

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ November 30 2017

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday November 30, 2017 at the Authority's Administration Building located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

EXECUTIVE SESSION

An Executive Session was held from 6:30 P.M. to approximately 7:00 P.M. Mr. Dillon reported that during the Executive Session litigation issues were discussed.

CALL TO ORDER

Mr. Glasson, Chairman, called the meeting to order at 7:08 P.M., which was followed by the Pledge of Allegiance and a moment of silence for all the men and women that are put in harm's way every day to protect this great country.

ROLL CALL

Mrs. Magro took roll call as follows:

BOARD MEMBERS PRESENT:

Joseph Glasson
James Chase
Sandra Della-Croce
Richard Altmiller
Cindy Murphy
John Monahan

ALSO PRESENT:

Vijay Rajput, Ph.D., P.E., Managing Director
Colleen Dunn, Finance Manager
Debbie Magro, Administrative Secretary
Francis X Dillon, Solicitor
Nancy Burnell, Meter Department Supervisor
Michael Hoelzle, Assistant Superintendent, WTP
Phil Smythe, Field Technician/Lift Station Supervisor
Susan Wallover, Pretreatment Coordinator
Mike Andrews, Engineering Assistant
Robert Serpente, Consulting Engineer

PUBLIC PARTICIPATION

Joseph McHale along with his son Timothy addressed the Board. When Levitt built Levittown he installed a 3 inch wide main at the sanitary sewer lateral so that they could tie in to the cast iron lateral under the homes. In the 1960's or 70's it was decided that a 4 inch cast iron lateral needed to be installed

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which meant in order to remove the existing cast iron laterals you would have to use a hammer and in the process would affect the Authority's existing sanitary sewer lines. Twenty (20) years or so later, in order to make a better connection, it was decided to install a saddle, however this was somewhat risky. Mr. McHale suggested using a three (3) inch pipe. He already has gotten approval from the Township to run the three (3) inch line so you are tying in a 3-inch to 3-inch. It actually flows better with the low flush toilets and it would give better ability to float solids rather than the water running and leaving the solids which is what happens now. Mr. McHale added that in doing this it makes it safer for the system as well as the workers. Mr. Glasson also agrees, it makes a lot of sense. There was further discussion regarding this matter and the Board asked Mr. McHale to keep the apprised of the progress.

APPROVAL OF THE NOVEMBER 2017 ACCOUNTS PAYABLE AS PRESENTED TO THE BOARD DIRECTORS.

MOTION

Mr. Altmiller made a motion, seconded by Mr. Chase, approving the November 2017 Accounts Payable as presented.

QUESTIONS/COMMENTS

Mr. Altmiller questioned the following invoice:

Angelo's Carpet One

Invoice # CG7 0372

Amount: \$2,549.00

Supply and install carpet, including removal of existing carpet, floor prep and cove base

Mrs. Dunn replied that included with this several tiles had to be replaced and cove base.

ROLL CALL ON THE MOTION

Mr. Glasson Aye

Mr. Chase Aye

Ms. Della Croce Aye

Mr. Altmiller Aye

Mr. Monahan Aye

Mrs. Murphy Aye

Motion carried unanimously

APPROVAL OF THE BOARD MEETING MINUTES OF OCTOBER 26, 2017

MOTION

Mr. Altmiller made a motion, seconded by Ms. Della Croce, approving the Board Meeting Minutes of October 26, 2017 as presented.

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ROLL CALL ON THE MOTION

Mr. Glasson	Aye
Mr. Chase	Aye
Ms. Della Croce	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye

Motion carried unanimously

Audit Presentation by Peter Place - Lopez, Teodosio & Larkin December 31, 2016 Annual Audit Report

Peter Place of Lopez, Teodosio & Larkin stated that the Auditors have completed the audit of the financial statements for Lower Bucks County Joint Municipal Authority, as of December 31, 2016.

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 whether due to fraud or error.

Opinions

It is the opinion of Lopez, Teodosio and Larkin, that the financial statements referred to above present fairly, in all material aspects, the respective financial position of the business-type activities of Lower Bucks County Joint Municipal Authority of December 31, 2016, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's financial statements as a whole.

The supplementary information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally

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accepted in the United States of America. It is the opinion of the auditors of Lopez, Teodosio and Larkin that the information is fairly stated in all material respects in relation to the financial statements as a whole.

Mr. Place added that the Authority is a fine running machine, he does not know of too many Authority's that do not have a bonded debit, however this Authority does not and has not had any in the last couple of years. The only debit of any substance is the Pension Liability and the Post Employment Health Care Benefit.

JM Patton Associates - Presentation of the Insurance Policy Package January 1, 2018 thru January 1, 2019

Marty Wilson of JM Patton Associates, Inc. gave the presentation for the 2018 Insurance Policy Coverage for the Authority. After the presentation and discussion, the following motion was made:

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to accept the Insurance Policy Package from January 1, 2018 thru January 1, 2019 as presented by Marty Wilson of JM Patton Associates.

ROLL CALL ON THE MOTION

Mr. Glasson	Aye
Mr. Chase	Aye
Ms. Della Croce	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye

Motion carried unanimously

PRETREATMENT VARIANCES

MUSCLE MAKER GRILL – 1411 E. LINCOLN HIGHWAY, LEVITTOWN – PERMIT NO. F192-2017 (10/27/2017 – 10/26/2018) – OWNER SHABBER BARKAT, OWNER PRESENT

This facility is requesting a refund of \$400.00 for two (2) fines that were issued. A \$200.00 fine was issued for exceeding the discharge limit in August 2017 and 4200.00 fine was issued for failure to obtain a wastewater discharge permit within 10 days of new ownership, which occurred in April 2017.

After discussion with Mrs. Wallover, Mr. Barkat and the Board, the following motion was made:

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MOTION

Mr. Altmiller made a motion, seconded by Mr. Chase, to deny the request for the removal of the fines.

ROLL CALL ON THE MOTION

Mr. Glasson	Aye
Mr. Chase	Aye
Ms. Della Croce	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye

Motion carried unanimously

MANAGING DIRECTORS REPORT

AUDIT FOR 2016

As Peter Place of Lopez, Teodosio and Larkin, stated above, the financial audit for the Authority has been completed for 2016. At this time Dr. Rajput is requesting Board approval to accept the 2016 Audit as presented.

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to accept the audit as presented by Peter Place of Lopez, Teodosio and Larkin for 2016.

ROLL CALL ON THE MOTION

Mr. Glasson	Aye
Mr. Chase	Aye
Ms. Della Croce	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye

Motion carried unanimously

Delaware Valley Workers' Compensation Trust (DVWCT)

The Authority has a three (3) year agreement with DVWCT which is affiliated with Delaware Valley Health Insurance Trust (DVHT) for Workers' Compensation Insurance from January 1, 2017 to December 31, 2019.

There was some discussion as to whether a motion was needed since it was thought to already have been approved at the prior Board Meeting. Mr. Dillon, stated if you are unsure, you can ratify it.

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The following motion was made:

MOTION

Mr. Altmiller made a motion, seconded by Mr. Chase, to accept the three (3) year contract for Workers' Compensation Insurance from January 1, 2017 to December 31, 2019 with DVWCT.

ROLL CALL ON THE MOTION

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

CONTRACT WWTP-378: FURNISH AND PROVIDE SERVICES FOR TREE TRIMMING AND REMOVAL.

Bids were received on November 21, 2017 for the above contract. There were only two (2) bidders, bid results are listed below.

Bidder	Bid Amount – Hourly Labor Rate (3 Employees & 1 Bucket Truck)	
	Normal Hours	Other than Normal Working Hours
Rick's Expert Tree Service, Inc. 1907 Bensalem Blvd Bensalem, PA 19020	\$139.00	\$150.00
Kent's Tree Service 1444 S. Pennsylvania Avenue Morrisville, PA 19067	\$187.00	\$247.00

As can be seen from the above bid results, Rick's Expert Tree Service, Inc. submitted the lowest responsible bid. They are also our current provider for this contract. The duration of this contract is for one (1) year.

MOTION

Mr. Altmiller made a motion, seconded by Mr. Chase, to award Contract WWTP-378: Furnish and Provide Services for Tree Trimming and Removal to Rick's Expert Tree Service, Inc., 1907 Bensalem Blvd., Bensalem, PA 19020 for the prices presented above.

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ROLL CALL ON THE MOTION

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

Operating Budget and Capital Improvement Budget

The proposed draft of the Operating Budget for 2018 was submitted to the Board at the October meeting for review. Dr. Rajput is requesting a motion to adopt the Operating Budget for 2018 with the following additions to be effective January 1, 2018:

- ↓ Meter Service Charge per quarter: \$5.00
- ↓ Late Fee increase from 5% to 10%

MOTION

Mr. Altmiller made a motion, seconded by Mr. Chase, to adopt the Operating Budget for 2018 with the following additions to be effective January 1, 2018:

- ↓ Meter Service Charge per quarter: \$5.00
- ↓ Late Fee increase from 5% to 10%

ROLL CALL ON THE MOTION

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

BOTTLE WATER

MOTION

Mr. Chase made a motion, seconded by Mr. Altmiller, granting Dr. Rajput authorization to look into the possibility of bottling the Authority's water and selling it.

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ROLL CALL ON THE MOTION

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

CHRISTMAS LUNCHEON/GIFT CARDS

Each year the Board Directors are asked to approve a Christmas Luncheon for the employees. It is one way to thank the employees for a job well done. Dr. Rajput requested Board approval to disburse funds to each department for the employees Christmas Luncheon in the same amounts as were given last year but not to exceed a total of \$1,775.00, and to approve giving all employees \$25.00 Christmas gift cards.

☛ Administration	\$450.00
☛ Water Treatment Plant	\$450.00
☛ Wastewater Treatment Plant	\$600.00

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to have the funds disbursed to each department for the employees Christmas Luncheon in the same amounts as were given last year, but not to exceed a total of \$1,775.00, and to approve giving all employees \$25.00 Christmas gift cards.

ROLL CALL ON THE MOTION

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

GARBAGE DISPOSAL

After some discussion, the following motion was made:

MOTION

Mr. Chase made a motion, seconded by Mr. Altmiller, to remove the garbage disposal charges.

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ROLL CALL ON THE MOTION

Mr. Glasson	Aye
Mr. Chase	Aye
Ms. Della Croce	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye

Motion carried unanimously

CONTRACT WWTP 376: FURNISH AND SUPPLY POLYMERS

Per the requirements of the specifications, the Contractors have been notified to schedule a plant scale testing to demonstrate the application of the proposed products in terms of performance and cost effectiveness. Based on the results of the testing, the lowest responsible bidder will be determined and presented to the Board for award.

WATER PLANT LABORATORY

On November 9, 2017, PADEP Bureau of Laboratory conducted an assessment of the Water Treatment Plant Laboratory in accordance with PADEP Chapter 254. The Authority will receive their assessment report within 45 days.

CONTRACT WWTP 377: FURNISH AND DELIVER ROCK SALT (SODIUM CHLORIDE) FOR THE 2017-2018 SEASON

A Notice of intent to Award has been issued to Morton Salt, Inc. This contract will run through September 30, 2018.

CONTRACT WTP 375: FURNISH AND SUPPLY FERRIC CHLORIDE

A Notice to proceed has been issued to Kemira Water Solution, Inc. This is a two (2) year contract.

REPLACEMENT OF THE METER DEPARTMENT VEHICLE

The Authority has purchased a new 2017 Ram Promaster City Cargo Van as a replacement vehicle for the Meter Department. It was purchased from Reedman Toll Brothers under PA CoStar Contract 25-292. The Authority was able to trade in the existing vehicle for \$2,500.00 reducing the cost of the new vehicle to \$24,723.00.

CONTRACT WWTP-369: INSTALLATION OF CURED-IN-PLACE SANITARY SEWER LINING IN VARIOUS LOCATIONS – PHASE V – LBCJMA WASTEWATER COLLECTION SYSTEM

Under Phase V of this contract, approximately 45,912 feet of 8” sewer mains have been lined (CIPP). There are several spot repairs that are being made by the Authority’s Filed Crew in order to facilitate the installation of CIPP.

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WATER DISTRIBUTION SYSTEM MAINTENANCE PROGRAM – REHABILITATION AND REPLACEMENT OF EXISTING WATER MAINS – PHASE III

Under the ongoing Water Main Replacement Project approximately 8,000 linear feet of water mains have been replaced to date. The replacement of the water main on Butternut Road has been completed and the sidewalks, curbs and driveways that were affected were also repaired.

UPGRADE OF THE SCADA SYSTEM AT THE WATER TREATMENT PLANT

Work is continuing on this project which involves the upgrade of the existing computers and SCADA System and is being completed in phases. The Authority is using Allen Bradley conversion parts to replace the hardware in order to reduce the down time and re-wiring time when switching out the PLC hardware and testing the new Control Logix hardware and software.

WATER AND WASTEWATER SYSTEMS

The average daily drinking water supplied for the month of October 2017 was 7.028 MGD. The monthly average effluent flows from the Wastewater Treatment Plant was approximately 5.90 MGD for the month of September 2017.

FINANCE MANAGER'S REPORT

Mrs. Dunn, Finance Manager, previously gave the Board her report to review.

OLD BUSINESS

There was no old business presented to the Board.

NEW BUSINESS

The Board joined Mr. Altmiller in wishing all the employees a Merry Christmas and a Happy New Year.

Mr. Glasson stated that a situation occurred with a family member of one of his employees. The employee's Mother had recently moved in with him. Since she was older, the family members took turns watching and checking in on her. There was a small gap in the time that one family member was scheduled to be there so his Mother decided to go to the mailbox to get the mail. She made it to the mailbox, however she became in distress and was not able to make it back to the house, it was getting dark so she decided to try and flag someone down to help her. Nick Cutchineal was passing by in an Authority vehicle so he stopped. He assisted her from the mailbox into the house, made sure she was ok and got a hold of her son and made sure she was safe. Mr. Glasson would like to see Nick receive a commendation for his act of kindness. Mr. Glasson added that the family was very thankful and that he was also thankful to Nick as he has been friends with the family for years. Dr. Rajput assured Mr. Glasson that Nick would receive a commendation.

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PUBLIC PARTICIPATION

There was no Public Participation.

ADJOURNMENT

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to adjourn the Board meeting at 7:30 P.M.
Motion carried unanimously.

Respectfully submitted by:



Sandra Della-Croce
Secretary

DM/
DPM0026