

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ May 22, 2014

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on May 22, 2014 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Executive Session

An Executive Session was held from 6:10 P.M. to 7:25 P.M. Mr. Downey will report on this during his report.

Call to Order

Mr. Chase, Chairman, called the meeting to order at 7:30 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: James Chase
Janet Keyser
Susan DeRosier
Joseph Glasson
Sandra Della-Croce
Rich Altmiller

Board Members Absent: Joseph Glasson

Also Present: Vijay Rajput, Ph.D., PE, Managing Director
Nancy Burnell, Supervisor, Meter Dept.
Vince Capaldi, Superintendent, WFP
Fred Walcott, Asst. Plant Superintendent WFP
Phil Smythe, Field Technician
Susan Wallover, Pretreatment Coordinator
Michael Andrews, Engineering Assistant
James A. Downey, III, Solicitor
Robert Serpente, Consulting Engineer

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Public Participation

At this time Mr. William Dean of 249 Kenwood Drive explained to the Board that he and his wife went to settlement on April 25th. On May 7th they went to the house and noticed orange spray paint on a number of trees and shrubs from the front to the back of their property.

Mr. Dean called the Wastewater Treatment Plant on May 8th and was informed that an inspection was done and according to the records at the Wastewater Treatment Plant all they knew was that an inspection was done and the property was up for sale. Mr. Dean understands all of this but it is his understanding that this is to be done prior to settlement so that it can be worked into the settlement price. They were also informed that they had a shed on the property that was located in a grey area but they wouldn't need to do anything to it. On May 12th they received the violation notice which informed them that they needed to remove all trees, shrubs and the shed. Mr. Altmiller asked Phil Smythe, Field Technician when they were notified of the settlement and Phil replied four (4) days prior to settlement the Authority requires a minimum of thirty (30) days' notice. Mr. Altmiller stated that this then would be on the Real Estate/Title Company to have taken care of having the easement inspection issue taken care of. Mr. Chase added that part of the reason the Authority requires the 30 day notice is so that we can get someone out to the property in a timely manner and prepare all the information to send to the Title/Real Estate Companies so that it is available to the customer prior to their settlement date. Mr. Smythe added that a green sticker is left at the property indicating what type of action needs to be taken. Sometimes by the end of the day the stickers may blow away, etc. Mrs. Keyser and Mrs. DeRosier feel that letters should be left or sent to the property owner instead. Mr. Smythe added that they encourage the Title/Real Estate companies that as soon as they list a property to contact the Authority so that we can perform the easement inspection at that time this way they have the information available to prospective buyers. The Board would like to see something other than a sticker left at properties with easement issues.

Audit Presentation by Peter Place - Lopez, Teodosio & Larkin December 31, 2013 Annual Audit Report – Draft Copy

Management's Responsibility for the Financial Statements

The Authority is responsible for the preparation and fair presentation of the financial statements in accordance with the accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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Auditor's Responsibility

The Auditor's responsibility is to express an opinion on these consolidated financial statements based on our audit. The firm conducted their audit in accordance with auditing standards generally accepted in the United States of America. These standards require that the firm plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

The Board Directors will review the information given and vote on it at the June 26th Board meeting.

Approval of the May 2014 Accounts Payable as Presented to the Board

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to approve the May 2014 Accounts Payable as presented to the Board.

Questions/Comments

Mr. Altmiller inquired about the following invoice(s):

Scrappy's Auto Service

Invoice# 89594

Amount: \$5,775.00

S10 Repair & paint truck bed

Invoice# 89808

Amount \$8,947.39

Repair S10 dump truck after accident in plant

Invoice #89835

S10 Dump Truck – Replace muffler/pipes

Amount: \$1,467.25

Dr. Rajput explained that the repairs are for the Dump Truck that flipped over in the Plant. Two or three trucks were needed to remove the truck in part because it was loaded with stone and the charge for that was \$4,000.

Mr. Altmiller stated that the \$4,000 is not even included in the above charges that could have been included in the April Accounts Payable. Mr. Altmiller asked for a breakdown of all repairs, towing and what was paid by the Insurance Co.

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United Computer Sales & Service (All Covered)

Invoice# CW-28279

Amount \$58,251.00

Computer Upgrade: Hardware/Software Services

Dr. Rajput explained that the Authority needed an Authority wide computer upgrade.

Work-N-Gear, LLC

Invoice # 15859 15140

Amount: \$230.33

Joe Colon Winter Boots & Outerwear

Dr. Rajput explained that Mr. Colon was on disability and per the Union Contract when he returned he is entitled to this employee benefit.

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

Bucks County Courier Times

Invoice No: 1-01180200 4-2014

Amount: \$1,971.80

April Advertisements

Dr. Rajput explained that this is for various advertisements during the month of April.

Joseph McIlvaine Tree & Lawn Service, Inc.

Invoice # 1730

Amount: \$4,500.00

Easement/Tree Removal/Tree Loan 61 Village Lane

Dr. Rajput explained that this is part of the ongoing easement/tree removal/tree loan project.

PECO Energy

Invoice# 3/2014 WTP/WWTP

Amount: \$53,377.99

March 2014 #76841-01404 Wtr/#64445-01801

Dr. Rajput explained that this is a monthly electric bill which is compiled by several different locations.

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IPR Northeast, LLC

Invoice #: Pay #6 WWTP 335

Amount: \$165,645.00

Payment #6 WWTP 335 Install Cured-In Place Phase III

Dr. Rajput explained that this is an ongoing contract payment.

Mrs. DeRosier questioned the following invoice(s)

Gaylord Brothers, Inc.

Invoice # 2269544

Amount: \$6,770.62

(4) blueprint file drawers for drawings

Dr. Rajput explained that this is filing drawers to house the plot plans that were recently purchased. Mr. Altmiller stated that he went to the Wastewater Treatment Plant to purchase a copy of a plot plan and they have them filed by address. He further stated that anywhere else he has gone to purchase them he waited a very long time because you have to give them the tax parcel number, etc. filing them by address is a much quicker way to retrieve them. Mr. Altmiller said that they must have spent quite a bit of time in order to file them that way. Mr. Altmiller added that the Authority needs to notify every Township around and send them a card with the phone numbers and who to call for the plot plans so they can keep them nearby so that when someone comes in that needs one they have the information handy. Mr. Chase asked Dr. Rajput to handle this. Dr. Rajput replied that he would.

Utility & Municipal Services

Invoice # LB-1447656

Amount: \$32.60

Laurel Bend – 4-2014 Quarterly Meter Readings

Mrs. Burnell explained that they are water readings for Laurel Bend that the Authority receives from Aqua.

Roll Call

Mrs. Keyser Aye

Mr. Chase Aye

Ms. Della-Croce Aye

Mrs. DeRosier Aye

Mr. Altmiller Aye

Motion carried unanimously

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Approval of the April 24, 2014 Board Meeting Minutes as Presented to the Board

Motion

Mrs. DeRosier made a motion, seconded by Mr. Altmiller, to approve the April 24, 2014 Board Meeting Minutes with corrections.

Motion carried unanimously

Pretreatment Variances

Turkish American Club of Levittown - 1538 Haines Road, Levittown, PA

Mrs. Wallover sent a show cause hearing. The new ownership was issued a temporary permit on January 31, 2014 whereby the Authority is requiring a 1,000 exterior grease trap, the property currently has an interior grease trap. Current owner has received violation(s) for not submitting an Engineering Study indicating where they plan on installing the exterior grease trap, as well as several other requests for information all of which have been ignored, this is why we are here tonight.

Mr. Arsen Kashkashian, Esquire of Kashkashian & Associates is representing the current tenants. Mr. Chase asked Mr. Kashkashian why all of the letters have been ignored. Mr. Kashkashian replied that there are several reasons, one being that they cannot afford to install the required 1,000 exterior grease trap. Mrs. Wallover replied that she received a letter from Mr. Kashkashian on February 6, 2014 indicating that he represents the above property and Mrs. Wallover responded to him and advised Mr. Kashkashian to read his clients permit and to also read the Authority's resolution in order to get a better understanding of the situation.

After further discussion the Board opted to give the Turkish American Club of Levittown until the June 26th Board meeting at which time they will need to apply for a variance request and have the proper information to show why they should be permitted the variance. It must be laid out to show exactly what the plan is and what they are going to put in place of the 1,000 gallon exterior grease trap and why.

Motion

Rich Altmiller made a motion, seconded by Ms. Della-Croce to give the Turkish American Club of Levittown until the June 26th Board meeting at which time they will need to apply for a variance request and have the proper information to show why you should be permitted the variance. It must be laid out to show exactly what the plan is and what you are going to put in place of the 1,000 gallon exterior grease trap and why.

Motion carried unanimously

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Pasta on Time – Levittown Center, Kenwood Drive, Levittown, PA

Craig Dentsch Architecture for Pasta on time stated that there are three (3) separate issues with this facility. Originally DLC Corp. earmarked the unit next to Pasta on Time as a restaurant, however it did not work out. DLC tied Pasta on Time which was not designated as a restaurant into the unit that was. They also installed floor drains and the Authority does not allow them and finally a mop sink was installed and tied into the sanitary sewer line.

Mr. Craig Dentsch, Architect informed the Board that until today they did not know that they needed to appear before the Board to relay their plans to the Board. Mr. Altmiller asked if Tullytown talked to them about this and Mr. Dentsch replied that they did not. They issued the permit and did all the plumbing inspections.

After further discussion, the following motion was made:

Motion

Mrs. Keyser made a motion, seconded by Ms. Della-Croce, to leave the decision up to the Managing Director as to the proper procedure to take in regards to Pasta on Time. Motion carried unanimously.

Uncle Bill's – Highland Park

Owner of Uncle Bill's was not present. Mrs. Wallover is asking for Board action. After some discussion the following motion was made:

Motion

Mr. Altmiller made a motion, seconded by Sandy-Della-Croce, to start to shut down Uncle Bill's for non-compliance. Motion carried unanimously.

Managing Director's Report

Contract WWTP-348: Furnish and supply Sodium Hypochlorite and Sodium Hydroxide

Bids were received on May 20, 2014 for the above contract. The Sodium Hypochlorite and Sodium Hydroxide is used for the scrubber system at the Kenwood Pumping Station. George S. Coyne Chemical Company was the lowest bidder for Item #1 Liquid Sodium Hypochlorite. There were no bids received for Sodium Hypochlorite.

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It is recommended awarding Item #1 Liquid Sodium Hypochlorite to the lowest bidder, George S. Coyne Chemical Company with a unit price of \$1.442/gallon delivered. The existing contract unit price is \$1.27/gallon for liquid Sodium Hypochlorite and \$1.64/gallon for Liquid sodium Hydroxide.

Review of the usage data for Liquid Sodium Hydroxide for the year 2013 show that the total yearly cost of purchase was less than \$2,000 therefore the Authority is not required to bid for this chemical. We will try to obtain quotations and purchase from a vendor with the lowest quoted price.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to award Item #1 Liquid Sodium Hypochlorite to the lowest bidder, George S. Coyne Chemical Company with a unit price of \$1.442/gallon delivered.

Roll Call on the Motion

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

Motion carried unanimously

Contract WWTP-347 Furnish and Supply Fire Hydrants, Valves and Ductile Iron Pipe

Bid proposals were received on May 20, 2014 for the purchase of fire hydrants and valves for a one year period. Hajoca Corporation was the only bidder and they are also our current supplier. It is recommended awarding Contract WWTP-347 Furnish and Supply Fire Hydrants, Valves and Ductile Iron Pipe to Hajoca Corporation located in Lansdale, Pennsylvania.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to award Contract WWTP-347 Furnish and Supply Fire Hydrants, Valves and Ductile Iron Pipe to Hajoca Corporation located in Lansdale, Pennsylvania.

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Roll Call on the Motion

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

Motion carried unanimously

Internet Services

The Authority currently has internet service from Comcast at the Administration Office however internet service at the Water Treatment Plant and Wastewater Treatment Plant is through AT&T with a T1 or DSL line. This is very slow and they often experience service disruption. Current yearly charges are approximately \$25,073 for both plants. A meeting was held with Comcast and they are offering the Authority a yearly estimated fee of \$2,876.40. This would result in a net savings of approximately \$22,196 per year plus a more reliable and faster internet service. There is an installation cost of \$99.00 per location however Comcast will give the Authority credit to offset the installation fee. Dr. Rajput is reviewing and finalizing the agreements with Comcast. The duration of the service agreement is for two years.

Payroll Services

The Authority is planning on meeting and discuss the proposal presented by another payroll company which will be reviewed and presented to the Board at the June 26th Board Meeting.

Bucks County Water and Sewer Authority Bulk Water Purchase through Woodbourne Station

As Mr. Capaldi, WTP Superintendent reported after making some changes to the operation of Five Points and Highland Park Pump Stations the Authority is able to meet the required water supply of 2.8 MGD-3.0 MGD to Bucks County Water and Sewer Authority (BCWSA) through their newly upgraded Woodbourne Pump Station. However, as Mr. Chase, Chairman suggested the Authority should consider planning for the installation of an express water main from Five Points to the BCWSA Woodbourne Pump Station this will assure a reliable water supply and will also save operational cost in terms of energy and maintenance cost. Presently water is pumped to the Five Points Storage and Pump Station and from there it is pumped to the Highland Park Pump Station which is then pumped to BCWSA Pump Station.

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Contract WWTP- 345: Restoration of Concrete Sidewalks, Driveways, Concrete Apron, Concrete Curb and Sites Affected by Water Main Breaks

Notice of Intent to Award was issued to the Contractor. The Authority is waiting for their executed contract forms and documents along with the required Bonds and Insurance certificates.

Contract No. C-344: Furnish and Supply Chemicals

A Notice to Proceed has been issued to two of the three Contractors. All executed documents have also been received from two of the three Contractors.

Contract WWTP-343: Furnish and Supply Crushed Stone Aggregate

Notice to proceed has been issued to the Contractor. Duration of the Contract is one year.

Pretreatment Local Limits Reevaluation – Headwork Analysis

The Authority has received second review comments for USSEPA of its Headwork Loading and Local Limit Evaluation which Dr. Rajput is currently addressing.

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

The PA Turnpike Commission has scheduled a conference call for May 22, 2014 to discuss the above project. Mr. Downey will also be attending this conference call.

Laptop Computers

All laptop computers have been delivered. United Computer has completed the installation of all required software including emails. Presently we do not have WIFI capability at the Administration Office.

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ADDENDUM TO THE MANAGING DIRECTOR'S REPORT FOR THE MAY 2014 BOARD MEETING

Rehabilitation/Replacement of the 8 Inch Force Main from the Village of Pennbrook Pump Station

Per Dr. Rajput's February report the existing Force Main is approximately 3500 Linear feet of 8 inch Asbestos Cement Pipe and does not appear to be in very good condition. We have already experienced two breaks in the last two years.

The cost of replacement with new Ductile Iron Pipe and open trench is estimated to be approximately \$630,000 (\$180/ft) which does not include the cost of a bypass. An alternative to the replacement is to use cured-in-place pipe lining. The Authority's current Contractor (IPR) gave a quotation/change order for the cost of the lining which is \$336,000 CCTV inspection – traffic control and cured-in-place pipe liner of 3500 linear feet of 8 inch force main plus the estimated cost of the bypass which is \$108,000. The quoted unit price of the lining is \$92/ft and Pre-CCT inspection is \$4.0/ft. Total cost is \$444,000. It is recommended approving the change order for the above work in the total added amount of \$444,000 to the existing contract. This work does not include the cost of the excavation at approximately 7-8 locations of the force main for the required access to the force main pipe. This work will be performed in-house by our Field Department.

Contract 349: Replacement/Rehabilitation of the Existing Ground Water Wells at the Water Treatment Plant

Mercuri and Associates have been authorized to proceed with phase 1 of their proposal. This phase includes locating the replacement wells to the existing wells and preparing contract documents and specifications for bidding.

The scope of this project is to replace the existing wells 2, 3, 4 & 7. Wells number 2 and 3 will be bid as alternate bid items. The Authority will not be obligated to award the contract for wells 2 and 3. Bids will be received June 18, 2014.

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

The Contractor is continuing to work on Sedimentation Basin #1. Most of the work involving the restoration of the deteriorated concrete walls of Sedimentation tank #1 including the influent channel. The Contractor is currently installing the Sludge Removal System. The Plate Settlers have been delivered to the site.

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Summer Hours

Mrs. Keyser made a motion, seconded by Mrs. DeRosier, to allow Administration personnel, as well as 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 carried unanimously

Pump No. 7 and No. 8

Mrs. Keyser asked Dr. Rajput if all the parts/supplies were ordered for Pump No. 7. Dr. Rajput replied that they were. Pump No. 8 has been rehabilitated and is in good working order.

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

Sanitary Sewer Easement Issue at 12 and 20 Sunflower Road, Middletown Township

Mr. Downey reported per Board direction D&B Guarino Engineers did a survey as to the meets and bounds description of the two easements for 12 and 20 Sunflower Road. Mr. Downey needs a Resolution in order to try to obtain an agreement to the filing of an easement for each property from the owners of the above addresses. If they do not agree then Mr. Downey will proceed with Eminent Domain.

Motion

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, to approve the Resolution regarding sanitary sewer easements at 12 and 20 Sunflower Road.
Motion carried unanimously

PA Turnpike – Conference Call

Mr. Downey stated that a conference call was held with the PA Turnpike and their Attorney to discuss the relocation of the Laurel Bend Force Mains; relocations of Durham Road and Route 413.

Thornyapple Fire Hydrant Lawsuit

Deposition has been scheduled for June 10, 2014 for the Thornyapple Fire Hydrant Lawsuit.

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Executive Session

Mr. Downey reported that an executive session was held from 6:10 P.M. until 7:25 P.M. at which time personal matters and litigation were discussed.

Executive Session

Mr. Chase called for another Executive Session at 9:57 P.M. the meeting resumed at 10:16 P.M. at which time the following motion was made:

Motion

Mr. Altmiller made a motion, seconded by Mrs. Keyser, to terminate employee number 1017 for falsification of Authority records effective immediately.

Roll Call on the Motion

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

Motion carried unanimously

Old Business

Mrs. DeRosier asked the following questions regarding the Finance Position:

1. Mrs. Keyser had asked for a copy of the new and old job descriptions for the Finance Manager. There is also some question on the job title.
2. Was this advertised in the Sunday Inquire and in the GFOA?

Dr. Rajput replied yes to both. Mrs. DeRosier also asked Dr. Rajput to be sure to send the Board a copy of the old Job Description for the Finance Manager. They already received the new copy.

Mrs. Keyser asked how many resumes have been received. Dr. Rajput replied six or seven, he will check and report back to Mrs. Keyser. Dr. Rajput added that he spoke with Peter Place, the Authority's Auditor who is assisting Dr. Rajput with the interviewing process and Mr. Place feels that out of the resumes received that two or three should be selected for interview. Mrs. Keyser asked Dr. Rajput when he and Mr. Place are going to begin interviewing. Dr. Rajput replied that Mr. Place and his self-feel that we should wait for some more time because we just advertised and have spent quite a bit of money. Mrs. Keyser replied that if we already have some that you feel are or could be qualified why not start interviewing now.

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Dr. Rajput replied that Mr. Place feels it would be best to wait until we receive all of them and then compile a list for interviewing. Mr. Chase asked how much longer Dr. Rajput and Mr. Place feel the Board should wait. Dr. Rajput replied at least one more month. The Board disagreed and told Dr. Rajput to wait two more weeks. Mr. Chase added that he would like a progress report by the June 26th Board Meeting. Mrs. DeRosier further stated that the Board still needs to vote on the title and job description. Mrs. Keyser added that if the job description was revised which it was that needs to be voted on and approved by the Board, any job description cannot just be changed.

Two (2) Clerical Positions

Dr. Rajput stated that the way it was discussed and presented to the Board if the Board desires so the Board can authorize Dr. Rajput to post the job. It will be at the same rate as the Water Plant Secretary for the sewer plant and one clerical position at the Main Office. Mrs. Keyser stated that the job description for existing position at the Wastewater Treatment Plant has been revised & changed which the Board needs a copy of and the Board needs to approve and the clerical position at the Administration office the Board need to approve that position also. Mrs. Keyser added that since Mrs. Marterella, Union Chairperson has been negotiating with Dr. Rajput to hear both sides. Mrs. Marterella feels the point that needs to be made is at the last Board Meeting the Board gave a directive to Dr. Rajput to meet with the Clerical Union Representatives to review the one job description and to date this has not been done. Mrs. Marterella also added that they submitted it for the new position. Mr. Chase suggested that Dr. Rajput get together with Mrs. Marterella, Dennis Burnell, Union Shop Steward and the Union and come up with a final decision and bring it back to the Board at the June 26th meeting. Dr. Rajput asked if it is the Union or the Managing Director's responsibility to come up with a job description. Mrs. Keyser responded that it is the Managing Director's. Dr. Rajput then asked how can the union dictate to him. He listens to them and he can then come up with a job description that he feels should be done. Dr. Rajput feels that first he would come up with a job description, then give it to the Union, they supply their comments. Some things Dr. Rajput does not agree with, because he knows what jobs need to be done down at the Wastewater Treatment Plant and he feels that it is his responsibility to make sure that whatever they need they get it, the union should not be able to dictate changes in the job descriptions Mr. Chase stated that you drew up a job description for the clerical position at the Wastewater Treatment Plant and you passed it on the clerical union representatives. Have they gotten back to you? Dr. Rajput replied yes. Mr. Chase then asked Mrs. Marterella if she is disagreeing with the job description that Dr. Rajput presented to her. Mrs. Marterella responded that she is totally disagreeing with it. I have documentation that show how meetings were set up, we did meet, Dr. Rajput did provide us with paperwork on a job description for a Secretary at the Wastewater Treatment Plant and when we went through the two positions that are technically existing right now there were a number of areas that were not being covered any longer. When they asked at one of the meetings who would be doing these jobs there was really no response.

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The work was there before, what happens to the work now? Mrs. Marterella further stated that Dr. Rajput told them to put together whatever you think so that's what Mr. Burnell and I did, we intermingled them. That's when we met with the Personal Committee and distributed it to them. Mrs. Marterella stated that she is not dictating we are just trying to make sense of all of this. Mrs. Marterella is not saying that that job that's being formed for down there is for the person that they would like to have it, I have to think of my entire unit, I don't want my unit to decrease in man power. If they don't want that person down there we would be more than happy to have them up at the Administration office. Dr. Rajput replied that he did receive their job description and he saw some items that he didn't agree with. Dr. Rajput wants to write a job description that makes sense and what needs to be there.

He feels that three positions down at the Wastewater Treatment Plant is a waste of money, it isn't needed. Mrs. Keyser replied that everyone agrees with this. Mr. Chase asked Dr. Rajput to draft what you feel is a final copy of the job description and submit it to this Board at next month's meeting.

Approval of the March 27, 2014 Board Meeting Minutes

Mrs. Keyser stated that the Board never approved the above minutes. There were some corrections to be made then Mrs. Magro got sick. They were put into the April Minutes but these were never approved.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to approve the March 27, 2014 Board Meeting Minutes.
Motion carried unanimously

New Business

There was no new business brought before the Board.

Public Participation

At this time there was no one in the audience that wished to address the Board.

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Adjournment

Mr. Altmiller made a motion, seconded by Mrs. DeRosier, to adjourn the Board meeting at 10:30 P.M.

Motion carried unanimously

Respectfully submitted by:


Susan DeRosier
Board Secretary

SDR/dm