

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ January 22, 2015*

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, January 22, 2015 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 6:45 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**

Ms. Della-Croce, Assistant Secretary, took roll call as follows:

**Board Members Present:** James Chase  
Janet Keyser  
Rich Altmiller  
Joseph Glasson  
Sandra Della-Croce  
Bob Lewis

**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

### **Introduction of Newly Appointed Board Director**

Mr. Chase introduced Mr. Bob Lewis from Bristol Township, and welcomed him as a newly appointed Authority Board Director.

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## **Annual Reorganization of the Board of Directors**

### **Chairman**

Mrs. Keyser made a motion, seconded by Mr. Altmiller, nominating Mr. Glasson to serve as Chairperson of the Board for 2015.

Motion carried unanimously

### **Vice Chairperson**

Mr. Altmiller made a motion, seconded by Mr. Chase, nominating Ms. Della-Croce to serve as Vice-Chairperson of the Board for 2015.

Motion carried unanimously

### **Treasurer**

Mrs. Keyser made a motion, seconded by Mr. Chase, nominating Mr. Altmiller to serve as Treasurer of the Board for 2015.

Motion carried unanimously

### **Secretary**

Mr. Altmiller made a motion, seconded by Mr. Chase, nominating Mrs. Keyser to serve as Secretary of the Board for 2015.

Motion carried unanimously

### **Assistant Treasurer**

Mrs. Keyser made a motion, seconded by Mr. Lewis, nominating Mr. Chase to serve as Assistant Treasurer of the Board for 2015.

Motion carried unanimously

### **Assistant Secretary**

Mr. Chase made a motion, seconded by Mrs. Keyser, nominating Mr. Lewis to serve as Assistant Secretary of the Board for 2015.

Motion carried unanimously

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## **Public Participation**

Grace Pipito of Falls Township introduced herself to the Board. Mrs. Pipito lives in the Vermilion Hills section of Levittown and she asked the Board on behalf of herself and some of the residents of Vermilion Hills why they had low water pressure for so long in December and January. Mr. Glasson deferred this question to Dr. Rajput. Dr. Rajput explained that there was an emergency valve replacement at the Water Filtration Plant. When the work was completed and we went to put the line back in service we lost pressure at the pumping station which caused the decrease in pressure.

Mrs. Pipito also asked when the Authority's website was going to be updated. Mrs. Pipito had a question and when she went on the website there were no contact information for any Board Directors. Dr. Rajput replied that the Authority is working on it. Mrs. Pipito also wanted to know where she could get information on the 2014 Budget. Dr. Rajput replied that it should be on the website, Mrs. Pipito replied that it was not, Mrs. Dunn, Finance Manager informed Mrs. Pipito that she would give her a copy.

## **Approval of the January 2015 Accounts Payable as Presented to the Board**

### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to approve the January 2015 Accounts Payable.

### **Roll Call**

Mr. Chase                      Aye

Mr. Glasson                    Aye

Ms. Della-Croce              Aye

Mrs. Keyser                    Aye

Mr. Altmiller                  Aye

Mr. Lewis                      Aye

Motion carried unanimously

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

### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to approve the November 19, 2014 Board Meeting Minutes as presented.

Motion carried unanimously.

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## **Roll Call**

Mr. Chase                   Aye  
Mr. Glasson                Aye  
Ms. Della-Croce         Aye  
Mrs. Keyser                Aye  
Mr. Altmiller             Aye  
Mr. Lewis                 Abstain  
Motion carried Five Aye votes – 1 Abstention

## **Approval of the December 17, 2014 Board Meeting Minutes as Presented to the Board Motion**

Mr. Altmiller made a motion, seconded by to approve the December 17, 2014 Board Meeting Minutes with the following revisions:

**Page 9:** Mrs. Dunn informed the Board that there are two (2) corrections.

1. Change 15% to 18.2%
2. The Motion should read:

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  
Ms. Della-Croce         Aye  
Mrs. Keyser                Aye  
Mr. Altmiller             Aye  
Mr. Lewis                 Abstain  
Motion carried Five (5) Aye votes – 1 Abstention

## **Pretreatment Variances**

Philly Soft Pretzel Factory – 1506 East Lincoln Highway, Langhorne PA. Permit No. F168-2014 (12/26/2014 – 12/25/2015). Owner, Brian Kean, is requesting a decrease in sampling frequency from semi-annual to annual sampling for both parameters. This facility has an external grease trap and has passed all parameters since opening.

## **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to approve the decrease in sampling from semi-annual to annual sampling for both parameters for Philly Soft Pretzel Factory, 1506 East Lincoln Highway, Langhorne, PA.

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## **Roll Call**

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

## **Managing Director's Report**

### **Sale of 2000 Ford Focus**

After reviewing the two (2) bids that were received for the above vehicle it has been determined that the bid will go to Mr. Michael Wallover with his bid in the amount of \$475.00 in as is condition.

### **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to award the bid for the 2000 Ford Focus in the amount of \$475.00 in as is condition to Mr. Michael Wallover.

## **Roll Call**

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

## **Contract WWTP-345: Restoration of Concrete, Sidewalks, Driveways, Concrete Apron, Concrete Curbs and Site Affected by Water Main Breaks during 2015-2016**

The second application for the final payment from the Contractor has been received. The description of work, scheduled value and work completed for each item submitted under the payment request and covered under the contract has been checked and verified. There were 42 items of work involving the restoration of concrete sidewalk, concrete curb, apron handicap ramp, driveways and roadways. The total amount of the original contract was \$98,987.00. The amount of the total work completed is \$131,665.00 leaving a net change order in the amount of \$32,678.00. It has been verified that the work completed for this change order is correct. This was not included in the original scope of work of the contract.

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This change order is due to the additional restoration work that had to be completed regarding the replacement of approximately 600 lineal feet of a 6 inch main on Gaping Rock Road and Gun Road. The installation of the 6 inch water main was to eliminate the existing dead end on Elderberry Road to address the persistent dirty water problems and restoration of the roadway affected by the replacement of two water service lines on Shadywood Road and Red Rose Way. All installation of the water mains was done in-house by the Authority's Field Department.

The following is a breakdown of the additional work:

6 inch water main replacement on Gaping Rock Rd and Gun Rd:

Side Walk	1316 sq. ft.	\$12/sq. ft.	\$15,792.00
Handicap ramp	64 sq. ft.	\$9/sq. ft.	\$576.00
Apron	666 sq. ft.	\$14/sq. ft.	\$9,324.00
		Subtotal	\$25,692.00

6 inch water line installation (Elderberry-to eliminate dead end):

Side Walk	208 sq. ft.	\$12/sq. ft.	\$2,496.00
Black top	130 sq. ft.	\$10/sq. ft.	\$1,300.00
		Subtotal	\$3,796.00

Additional Blacktop restoration on Shadywood and Red Rose way \$3,190.00

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Total Change Order Amount	\$32,678.00
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The work covered under the above change order has been completed. It is recommended approving the above change order in the amount of \$32,678.00 to the existing Contract No. WWTP-345.

**Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to approve the above change order in the amount of \$32,678.00 for Contract WTP-321.

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## **Roll Call**

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

## **Contract WTP 321 – Disposal of Liquid Sludge**

This contract is due to expire April 30, 2015. This was a two (2) year contract. There is a provision to extend the contract for another year. The current Contractor Franc Environmental, Inc. has submitted a letter dated January 5, 2015 indicating that they will hold the current contract price if the duration of the existing contract is extended for one (1) year. It is recommended extending the existing contract WTP-321 for one (1) year, May 1, 21015 to April 30, 2016.

## **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, to extend Contract WTP 321 Disposal of Liquid Sludge for a period of one (1) year May 1, 2015 to April 30, 2016 under the existing contract terms.

## **Roll Call**

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

## **Pennsylvania Municipal Retirement System Pension Plan – Minimum Municipal Obligation (MMO)**

The Authority has received the 2015 Pension Plan Invoice for the Supervisors and Plant/Clerical Pension Plans. This is based on the plan's anticipated payroll for 2015. It is recommended paying this invoice in the amount of \$995,193.00 for the 2015 year.

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## **Motion**

Mr. Chase made a motion, seconded by Mr. Lewis, to approve the payment of the 2015 Pennsylvania Municipal Retirement System Pension Plan – Minimum Municipal Obligation (MMO) in the amount of \$995,193.00.

## **Questions/Comments**

Mrs. Keyser asked Dr. Rajput if the extra \$250,000 was paid for 2015, Dr. Rajput replied yes.

## **Roll Call**

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

Motion carried unanimously

## **Vehicle Replacement Program**

Dr. Rajput stated that the Water Treatment Plant has a 2000 Chevy Pickup that is not in good condition. Dr. Rajput would like to advertise this vehicle to be sold in as is condition to the highest responsible bidder. Take the 2010 Ford F150 that Fred Walcott, Assistant Superintendent currently drives, hand it down to utility personnel in the plant and Fred will be given the 2015 Ford F150 4x4 to drive. Quotations were received from Costar on the vehicle. The lowest quotation received was in the amount of \$24,712.00.

Mrs. Keyser asked in the near future what is going to happen with the SUV that is currently at the Water Treatment Plant. Mr. Chase replied that it would go to the Superintendent then the Assistant Superintendent would be given the truck that Fred's truck.

## **Motion #1 Purchase of Vehicle**

Mr. Altmiller made a motion, seconded by Mr. Chase, to purchase a 2015 Ford F150 4x4 in the amount of \$24,712.00 (quotation received from Costars).



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## **Roll Call**

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

## **Motion #2 – Sale of Vehicle**

Mr. Chase made a motion, seconded by Ms. Della-Croce, to advertise the 2000 Chevy Pickup for sale in as is condition and to the highest responsible bidder.

## **Roll Call**

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

## **Sewer Block History**

Dr. Rajput passed out copies of the Authority's Sewer Block History from 1998 to 2014. Dr. Rajput showed that as can be seen from this graph the sewer blocks have decreased greatly since 1998, this is due to the Authority's Easement Program implementation. Mr. Glasson added that this proves that the program is working, Mr. Altmiller added that it shows that our employees are doing a great job

## **Questions/Comments on Dr. Rajput's Report**

Mr. Glasson asked for information on Riverside Pump Station. Mr. Smythe stated that with the tragic collapse of the adjacent Concrete Silo owned by Riverside Industrial Complex it has resulted in a significant amount of Portland cement materials being deposited in the Pump Station area. The exterior access hatches were covered by approximately 12-18 inches of Cement, making accessibility to the gate and check valves impossible in an emergency. Once access was reestablished, the Lift Station Mechanic and Operator cleaned up and removed the cement from the site as rain was in the forecast. Regarding the Emergency Generator, Bill Keyser, the Authority's Electrician will be temporarily connecting the new unit mentioned in last month's report so that we can run it instead of the portable unit.

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Mr. Chase stated that there is pipe laying outside the emergency exit door of the Village of Pennbrook station Caption with picture (End Seal installation of Village of Pennbrook Forcemain). There should be nothing outside any emergency exit. After discussion, Mr. Chase noticed the caption on the picture above the one in question is marked (one of three Digester Door, Frame, and Transoms to be replaced) so the one in question was inadvertently labeled incorrectly, however, the problem is still that there shouldn't be anything outside an emergency exit door. Dr. Rajput will take care of this.

Dr. Rajput stated that in his report, Vince Capaldi, Superintendent of the Water Treatment Plant reported on the replacement of the #2 High Service discharge valve. The shutdown of the plant and the work went well, however there was some difficulty in the restart of the plant. All systems were back on line within a short period of time. Dr. Rajput added that there are three (3) more valves that need to be replaced. This time to minimize the shut down time we are planning to have the valves done at the same time.

Mr. Chase stated that going back to when he was a mechanic at the Water Treatment Plant and discovered the poor condition of the main discharge valves coming out of the plant. They were poured in place concrete pipes. They had a 15 degree elbow, 30 degree elbow, Levitt just had people form it out the best they could to fit then together then they poured it in place. We have had leaks there before, luckily our Field Crew was able to get them shut down enough to fix the leaks but something major is going to happen and if it does, the Water Plant is out of business. Mr. Chase feels that maybe a few things should be put on the back burner as this is something that should really be looked at. Mr. Chase suggested to Dr. Rajput that maybe a small building could be constructed off the ground.

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 6:45 P.M at which time litigation, potential litigation and personnel matters were discussed. As in Mr. Smythe's report he has pictures of McStu's Bar 5316 New Falls Road showing where there is an addition to the structure that apparently is causing problems with the Authority's sewer main. McStu's Bar was purchased in May, 2008 and is owned by MCTY, LLC in Richboro. Mr. Downey along with Mr. Smythe's assistance would like to contact MCTY, LLC to begin discussion on what to do regarding their addition on the Authority's sewer line.

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## **Motion**

Mr. Altmiller made a motion, seconded by Mr. Chase, giving permission to Mr. Downey along with Mr. Smythe's assistance to contact MCTY, LLC to begin discussion on what to do regarding their addition on the Authority's sewer line.

Motion carried unanimously.

Mr. Downey informed the Board that the Bidding parameters have changed for 2015. Any amount of purchase under \$10,500 does not need to be sent out for quotes. Between \$10,500 and \$19,400 requires three (3) quotes and anything above \$19,400 is required to go out for bid.

Mr. Downey informed the Board that to Mr. Smythe's credit and others at the Wastewater Treatment Plant, the statistical barcode that Dr. Rajput recently gave to the Board to a great degree is due to him and his staff.

Mr. Downey stated that there is an issue with a property located at 2 Forsythia Drive East involving a fence, trees and debris around the manhole. This property received a letter last April, the property was checked in June and nothing had been done. A request was made of Mr. Downey to follow up on this which was done in November with no response to date. Mr. Downey is seeking Board approval to follow up on this property as this area has had problems. Mr. Smythe added that the Authority has had flood outs in that area, homes around this house but not this particular home. Other homes have been marked and have complied.

## **Motion**

Mr. Chase made a motion, seconded by Mr. Lewis, granting permission to Mr. Downey to do whatever is necessary and appropriate to rectify this situation.

Motion carried unanimously.

## **Finance Manager's Report**

Currently there are no employees out on Disability or Workmen's Compensation.

Mrs. Dunn, Finance Manager, reported that the Authority's bank balance as of January 21, 2015 is \$13,018,076.15 minus the committed project funds which are \$4,010,373.55, bringing the balance to 9,007,702.60. Mrs. Dunn reported that the revenue is up due in part to the bulk water collection for December.

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## **Old Business**

Mr. Downey stated that the Authority had a court of common pleas arbitration on December 16, 2014 at which time Dr. Rajput and Jim Coon, Field Crew Work Leader testified for the Authority along with a Falls Township police officer and we were successful. Mr. Downey again thanked Dr. Rajput, Mr. Smythe and Mr. Coon for a job well done.

## **New Business**

There was no new business presented to the Board

## **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:

  
\_\_\_\_\_  
Janet Keyser  
Secretary

JK/dm  
DPM 0072:DSS