

# *Lower Bucks County Joint Municipal Authority*

## *Board Meeting Minutes ~ June 17, 2015*

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Wednesday, June 17, 2015 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

### **Executive Session**

An Executive Session was held from 6:30 P.M. to 7:00 P.M. Mr. Downey will advise during his report.

### **Call to Order**

Mr. Glasson, Chairman, called the meeting to order at 7:07 P.M., which was followed by the Pledge of Allegiance and a moment of silence.

### **Roll Call**

Mrs. Magro, Administrative Secretary, took roll call as follows:

**Board Members Present:** Joseph Glasson  
James Chase  
Rich Altmiller  
Cindy Murphy

**Absent** Janet Keyser  
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.  
Fred Walcott, Acting Superintendent - WFP  
Susan Wallover, Pretreatment Coordinator  
Phil Smythe, Field Technician  
Mike Andrews, Engineering Assistant  
Bob Serpente, Consulting Engineer

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## Public Participation

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

## Accounts Payable

There were no Accounts Payable presented at tonight's meeting, they will be delivered by the end of the month and the Board will take a phone poll then ratify it at the July 23, 2015 Board Meeting.

## Approval of the May 28, 2015 Board Meeting Minutes as Presented to the Board

### Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, to approve the May 28, 2015 Board Meeting Minutes with corrections.

## Roll Call

Mr. Chase	Aye
Mr. Altmiller	Aye
Mr. Glasson	Aye
Mrs. Murphy	Aye

Motion carried unanimously

## Pretreatment Variances

Pasquale's Sports Bar and Pizzeria – 9078 Mill Creek Road, Levittown. Permit No. F051-2013 (10/10/2013 – 10/09/2014) – Owner: Joe Puchino. Facility was issued an NOV on 01/12/2015 for exceeding O&G on 12/31/2014. A Compliance Order was issued on 02/20/2015 for failure to submit the permit required for O&G analysis within 30 days. A Show Cause was issued on 03/20/2015 requiring the facility to attend the 04/23/2015 Board Meeting to address the violations with the Board Directors. Resampled on 05/06/2015 and failed O&G – NOV issued on 05/15/2015. A&M to resample facility on 06/04/2015. Board Directors are requiring that the owner(s) of this facility attend the 06/17/2015 Board Meeting. Owner(s) were not present at tonight's meeting.

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Blue Fountain Diner – 2029 East Lincoln Highway, Langhorne. Permit No. F007-2014 (03/17/2014 – 03/16/2015). Mr. Okusal, Owner, present. This facility was issued a NOV on 09/02/2014 for failure to submit an acceptable Engineering Report for the installation of an exterior two (2) compartment baffled grease trap as well as seal the floor drains and disconnect the condensate discharges from the sanitary sewer. A Compliance Order was issued on 01/05/2015 for failure to submit the required Engineering report. A Show Cause was issued on 03/20/2015 requiring the facility to attend the 04/23/2015 Board Meeting to address the violations with the Board. The Board Directors are requiring that the facility attend the 06/17/2015 meeting.

Mr. Glasson asked Mr. Okusal if he did what was asked of him at last month's Board Meeting, which was to seal up the floor drains, change the drain line from the ice machine in the kitchen so that it no longer goes into the sewer. Mr. Okusal replied that at last month's meeting the Board did not give any time for this, Mr. Altmiller added that was for the Engineering Report for the grease trap itself, the other issues you were told needed to be addressed right away. Mr. Okusal assured the Board that he will start on this right away, however, he is asking for time to take care of the grease trap. Mr. Altmiller asked Mrs. Wallover if Mr. Okusal is failing on his testing. Mrs. Wallover responded that he was given a temporary permit, which has long since expired, and in the permit, he was required to clean his trap due to the diner's hours and volume. Mrs. Wallover stated that she has not received any test results since February 15, 2015 so she could not say. Mr. Okusal stated that George Allen cleans the grease trap. Mr. Altmiller asked if Mr. Okusal had any documentation (manifest) reflecting this, Mr. Okusal replied that he did, however he did not have them with him tonight but he assured the Board that his drain(s) are being cleaned every month. After further discussion, the following motion was made:

## Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, giving Blue Fountain Diner thirty-(30) days to seal up the floor drains, change the drain line from the ice machine in the kitchen so that it no longer goes into the sewer. Produce the manifest(s) showing that the grease trap is being cleaned on a regular basis, and to submit to a test for O&G and have all results presented to Mrs. Wallover prior to the July 23<sup>rd</sup>. Board Meeting.

Motion carried unanimously.

Billy's Bagels – 8010 Mill Creek Road, Levittown.– New Owner – Temporary permit No. F193-2015 (03/16/2015 – 08/21/2015). This Facility was recently sold and the new owner (Heather Chesco) is requesting a variance from the exterior 1,000-gallon baffled two (2) compartment grease trap and to be granted approval to continue to use the existing 25-gallon internal grease trap. After discussion, the following motion was made:

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## **Motion**

Mr. Chase made a motion, seconded by Mr. Altmiller, to approve the 25-gallon internal grease trap with monthly cleaning and quarterly testing.

## **Question/Comment on the Motion**

Mrs. Wallover stated that she does not recommend giving them monthly cleaning, they have an internal grease trap; they need to clean it more than once a month. Mr. Chase asked what Mrs. Wallover's recommendation was. Mrs. Wallover replied start off recording it weekly, this way you can determine what your readings are on a week/week basis. If at one week you are not generating enough, then back it off to two weeks.

## **Revised Motion**

Mr. Chase made a motion, seconded by Mr. Altmiller, to approve the 25-gallon internal grease trap. The Facility will perform quarterly testing for both parameters and start recording cleaning of the grease trap. If at one week not a large amount of grease is being generated than increase it to every two weeks Per Mrs. Wallover's recommendation as stated above.

## **Roll Call**

Mr. Chase	Aye
Mr. Altmiller	Aye
Mr. Glasson	Aye
Mrs. Murphy	Aye

Motion carried unanimously

## **Managing Director's Report**

### **Copier Lease**

Five (5) quotations were received for the lease of copiers for the Administration Building, Water Treatment Plant and Wastewater Treatment Plant. Each vendor was requested to submit a quotation providing a copier for all three (3) locations for a 63-month lease. After reviewing all the quotations submitted it was determined, that Canon Company submitted the most cost effective quotation. The monthly lease cost for the three (3) copiers will be \$434.99 per month plus \$27.00 per month for a PDF program. The Authority has accepted the lease quote from Canon Company. Thank you to Colleen Dunn, Finance Manager for researching and obtaining the quotations. She did a great job.

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## **Motion**

Mr. Chase made a motion, seconded by Mr. Altmiller, to approve the acceptance of the the lease for the Administration Building, Water Treatment Plant and Wastewater Treatment Plant at a cost of \$434.99 per month plus \$27.00 per month for a PDF program.

## **Roll Call**

Mr. Chase	Aye
Mr. Altmiller	Aye
Mr. Glasson	Aye
Mrs. Murphy	Aye

Motion carried unanimously

## **Policies for Walking and Working Surface Program and Sprains and Strains Program (Draft)**

With the recommendation of AmeriHealth Casualty Services, the Authority's Workers' Compensation Insurance Carrier along with the assistance of the Insurance Company Consultant, Compliance Management International Company, the Authority has prepared draft policies for Walking and Working, Sprains and Strains. This has been distributed to the Safety Committee as well as Union Representatives for review. The policies will be presented to the Board for approval at the July 23<sup>rd</sup> Board Meeting.

## **Stack Testing for Scrubber at the Kenwood Pump Station**

Stack testing needs to be done for the Scrubber at the Kenwood Pump Station. We have begun to receive quotations for this project. Dr. Rajput feels it should be less than \$10,000. There is also maintenance work that needs to be done. In this regard, we met with Evoqua formally Siemans and requested a quotation for the maintenance work. This work will be done prior to the above testing.

## **DRBC – Sewer Discharge Testing**

The DRBC is requiring testing of the wastewater Treatment Plant Effluent for long-term BOD test as a part of their required nutrient monitoring. The cost of this testing is approximately \$4,000.

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## Phil Smythe – Report

Mr. Chase asked Mr. Smythe if due to the fencing around a property that was mentioned in his report, is the Authority able to read the meter. Mr. Smythe replied that the fence is in the back of the house, the meter is located in the front of the house so there is no obstruction to the meter.

## Contract WWTP-361: Furnish and Supply Polymers for Lower Bucks County Joint Municipal Authority's Water and Wastewater Treatment Plants

The contract documents and specifications have been completed and advertised for the above contract. Bid date is July 14, 2015.

## Contract WWTP-361: Furnish and Supply Ferric Chloride to Lower Bucks County Joint Municipal Authority's Water Treatment Plant

The contract documents and specifications have been completed and advertised for the above contract. Bid date is July 14, 2015.

## Contract WWTP-357: Furnish and Provide Services for Replacement of Existing Water Mains

Notice of Intent to award has been issued to the Contractor. The Authority is waiting for the executed contract forms and documents. If all the contract documents are received, this project could start June 22, 2015. The first project to be started is the replacement of approximately 1400 linear feet of a 6-inch water main located on Round Hill Road in the Red Rose Gate section of Middletown Township. Based on the Authority's records, this water main has had a maximum number of breaks. Notification letters will be hand delivered to all the residents that are serviced by this water main. Bottled water will be dispensed to those residents that will be affected.

## Cleaning/Removal of Anaerobic Sludge form Anaerobic Digester #2

There was discussion with Franc Environmental, Inc. on the procedure and schedule of the above project. Work is slated to begin the week of June 15<sup>th</sup> or June 22<sup>nd</sup>.

## PECO Smart Equipment Incentives – Act 129 Program – Energy Savings Credit Rebate

The required application was completed and submitted to PECO May 29, 2015. A schedule is being developed for this project.

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## Purchase of one (1) Grinder for Dissolved Air Floatation Building

A purchase order was issued to Franklin Miller for the purchase of the grinder.

## Contract WWTP-356: Furnish and Install Duo Deck Floating Cover and Gas Recirculation System on Anaerobic Digester No. 2 at the Authority's Wastewater Treatment Plant

Once the digester has been cleaned, the Contractor will schedule the removal of the existing cover.

## Contract WTP-359: Furnish and Install a Second Sludge Dewatering Centrifuge

Contract documents and specifications are being prepared for this project.

## 2014 Annual Water Quality Report

The Authority has completed its 2014 Water Quality Report per the requirements of the Safe Drinking Water Act 1996 Amendments relating to the Consumer Confidence Reports. This will be posted on the Authority's website.

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

Mike Andrews and Phil Smythe are coordinating the Water Main and Laurel Bend Sewer Forcemain with the PA Turnpike Commission's Contractors.

## Water/Wastewater Systems

Both facilities are performing well and comply with all applicable permits.

## Supervisors Monthly Reports

Monthly reports received from the Supervisors are attached to Dr. Rajput's report.

Mr. Chase and the rest of the Board thanked the Supervisors for their very informative reports.

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

Mr. Downey reported that an executive session was held from 6:30 P.M to 7:00 P.M. at which time potential litigation, on-going litigation that is pending in Bucks County Court of Common Pleas #02150273, and a recent American Arbitration Association proceeding that was completed on June 3, 2015. A memo needs to be submitted to the Arbitrator by July 3, 2015.

## 56 Peachtree Lane

Mr. Downey presented a letter to the Board from Council for 56 Peachtree Lane with another proposal to resolve the matter of the addition of the home being on/near the Authority's easement. If the Board wants to accept this resolution, they will need a motion. At this time, no motion was made.

## Arbitration Hearing

There were two (2) Authority employees that attended the American Arbitration Association proceeding, one was Dr. Rajput and the other was William Keyser. They were excellent witnesses. Dr. Rajput added that Mr. Downey also did a very good job.

## Finance Manager's Report

Currently we have three (3) employee on Disability.

Mrs. Dunn, Finance Manager, reported that the Authority's bank balance as of June 17, 2015 is \$14,306,933.00 minus the committed project funds of \$6,843,108.19 bringing the balance to \$7,463,824.81.

Mrs. Dunn also reported that the on-line bill pay is doing well. Mr. Altmiller asked if anyone has complained about the fees, Mrs. Dunn replied yes.

## Old Business

There was no old business presented to the Board.

## New Business

There was no new business presented to the Board.



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Adjournment

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

Motion carried unanimously.

Respectfully submitted by:

  
Janet Keyser  
Secretary

JK/dm  
DPM0083