

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ May 26, 2016

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday, May 26, 2016 at the Authority's Administration office located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Executive Session

An Executive Session was held from 6:35 P.M. to 7:05 P.M. Mr. Downey will advise during his report.

Call to Order

Mr. Chase, Chairman, called the meeting to order at 7:09 P.M., which was followed by the Pledge of Allegiance and a moment of silence for two (2) of the Authority's employees, Phil Smythe whose Mother recently passed away and Pat Johnston whose Mother also recently passed. In addition, for all the men and women that put their lives on the line every day for the safety of our country.

Roll Call

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

Board Members Present: James Chase
Rich Altmiller
Sandra Della-Croce
John Monahan
Joseph Glasson

Absent Cindy Murphy

Also Present: Vijay Rajput, Ph.D., P.E., Managing Director
Colleen Dunn, Finance Manager
Nancy Burnell, Supervisor, Meter Department
Debbie Magro, Administrative Secretary
James A. Downey, III, Solicitor
Fred Walcott, Superintendent – Water Filtration Plant
Phil Smythe, Field Technician/Lift Station Supervisor
Bob Serpente, Consulting Engineer

PECO Smart Equipment Incentives Program Energy Savings Credit Rebate

Dr. Rajput explained that through the PECO Smart Equipment Incentives Program, the Authority has been awarded a credit rebate of \$74,062.89 for upgrading and replacing the existing inefficient lights and light fixtures with the state of the art efficient lights and light fixtures at the Water and Wastewater Plants. The Authority will also realize a significant energy cost savings on a daily basis.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ May 26, 2016

The Authority would like to thank Mr., Frank Wellman, PECO Representative for his excellent guidance and assistance. We would also like to thank Mr. Michael Knuckey for his assistance throughout the completion of this project.

Public Participation

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

Accounts Payable

Approval of the May 2016 Accounts Payable as Presented to the Board

Motion

Mr. Altmiller made a motion, seconded by Mr. Monahan, to approve the May 2016 Accounts Payable as presented.

Questions/Comments

Mr. Altmiller questioned the following invoice(s)

All Covered

- Invoice #725638
Amount: \$1,170.00
05/01/2016 – 04/30/2017 Endpoint Essentials at the WWTP

Mrs. Burnell explained it is a Virus Protection Program that is renewed every year.

K.E. Seifert, Inc.

- Invoice #944843
Amount: \$1,117.20
Contract WWTP-367 Viaduct Ln payment #1
- Invoice #944360
Amount: \$3,432.66
Emergency connection svc. 2200 Haines Rd.

Dr. Rajput replied that one was a contract and the other an emergency.

Rio Supply Inc., of PA

- Invoice #55270
Amount: \$67,047.00
03/2016 – 5/8 Neptune Meters

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ May 26, 2016

- Invoice #55235
Amount: \$67,047.00
04/2016 – 5/8 Neptune Meters
- Invoice #55299
Amount: \$67,047.00
05/2016 5/8 Neptune Meters

Mr. Altmiller was informed that this is part of the Meter Repair Program. Mr. Downey added that this is a Proprietary Item and is part of the Capital Improvements.

Scrappy's Auto Service

- Invoice #97003
Amount \$911.83
S-15 Inspection, Service, Weld Rear Frame

Mr. Smythe explained that S-15 is used spread salt and it has rusted out the rear frame of the truck.

Joshua Simon

- Invoice #Reimbursement/Lining
Amount \$10,700.00
Reimbursement – Cost incurred Relining Project

Dr. Rajput replied that this is a reimbursement to Mr. Simon for costs incurred and paid to RotoRooter due to a CIPP Contractor error. The Contractor is responsible for this cost. The Authority will deduct the amount from the payment to the Contractor by \$10,700.00

Thomas P. Carney, Inc.

- Invoice #21
Amount \$80,546.08

Dr. Rajput explained that this is the final payment #8 for Contract WTP 320-A.

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

A.V. Construction, Inc.

- Invoice # 22240
Amount \$14,500.00
Install Pre-Fab Building at Slant Tank

Dr. Rajput replied that this was to install a Pre-Fabricated building purchased by the Authority to place on an existing foundation of the slant tank at the Water Treatment Plant.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ May 26, 2016

Advanced Auto Parts

- Invoice #8786
Amount \$49.98
Windshield Wiper Blades for S 14

Mrs. Dunn explained that one of the Authority's new employees is also a mechanic so more of the smaller vehicle repairs are being done in-house.

NRPC - AMTRAK

- Invoice #046058
Amount \$30.00
Lease ID A02446 2016 20" Water Main/Tullytown
- Invoice #046057
Amount \$36.00
Lease ID A02447 2016 30" Sewer Pipe

Dr. Rajput explained that the Authority's water and sewer lines crosses over AMTRAK property.

Hajoca Corporation

- Invoice #SO17827765.001 SO17510846.001
Amount: \$126,507.48
Kennedy fire hydrant extension & 2016 Water Main Replacement, partial material

Dr. Rajput explained that the Authority has a contract with this company for Water Main Replacement.

Mr. Chase questioned the following invoice(s)

Hale & Son Construction

- Invoice #1303
Amount \$2,600.00
Ground Restoration – North Park Pump Station Emergency

Mr. Smythe explained this is for Ground Restoration – North Park Pump Station Emergency Work. Site work, cleanup, backfill etc., after emergency sewer force main repair.

Roll Call on the Motion

Mr. Altmiller Aye
Mr. Chase Aye
Ms. Della-Croce Aye
Mr. Monahan Aye
Mr. Glasson Aye
Motion carried unanimously

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ May 26, 2016

Approval of the Board Meeting Minutes of April 28, 2016

Questions/Comments

Mr. Chase pointed out that there are a few places where Mr. Glasson's name was omitted from the Roll Call on the Motion. Mrs. Magro also informed the Board that a few other changes were also made.

Motion

Mr. Glasson made a motion, seconded by Mr. Monahan, to approve the Board Meeting Minutes of April 28, 2016 with corrections.

Roll Call on the Motion

Mr. Altmiller	Aye
Mr. Chase	Aye
Ms. Della-Croce	Aye
Mr. Monahan	Aye
Mr. Glasson	Aye

Motion carried unanimously

Pretreatment Variances

There were no Pretreatment Variances to present to the Board

Managing Director's Report

Administration Building Addition

Mr. Altmiller asked Dr. Rajput for an update for the Administration Building Addition. Dr. Rajput replied that a pre-construction meeting was held and a meeting has been scheduled with the Township next week to see what permits, etc., are required. A motion to proceed letter has been sent to the Contractor.

DRBC Docket Renewal for the Water Treatment Plant

As per requirements of the DRBC, the Authority's renewal application has been completed and submitted for the existing Docket at the Water Treatment Plant.

Contract WWTP 369: Disposal of Liquid Sludge from the Water Treatment Plant

Bid documents are in the process of being completed for the above contract. Bid date is June 14, 2016. Bid results will be presented to the Board at the June meeting.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ May 26, 2016

Contract WWTP 366: Furnish and Deliver Three (3) Grinders for the Wastewater Pump Stations

Bid documents are in the process of being completed for the above contract. Bid Proposals are expected to be received during the month of June.

WWTP 370: Furnish and Supply New Kennedy Fire Hydrants, Valves and Pipe to the Lower Bucks County Joint Municipal Authority.

Bid documents are in the process of being completed for the above contract. Bid Proposals are expected to be received during the month of June.

WWTP 193: Purchase of One (1) Rammax Trench Compactor under Co-Star Contract No. 2420-02 Field Department - Wastewater Treatment Plant

The Rammax Trench Roller has been purchased and is now being used at the project site.

Water Distribution System Maintenance Program – Rehabilitation Replacement of Existing Water Mains – Phase 2

The replacement of an 8-inch water main at Autumn Lane in the Appletree Section has been completed. This involved approximately 1920 lineal feet of 8-inch water main.

2015 Annual water Quality Report – Consumer Confidence Report

We have started working on the Annual Water Quality Report for the reporting year of 2015, also referred to as the Consumer Confidence Report per the requirements of the Safe Drinking Water Act 1996 Amendments. When completed the reports will be posted on the Authority's website.

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

This project has been completed and the Duo Deck Floating Cover and Gas Recirculation System on Anaerobic Digester No. 2 is operational.

Contract C-367: Furnish and Supply Chemicals for the Lower Bucks County Joint Municipal Authority's Water and Wastewater Treatment Plants

An Award letter has been issued to most of the Chemical Contractors. The Authority is waiting for their executed contract forms and documents along with the required Bonds and Insurance Certificates.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ May 26, 2016

Contract WWTP 368: Furnish and Supply Crushed Stone Aggregate to Lower Bucks County Joint Municipal Authority Through the Bucks County Consortium of Municipalities.

An Award letter has been issued to Eureka Stone, Inc., for the above contract. The Authority is waiting for their executed contract forms and documents along with the required Bonds and Insurance Certificates.

Contract WWTP 359: Furnish and Install Second Sludge Dewatering Centrifuge

The Authority is continuing to work on preparing contract documents for the purchase and installation of one (1) Centrifuge for the Sludge Dewatering Centrifuge.

WTP Standard Operating Procedure Training

Training has been scheduled on Friday, April 29, 2016 for the Standard Operating Procedures (SOP's). All operational employees of the Water Treatment Plant are to attend.

Water and Wastewater Systems

The average drinking water supplied for the month of March 2016 was approximately 6.97 MGD, and the monthly average effluent flow from the Wastewater Treatment Plant was approximately 7.07 MGD.

Nancy Burnell – Meter Department Supervisor

Mr. Altmiller stated that Mrs. Burnell's report is very informative. He did question the Monthly Usage listed in Mrs. Burnell's report.

- Water Plant - 22,692,000
- Usage in System – 199,809,511
- Unaccountable Water Used is 29,882,489

What does the Unaccountable Water Used actually mean? Mrs. Burnell responded it is unaccountable water within the Authority's system. Mr. Chase added that it is non-billable. We know where most of the water goes. One of the reports that Dr. Rajput files on a yearly basis requires the Authority to show where all the water goes. If the unaccountable water is over 10%, there is a problem.

Mr. Chase gave a couple of examples of unaccountable water:

1. All feed systems at the Water Treatment Plant use water, and a portion of that is not metered therefore considered unaccountable.
2. When the Authority's flushing takes place that is also considered unaccountable water.

Dr. Rajput stated that in 2015 the Authority's unaccountable water was approximately 2.9%. Mr. Chase added that if you are under 3% that is considered good.

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ May 26, 2016

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

Mr. Downey reported that an executive session was held from approximately 6:35 P.M to 7:05 P.M. at which time personnel matters were discussed as well as pending litigation.

Finance Manager's Report

Mrs. Dunn, Finance Manager, reported that the Authority's bank balance as of May 26, 2016 is \$12,778,218.83 minus the committed project funds of \$3,510,494.00, bringing the balance to \$9,267,724.83.

Old Business

There was no Old Business presented to the Board.

New Business

There was no New Business presented to the Board.

Public Participation

Mr. Mike Nye of the Indian Creek Section and who is also on the Bristol Township Environmental Advisory Council addressed the Board. Mr. Nye stated that he has noticed that some of the other Municipalities put their Minutes, Agenda and Engineering Reports on their website, which is a great convenience for someone, interested in these things but cannot always make it to the meetings. Dr. Rajput replied that we do put the minutes on the Authority's website, however my (Dr. Rajput) reports sometimes contain personnel issues, therefore we would be unable to place them on our website.

Adjournment

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to adjourn the Board meeting at 7:37 P.M.
Motion carried unanimously.

Respectfully submitted by:

Sandra Della-Croce
Secretary

DM/
DPM00101