farm & Home Energy is the lowest bidder. It is recommended awarding Contract WWTP 339: Furnish and Supply #2 Heating Oil, Propane and Off Road Low Sulfur Diesel Fuel through the Bucks County Consortium to Farm and Home Energy for a period beginning May 1, 2013 through April 30, 2014 as per the specifications and General Conditions contained in the bid documents of the Bucks County Consortium for the following products: #2 Heating Oil and off-Road Low-Sulfur Diesel.

Mrs. Marterella, Senior Accounts Payable informed the Board that Farm and Home Energy is now Suburban Propane.

### **Motion**

Mr. Chase made a motion, seconded by Mrs. DeRosier, to award Contract WWTP 339: Furnish and Supply #2 Heating Oil, Propane and Off Road Low Sulfur Diesel Fuel through the Bucks County Consortium to Farm and Home Energy for a period beginning May 1, 2013 through April 30, 2014 as per the specifications and General Conditions contained in the bid documents of the Bucks County Consortium for the following products: #2 Heating Oil and off-Road Low-Sulfur Diesel.

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### **Roll Call**

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

THE REMAINDER OF DR. RAJPUT'S REPORT IS FOR BOARD REVIEW.

### **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. Personnel and litigation matters were discussed.

### **Sale of Bristol Township Water System**

I have been advised by Russell Saco, Solicitor for Bristol Township, that the sale of Bristol Township Water System, which the Authority is a part of, has been sold to Aqua.

### **Tree Removal Program**

Mr. Downey stated that the Authority has set up a Tree Loan Agreement Program whereby if a rate payer cannot pay the cost of the tree removal, which can be quite costly, the Authority will pay the tree Contractor and then enter into an agreement with the Homeowner whereby the Homeowner pays the Authority back in monthly installments over an agreed period of time without interest. In this instance, the Homeowner paid the tree service for the removal of the trees. The Homeowner learned of the program.

It has been requested by the Homeowner that the Authority give back the \$900.00 to the Homeowner and then he would enter into an agreement with the Authority to pay back the \$900.00 in monthly installments. Mr. Downey explained to the Homeowner that his request would require a motion from the Board to pay this person back the \$900.00 and then he would enter into an agreement with the Authority to pay back the \$900.00 to the Authority in monthly installments over an agreed period of time.

### **Motion**

Mrs. Keyser made a motion, seconded by Mr. Chase, to not start a new policy as explained in Mr. Downey's above statement.  
Motion carried unanimously.

### **Old Business**

There was no old business brought before the Board.

# Lower Bucks County Joint Municipal Authority

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### **New Business**

Mrs. DeRosier thanked the Board for the beautiful glass globe that was sent to her in memory of her Brother.

Mrs. DeRosier read in the June PMAA Magazine that the Chester Water Authority completed their fourth and final phase of the Partnership for Safe Water (PFSW) Treatment Program which is a voluntary effort to provide safe drinking water. Mrs. DeRosier asked if our Authority has ever considered doing this. Dr. Rajput replied that the Authority did start this, however, there were some problems with the Partnership. Dr. Rajput said he could look into this again.

Mrs. Keyser stated that she would like to appoint Board members to the following two (2) committees:

#### **Personal Committee**

Mr. Chase  
Mr. Glasson  
Mrs. Keyser  
Dr. Rajput  
Ms. Koszarek

#### **Finance, Insurance, Budget Committee**

Mrs. DeRosier  
Ms. Della-Croce  
Mr. Czyzyk


### **Public Participation**

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

### **Adjournment**

Mr. Glasson made a motion, seconded by Mr. Chase, to adjourn the Board meeting at 8:33 P.M.

Respectfully submitted by:

  
Susan DeRosier  
Board Secretary