

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 17, 2014 Revised

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, December 17, 2014 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Executive Session

An Executive Session was held from 6:00 P.M. to 6:58 P.M. Mr. Downey will advise during his report.

Call to Order

Mr. Chase, Chairman, 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: James Chase
Janet Keyser
Susan DeRosier
Rich Altmiller
Joseph Glasson
Sandra Della-Croce

Also Present: Vijay Rajput, Ph.D., P.E., Managing Director
Colleen Dunn, Finance Manager
James A. Downey, III, Solicitor
Nancy Burnell, Supervisor, Meter Dept.
Vince Capaldi, Superintendent – WFP
Fred Walcott, Asst. Superintendent - WFP
Phil Smythe, Field Technician
Mike Andrews, Engineering Assistant
Robert Serpente, Consulting Engineer

Christmas Treats

Ms. Della-Croce again was kind enough to bring some delicious goodies for everyone to enjoy.

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Public Participation

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

Approval of the December 2014 Accounts Payable as Presented to the Board Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to approve the December, 2014 Accounts Payable.

Questions/Comments

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

K.E. Seifert, Inc.

Invoice#939749 940001

Amount: \$10,624.00

Dump Truck/Driver Rental to haul dirt-landfill 10/27-11.17

Phil Smythe, Field Technician explained that a large loader was rented for approximately a month to load dirt from the back of the plant into our dump truck(s) and haul it to the landfill. Mr. Altmiller replied that we have a backhoe, Mr. Smythe replied that one was out on a job and the other he wasn't sure could handle the job. Mr. Altmiller added that since we have a new backhoe being delivered shortly, in the future there should be no reason to rent one.

McCafferty Ford

Invoice # 6442200020863.00

Amount \$2,251.69

S-2 Power Steering, 4 tires, bumper repair

Mr. Smythe explained that it was the former Plant Manager's vehicle that was involved in an accident and we have just gotten around to having it repaired.

MeterPro Services, Inc.

Invoice #1734

Amount: \$11,900.00

12/2014 100 per month 520 Radio Reads

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Mrs. Burnell, Meter Department Supervisor explained that this is a bid item and that the 520 is the model number of the radio reads that are attached to the Senses Meters that the Authority has. 100 Radio Reads are purchased per month as per the bid contract.

Ms. Della-Croce inquired about the following invoice(s)

Lopez, Teodosio & Larkin

Invoice: #Progress Bill #1 11/14

Amount: \$5,000.00

Progress billing #1 through 11/30/2014

Mrs. Dunn explained that this is billing from the Authority's Auditors.

Rain for Rent

Invoice #047054754 4680 55076

Amount: \$3,301.80

Rental 21,000 gal tank Parkway Pizza Force Main

Mr. Andrews, Assistant Engineer explained that this is the rental of a 21,000 gallon tank for sewer bypass for Parkway Pizza. Rental period 10/27/14 to 11/23/14.

Pennsylvania One Call

Invoice #0000609391

Amount \$429.90

#LBC 10/2014 Water & Sewer PA One Calls

Mr. Altmiller explained that any time you dig you are required to call PA One Call to come and mark the area so that you don't damage any other lines that might be in the same area.

Digital Forensics Consultants

Invoice # 20141124003

Amount \$1,500.00

Forensics Examination on one (1) device.

Dr. Rajput explained that this is the Forensic examination of computer hard drives.

Mr. Chase inquired about the following invoice(s)

McMaster-Carr

Invoice# 17134672

Amount \$65.47

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8" U bolts hang pipe Water Plant Press Bldg. /PO #S0009159

Supplies were ordered by Len Rodak the Wastewater Treatment Plants Chief Mechanic/Plant Process Chief who was working at the Water Treatment Plant.

Mrs. DeRosier inquired about the following invoice(s)

Prime Healthcare Services – Lower Bucks Hospital

Invoice # 299

Amount: \$464.00

Flu Vaccine 11/15/2014 & 11/16/2014

Mrs. DeRosier asked if the Authority's Insurance Company could handle this.

Mrs. Burnell explained that the medical insurance does handle this, however arrangements had already been made with Lower Bucks Hospital. Mrs. Burnell further explained that the pharmacy informed her that next year the Authority can have the pharmacy handle this and it would be covered by our Insurance.

Mrs. Keyser inquired about the following invoice(s)

Wilson, Elser, Moskowitz, Edelman & Dicker, LLP

Invoice # 2410336

Amount \$13,260.00

#10907.00473 – 7/10/14 to 10/23/14 – 61.60 Hours

Mr. Downey explained that they are the defense lawyers in the EEOC case.

Roll Call

Mr. Chase Aye

Mr. Glasson Aye

Mrs. DeRosier Aye

Ms. Della-Croce Aye

Mrs. Keyser Aye

Mr. Altmiller Aye

Motion carried unanimously

Approval of the November 19, 2014 Board Meeting Minutes as Presented to the Board

The Board did not receive a copy of the November 19, 2014 Board Meeting Minutes, therefore the following motion was made.

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Motion

Mrs. Keyser made a motion, seconded by Mr. Glasson, to table until the January 2015 meeting.

Motion carried unanimously.

Pretreatment Variances

There was no Pretreatment presented at tonight's meeting and there was no one in the audience that wished to address any pretreatment issues.

Managing Director's Report

Sale of 2000 Ford Focus

This vehicle is about 14 years old and is not in good condition. We recommend advertising the sale of this vehicle in as is condition to the highest responsible bidder.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to advertise and sell the 2000 Ford Focus in as is condition to the highest responsible bidder.

Roll Call

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

Motion carried unanimously

Village of Pennbrook Forcemain Lining Project

Work should be completed by the end of December barring any unforeseen problems that might arise. If in the event this occurs we could exceed the contract amount by approximately \$30,000.00.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to approve the change order for the Village of Pennbrook Forcemain Lining Project not to exceed \$30,000.00.

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The remainder of Dr. Rajput's report is for the Board's review.

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

Mr. Downey reported that an Executive Session was held from 6:00 P.M to 6:58 P.M at which time personnel and litigation matters were discussed.

Mr. Downey wanted to complement Dr. Rajput, Phil Smythe and Jim Coon. During the month of November Mr. Downey was defending a lawsuit and also had an arbitration at the court of common pleas in Doylestown, in which the above personnel were present to testify. You are lucky to have who you have working for you. They are knowledgeable, they communicate well, they are easy to prepare, they are ready, willing and able to come, and not be afraid to speak their minds. Mr. Downey also wanted to complement Mike Andrews on his report. If everyone would recall, for months there was a problem with the Commonwealth of Pennsylvania regarding the PA Turnpike/I-95 Interconnection/Laurel Bend Water Main Project. With the help of the Authority's personnel, it was taken care of with one omission from the Turnpike. They forgot that they had the map in question.

Finance Report

Mrs. Dunn, Finance Manager, reported that the Authority's bank balance as of December 17, 2014 is \$13,268,386.41 minus the committed project funds which are \$3,708,681.45, bringing the balance to \$9,559,704.96. Mrs. Dunn reported that the revenue is looking a little better this month, she has been working with Mrs. Burnell to get more customers to pay on time and the online payment system should be up and running shortly.

Old Business

Clerical Position at the Administration Office and Operator Position 3-11 at the WWTP

Mrs. Keyser is making the following motion since the above position was posted and no one signed for it. Mr. Chase added that the 3-11 Operator's Position at the WWTP should also be included.

Motion

Mrs. Keyser made a motion, seconded by Mrs. DeRosier, authorizing Dr. Rajput to advertise and interview for the Clerical Position at the Administration Office and the 3-11 Operator's Position at the WWTP.

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

New Business

Mrs. DeRosier distributed to the Board an article in the paper regarding worrisome findings about antimicrobial and liver cancer.

Salary Increase – Non Union Employees

Mr. Altmiller stated that this time of year the Board awards a salary increase to the non-union employees.

Colleen Dunn

Mr. Altmiller stated that in the short time she has been here Colleen Dunn, Finance Manager has been doing an excellent job. Dr. Rajput is very pleased with her.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to increase the Finance Manager's salary 3%, effective January 1, 2015.

Roll Call

Mr. Chase Aye
Mr. Glasson Aye
*Mrs. DeRosier Abstain
Ms. Della-Croce Aye
*Mrs. Keyser Abstain
Mr. Altmiller Aye
Motion carried four aye votes – 2 abstentions

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*Mrs. DeRosier stated that while she is not against it, she feels that since she will no longer be on the Board it would be best to abstain from voting on the non-union employee's salary increases.

*Mrs. Keyser stated that when we hired Mrs. Dunn the Board agreed that they would have a six month or a year review and at that time we would review and see what we wanted to do. Mr. Chase added that it didn't say that nothing else could be done it just said that she would be on a one year probation & at the end of the year we would re-evaluate her to determine if she was going to be permanent. Rich has said as far as I can see he feels that she's deserving of 3% at this time. Mrs. Keyser asked Mrs. Dunn what her present salary is, Mrs. Dunn replied \$62,000.00. Mrs. Keyser said, so that's about \$2,000.00 +. Vijay replied that she well deserves it. Mrs. Keyser replied that she's not saying that she doesn't deserve it, what I'm concerned with, being a former employee for 35 years is when you have someone that has come into the organization for a month and a half and we're already giving a raise when we've had employees that have worked here & have come into the organization and have worked here 20, 30, 40 years & they don't get a raise, I mean we're not even at 90 days yet, that's my only concern. I'm just trying to be fair overall with the whole organization and maybe that's a negative thing because I worked here, I don't know. I'm going to abstain, again, nothing personal, you're doing a great job but I just feel the Board agreed to do something in the beginning, sure we can change our minds and whatever, but I just think to be fair to the full organization we should wait a little longer. Mr. Chase asked Mrs. Keyser what her reason was for the abstention & Mrs. Keyser replied I feel we should wait a little longer since she just started here in October. Mr. Chase asked for Ms. Della-Croce's vote. She replied that you are talking about things that happened a decade ago or more, certainly things can change and I don't think that Colleen is going to go backward with her progress and good work. Mrs. Keyser replied, I certainly don't think that either.

Michael Andrews – Mr. Altmiller stated that Mike has been doing a great job, taking on extra work, he's a great asset to Dr. Rajput.

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to increase the Assistant Engineer's salary 5%, effective January 1, 2015.

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Roll Call

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

Motion carried 5 Aye votes to 1 Abstention

Dr. Vijay S Rajput, Ph.D., P.E. – Mr. Altmiller stated that Dr. Rajput is doing a fantastic job for the Authority. Dr. Rajput saves the Authority hundreds of thousands of dollars a year just in engineering fees. Mr. Glasson added that being on Bristol Township Council and seeing the engineering fees and cost over-runs that very rarely happen here with projects, I feel this salary is getting back to where it should be for Dr. Rajput. If the Authority had to pay an engineering firm to oversee even one project for what Dr. Rajput does in-house it would make that 18.2% increase look like pennies.

Motion

Mr. Altmiller made a motion, seconded by Mr. Glasson, to increase the Managing Director's annual salary to \$155,000 effective January 1, 2015.

Roll Call

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

Motion carried 5 Aye votes to 1 Abstention

Mr. Chase wanted to take this time to thank the Board Members, our staff and all of the employees for the great job that they have done.

Ms. Della-Croce thanked Mrs. DeRosier for the fine job that she did as a Board Member and always being on top of current issues and very conscientious so we want to wish you the best...congratulations.

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Mrs. DeRosier wanted to thank everyone for all the help that was given to me when I needed it. I always tried to do what was best for the Authority as well as the employees. I have met a number of great people during my time here. Every time you have an experience you take something away from it so I will take you all with me.

Public Participation

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

Adjournment

Mr. Altmiller made a motion, seconded by Mr. Glasson, to adjourn the Board meeting at 8:05 P.M.

Motion carried unanimously.

Respectfully submitted by:



Sandra Della-Croce
Assistant Secretary

SD/dm
DPM 0069:DSS