

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ November 14 2013

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on November 14, 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 7:15 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
Joseph Glasson

Board Members Absent: Edward Czyzyk
Sandra Della-Croce

Also Present: Vijay Rajput, Ph.D., PE, Managing Director
Nancy Burnell, Meter Department Supervisor
Fred Walcott, Asst. Superintendent, WTP
Phil Smythe, Field Technician
Michael Andrews, Engineering Assistant
James A. Downey III, Esquire
Robert Serpente, Consulting Engineer

Public Participation

There was no public participation at this time.

JM Patton Associates - Presentation of the 2014 Insurance Policy Package

Jack Patton of JM Patton Associates, Inc. gave a presentation for the 2014 Insurance Policy Package. A discussion ensued regarding the Authority's insurance needs and the respective coverage and costs.

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Motion

Mr. Chase made a motion, seconded by Mr. Glasson, based on the information presented by Mr. Patton it would best serve the Authority to retain Philadelphia Insurance Company, AmeriHealth Casualty, Chartis for its 2014 Insurance Package in the amount of \$582,038.

Roll Call

Mrs. Keyser Aye
Mrs. DeRosier Aye
Mr. Chase Aye
Mr. Glasson Aye
Motion carried unanimously

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

Mr. Chase made a motion, seconded by Mrs. Keyser, to approve the November, 2013 Accounts Payable as presented to the Board.

Questions/Comments

Mrs. DeRosier questioned the following invoice(s):

Questions/Comments

Mrs. DeRosier questioned the following invoice(s):

Federal Express

In#1359-8747-6-10-13

Amount: \$274.29

Shipments: Mtr, Fl Mtr - Administration

Mrs. Marterella replied that the line item should have been changed to reflect that it was for ADP shipments.

Tangibl, LLC.

Invoice: #20-45306.27

Amount: \$375.00

WWTP-318 Professional Services 9/1/13 - 9/30/13

Mr. Chase replied that they are the Authority's Electrical Engineers

Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Mrs. DeRosier Aye
Mr. Glasson Aye
Motion carried unanimously

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Approval of the Board Meeting Minutes for August 7, 2013

Mr. Chase made a motion to table the approval of the August 7, 2013 Board Meeting Minutes until the December meeting due to a lack of Board members present that were at the August Board Meeting.

Approval of the Board Meeting Minutes for October 24, 2013

Questions/Comments

Mr. Chase had the following corrections to be made:

Page 3:

Original ~ Mr. Chase made a motion, seconded by Mr. Czyzyk, to approve the October, 2013 Accounts Payable as presented to the Board with the correction to _____

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

Pg 7:

Original ~ Dr. Rajput is feels that considering the additional work...

Change to ~ Dr. Rajput feels that considering the additional work...

Pg 8:

Original ~ we came out 44 out of 40 water companies

Change to ~ 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.

Pg 8:

Under the motion:

Change biller to bidder.

Pg 9:

Under the motion:

Add per hour after the \$3.00

Motion

Mr. Chase made a motion, seconded by Mrs. DeRosier, to approve the Board Meeting Minutes for October 24, 2013 with the specified corrections.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mrs. DeRosier	Aye
Mr. Glasson	Abstain – Not present at the October Meeting.

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2nd Motion

Mr. Chase made a motion to table the October 24, 2013 minutes until the December Board meeting.

Pretreatment Variances

There were no Pretreatment Variances brought before the Board.

Managing Director's Report

Contract WWTP 341: Furnish and Provide Services for Tree Trimming and Removal

Bids were received on November 7, 2013 for the above contract. There were two (2) bids received. Paul Johns Tree Service submitted the lowest bid.

Bidder	Bid Amount - Hourly Labor Rate (3 Employees & 1 Bucket Truck)	
	Normal Working Hours	Other than Normal Working Hours
Paul Johns PO Box 341 Fairless Hills, PA 19030	\$120.00	\$120.00
Greenscape Landscape Contractors, Inc. 733 Willow Grove Avenue Glenside, PA 19038	\$149.00	\$149.00

Based on review of all bid documents, it is recommended awarding Contract WWTP 341: Furnish and Provide Services for Tree Trimming and Removal to Paul Johns with the unit bid price as shown in the above bid results.

Motion

Mr. Chase made a motion, seconded by Mrs. DeRosier, to award Contract WWTP 341: Furnish and Provide Services for Tree Trimming and Removal to Paul Johns with the unit bid price of \$120.00 per hour for normal working hours and other than normal working hours. Mr. Chase's motion is to include the change in price for the other than normal working hours to \$150.00 per hour.

Questions/Comments

Dr. Rajput informed the Board that the bid price for Paul Johns "Other than Normal Working Hours" is \$150.00 not the \$120.00 shown in the bid tabulation. Mr. Chase stated that he will include the change from \$120/ per hour for "Other than Normal Working Hours" to \$150/per hour for "Other than Normal Working Hours".

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Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Mrs. DeRosier Aye
Mr. Glasson Aye
Motion carried unanimously

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

The Contractor has started work on the second sedimentation tank. A project progress meeting was held on October 23, 2013 to discuss the progress and scheduling. The Contractor has submitted a revised project schedule with the completion date of May 31, 2014. A thank you goes to Mr. Chase for attending the meeting and for his valuable assistance.

The revised quotation that has been submitted for the replacement of the existing 846 linear feet of handrails show that the amount has been reduced from \$87,417 to \$83,32. Under this quotation the Contractor is proposing to replace 846 linear feet of the existing handrail with an aluminum handrail pole which is embedded in the concrete and repair/patch each hole with concrete.

The quoted price is reasonable considering the work involved, therefore, it is recommended approving the quotation as change order number 3 in the amount of \$83,327 to replace 846 linear feet of the existing hand railing.

Motion #1

Mr. Chase made a motion, seconded by Mr. Glasson, to approve change order number 3 in the amount of \$83,327 to replace 846 linear feet of the existing hand railing at the Water Treatment Plant.

Roll Call

Mrs. Keyser Aye
Mr. Chase Aye
Mrs. DeRosier Aye
Mr. Glasson Aye
Motion carried unanimously

Dr. Rajput also informed the Board that a revised quotation has been submitted by the Contractor to replace two (2) existing slide gates. With the work that is involved in the replacement of the slide gates it is recommended approving the quotation as change order number 4 in the amount of \$ 47,979.22. This price does not include the cost for furnishing and installing the electric operators on the gates. Per the Contractor, the cost of one electric operator is \$11,900, therefore for two (2) slide gates the total is \$23,800.

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Motion #2

Mr. Chase made a motion, seconded by Mr. Glasson, to approve change order number 4 for the purchase and installation of two (2) slide gates in the amount of \$47,979.22.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mrs. DeRosier	Aye
Mr. Glasson	Aye

Motion carried unanimously

Sale of the 1995 Ford F150 XL- Water Treatment Plant Vehicle

Sealed bids were received and opened on November 7, 2013 for the sale of a 1995 Ford F150 XL Truck. Five (5) bids were received. Robert Butera was the highest bidder in the amount of \$1,250.00. It is recommended awarding the bid to Robert Butera in the amount of \$1,250.00 in as is condition.

Motion

Mr. Chase made a motion, seconded by Mr. Glasson, authorizing Dr. Rajput to award the sale of the 1995 Ford F150 XL truck to Robert Butera in the amount of \$1,250.00 in "as is condition".

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mrs. DeRosier	Aye
Mr. Glasson	Aye

Motion carried unanimously

Cleaning of Two (2) Flow Equalization Tanks at the Wastewater Treatment Plant

The flow equalization tanks have been drained. The Contractor visited the site and observed the existing conditions of the grit and sludge deposit. Since the Authority has a contract with Waste Management for sludge disposal Waste Management was asked if the Authority, under the current contract, could obtain an additional container for the disposal of the sludge and grit. Waste Management has agreed. In order to reduce the amount of water in the sludge/grit, as well as reduce the disposal cost, several alternatives were discussed with the Contractor. One option which is believed to minimize the water content is to use a Skid Steer Loader with a crane. The Authority will rent the crane directly which is \$2,000/day. Franc Environment, Inc., who is the Contractor for this project will provide everything needed to perform the job at a daily rate of \$2,500. It is estimated that it will take approximately five (5) days to complete. An additional two (2) days may be needed to clean the two (2) wells of the tanks as a great deal of grit material from the tanks has been released into the wells.

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Dr. Rajput is recommending retaining Franc Environmental, Inc. to provide professional services for the removal of sludge and grit from the tanks into the containers that will be provided by Waste Management with a cost not to exceed \$17,500.

Motion

Mr. Chase made a motion, seconded by Mrs. DeRosier, to hire Franc Environment, Inc. to perform the necessary work to complete the disposal of the sludge and grit in the two (2) Flow Equalization Tanks at the Wastewater Treatment Plant and for the crane rental with a cost not to exceed \$30,000 for the entire contract.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mrs. DeRosier	Aye
Mr. Glasson	Aye

Motion carried unanimously

Demand Response Program

The current Demand Response Agreement which the Authority currently has with Hess Company will expire in May, 2014, therefore, proposals are being requested for 2014-2015. Under the current Demand Response Program, the Authority is receiving an annual participation fee of approximately \$100,000.

A letter was received from Hess informing the Authority that Hess Energy Marketing Business will be acquired by Direct Energy and they have asked for the Authority's consent to assign the contract to Hess Energy Marketing Business. This will not affect the current contract conditions.

Motion

Mr. Chase made a motion, seconded by Mr. Glasson, authorizing Dr. Rajput to sign the consent for Hess Company to assign the contract for the change over from Hess Company to Hess Energy Marketing.

Roll Call

Mrs. Keyser	Aye
Mr. Chase	Aye
Mrs. DeRosier	Aye
Mr. Glasson	Aye

Motion carried unanimously

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

The lining of 9,082 feet of 8 inch sewer pipe and 390 linear feet of 12 inch sewer pipe have been completed for this project.

PA Turnpike/I-95 Interchange Project - Relocation of a Water Main and Sanitary Sewer Force Main

The Authority has reviewed the proposed utility relocation plans for the water main located on New Rodgers Road, Durham Road and the Laurel Bend Sewer Force Main. On November 8, 2013 a meeting was held with the consultant for the PA Turnpike regarding this project. The Authority received a letter from the Right-of-Way Utility Coordinator regarding the financial responsibility for the relocation of the existing 6 inch sewer force main that is crossing in an existing culvert beneath the PA Turnpike. This force main conveys wastewater from the Laurel Bend Pump Station to the Authority's sewer collection system.

Operating/Capital Improvement Budget

The Authority is in the process of completing the 2014 Operating Budget. It will be presented to the Board at the December 12th Board meeting.

Dr. Rajput stated that Pat Koszarek is on disability and wanted to thank her for her assistance in preparing the Budget. Dr. Rajput briefly reviewed the Budget with the Board. They will vote on it at the December Board Meeting. The Capital Improvement Budget will be presented to the Board at the January 2014 Board Meeting.

Preparation and Painting the Exterior Surfaces of two (2) Flow Equalization Basins at the Wastewater Treatment Plant

Fox Painting Company has completed the painting of the exterior surfaces of two (2) flow equalization basins at the Wastewater Treatment Plant.

Contract WWTP 340: Furnish and Deliver Rock Salt (Sodium Chloride) for the 2013-2014 Season through the Bucks County Consortium Salt Bid

A Notice of Intent to award has been issued to International Salt Company, LLC. The Authority is waiting for the submission of the executed contract forms and documents along with the required Bonds and Insurance Certificates which will be forwarded to Mr. Downey.

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

On October 29, 2013, the Contractor provided training to Plant Operational personnel on the operation of the newly installed VFD/PLC and automatic control of the Blower based on the required Dissolved Oxygen Concentration in the aeration tanks.

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Addition to the Administration Building – Meter Department, Offices, Map/File Room, Board Meeting Room

The application package and waiver request from land development have been submitted to Bristol Township.

Pretreatment Local Limits Reevaluation/Headwork Analysis

The Authority is continuing the required head work analysis and local limit evaluation work as per USEPA requirements. The report is due by November 26, 2013.

PECO Contract for Commercial/Industrial Class Electric Service

PECO conducted an audit on their electric and gas contracts. PECO requires a new High Tension contract to comply with their audit. Review of the audit shows that the existing contract value or peak demand for the Authority's Wastewater Treatment Plant has been reduced. The duration of this contract is three (3) years. Dr. Rajput would like to clarify a few things before proceeding and will update the Board at the December meeting.

Finance Director's Report

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

Unadjusted Balances

Beginning Balance	\$13,134,131.26
Accounts Payable	< 466,959 >
Committed Funds	< 5,078,063 >
Unadjusted Bank Balance	\$ 7,589,109

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

Mr. Downey reported that the Executive Session was held from 6:02 P.M. to approximately 7:05 P.M. and that litigation, potential litigation and personnel matters were discussed.

Old Business

Mr. Chase asked Dr. Rajput if Bristol Township has been receiving the money with regards to the Edgely Estates Apartment Complex. Dr. Rajput replied that he has been talking to Nancy Burnell and she is going to look into the last time we billed them. Dr. Rajput is planning to meet with the Township Manager sometime next week.

Joe Glasson, Authority Board member and also a member of Bristol Township Council added that it was the Township's position that we thought just like everyone else did that the sewer from that system was going into the Palmer Avenue Pump Station and that it fell under the bulk sewer purchases that Bristol Township pays to the Authority.

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Now that it looks like it's in another direction I'm sure the meeting will go fine and we'll do whatever we have to do to correct the situation.

New Business

Mrs. Keyser asked Dr. Rajput to work on an estimated rate increase and bring it back to the Board for review.

Public Participation

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

Adjournment

Mr. Chase made a motion, seconded by Mr. Glasson, to adjourn the Board meeting at 8:58 P.M.

Respectfully submitted by:



Susan DeRosier
Board Secretary

SDR/dm
DPM: 0038