

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ September 28, 2017

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday September 28, 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.

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. Mr. Glasson also asked that everyone keep Jim Downey in their prayers and wish him a speedy recovery.

Roll Call

Mrs. Magro took roll call as follows:

Board Members Present:

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

Also Present:

Vijay Rajput, Ph.D., P.E., Managing Director
Colleen Dunn, Finance Manager
Debbie Magro, Administrative Secretary
Francis Dillon, Esquire
Fred Walcott, Superintendent, Water Treatment Plant
Mike Hoelzle, Assistant Superintendent, Water Treatment Plant
Phil Smythe, Field Technician/Lift Station Supervisor
Mike Andrews, Engineering Assistant
Robert Serpente, Consulting Engineer

Public Participation

There was no Public Participation.

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Ratification and Approval of the July 2017 Accounts Payable as Presented to the Board Directors.

Motion

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

Roll Call on the Motion

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

Motion carried unanimously

Ratification and Approval of the August 2017 Accounts Payable as Presented to the Board Directors.

Motion

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

Roll Call on the Motion

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

Motion carried unanimously

Approval of the September 2017 Accounts Payable as Presented to the Board Directors.

Motion

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

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Roll Call on the Motion

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

Approval of the Board Meeting Minutes of June 28, 2017

Motion

Mr. Chase made a motion, seconded by Mrs. Murphy, approving the Board Meeting Minutes of June 28, 2017 as presented.

Roll Call on the Motion

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

Pretreatment Variances

There was no one present for Pretreatment Variances

Managing Directors Report

Contract WWTP-375: Furnish and Supply Ferric Chloride to Lower Bucks County Joint Municipal Authority's Water Treatment Plant

This contract is for the purchase of Ferric Chloride (technical grade) for the Water Treatment Plant. Ferric Chloride is used as a coagulant in the coagulation/flocculation process which is one of the main water treatment unit processes at the Plant. The estimated yearly consumption of Ferric Chloride is approximately 500,000 pounds based on dry weight basis. After review of bid proposals and qualifications, it is recommended awarding Contract WWTP-375: Furnish and Supply Ferric Chloride to Lower Bucks County Joint Municipal Authority's Water Treatment Plant to Kemira Water Solution, Inc., located at 3211 Clinton Parkway Center, Suite 1, Lawrence, KS with a unit price of \$\$24.95 per CWT dry or \$0.2495 per dry pound delivered. These prices are based on technical grade Ferric Chloride. The duration of this contract is two (2) years form the effective starting date of the contract.

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Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, to award Contract WWTP-375: Furnish and Supply Ferric Chloride to Lower Bucks County Joint Municipal Authority's Water Treatment Plant to Kemira Water Solution, Inc., located at 3211 Clinton Parkway Center, Suite 1, Lawrence, KS with a unit price of \$24.95 per CWT dry or \$0.2495 per dry pound delivered with pricing based on technical grade Ferric Chloride.

Roll Call on the Motion

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

Motion carried unanimously

Contract WWTP-377: Furnish and Deliver Rock Salt (Sodium Chloride) for the 2017-2018 Season through the Bucks County Consortium Salt Bid.

On Monday August 28, 2017, the Bucks County Consortium opened bids for the purchase of Rock Salt for the 2017-2018 season. After review of all bid proposals and documentation it is recommended awarding Contract WWTP-377: Furnish and Deliver Rock Salt (Sodium Chloride) for the 2017-2018 Season through the Bucks County Consortium Salt Bid to Morton Salt, Inc., located at 444 West Lake Street, Suite 3000, Chicago, IL with a unit bid price of \$56.13 per ton delivered. The contract will run thru September 30, 2018.

Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, to award Contract WWTP-377: Furnish and Deliver Rock Salt (Sodium Chloride) for the 2017-2018 Season through the Bucks County Consortium Salt Bid to Morton Salt, Inc., located at 444 West Lake Street, Suite 3000, Chicago, IL.

Roll Call on the Motion

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

Motion carried unanimously

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Replacement of the Meter Department Vehicle No O-2 under the PA Costar Contract

This vehicle is a 2007 Ford Explorer utilized by the Meter Reading Department. Due to the condition of this vehicle, it is recommended replacing it with a 2017 Ram Promster City Cargo Van under Costar Contract No. 25-292 from Reedman-Toll Brothers (vendor #475442) in an amount not to exceed \$28,000 including trade in of the existing vehicle and applying the credit toward the purchase of the new vehicle.

After some discussion the following motion was made:

Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, to replace the Meter Departments 2007 Ford Explorer with a 2017 Ram Promster City Cargo Van under Costar Contract No. 25-292 from Reedman-Toll Brothers (vendor #475442) in an amount not to exceed \$28,000 minus trade in value.

Roll Call on the Motion

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

Motion carried unanimously

Contract A-378: Purchase of a Combination Water Meter Test Bench with Automated Measuring System under PA Costar Contract #016-068

Currently, the Authority has approximately 18,364 5/8 inch domestic meters, 945 commercial and 35 apartment complex meters. The Authority's second round of the Meter Replacement Program is underway and scheduled for completion within the next six (6) to eight (8) months. Water meter replacement work is done in-house by the Authority's Meter Mechanics. There are approximately 5,000 domestic meters that need to be replaced. These meters are approximately 20 years old. There are also approximately 750 meters that need to be converted from touch read to radio read. With the above changes, all the meters will eventually be converted to radio read. The ongoing second round of the Meter Replacement Program was started in 2004. Approximately 4,800 meters have been replaced between 2004 and 2011 and approximately 9,000 water meters have been replaced between 2012 and 2017. As per PADEP guidelines and requirements, the water meter testing and replacement period is twenty (20) years for 5/8" and 3/4" and a shorter period for larger meters. In order to comply with the above requirements and to check the accuracy of the meters the most cost effective method is to implement a routine water meter testing program as an alternative to starting a third round of the replacement program as well as replacing meters each time a customer questions the accuracy of the existing meter. Initial investigation shows that there are two (2) companies that manufacture the Water Meter Testing System or Testing Bench, MARS Company and Ford Box Company. After review, it was determined that Ford Meter Box Company is more user friendly and can customize the testing bench to the Authority's needs.

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The supplier of this testing system is Meter Pro Services, Inc. and is a PA COSTAR vendor. The total cost quoted for this system is \$114,886.80 under PA COSTAR Contract 016-068. Considering the above, it is recommended that the Board consider purchasing the Akron/Indianapolis Combination Test Bench with Automated Measuring System, manufactured by the Ford Meter Box Company, Inc., with a total cost not to exceed \$115,000. This does not include the cost for the steel platform, air compressor, fast pipe master kit and Klutch Air Filter. These items would need to be purchased separately. The total cost of the above items is \$6,180 making the total cost to purchase the complete system \$121,067.

Questions/Comments

There were questions regarding the cost and if there are any other feasible alternatives. The Board would like to investigate other available options and obtain more detailed information on the use of the proposed bench.

After further discussion, the following motion was made:

Motion

Mr. Altmiller made a motion, seconded by Ms. Della-Croce, to table this item until the Board is presented with more information.

Roll Call on the Motion

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

Motion carried unanimously

Electric Supply Agreement

The electric supply contract with Constellation NewEnergy, Inc. is due to expire January 5, 2018. The quoted market grid pricing at close of business September 20, 2017 was \$0.04776/KWH for a two (2) year contract. Since the market fluctuates daily Dr. Rajput is requesting Board approval to work with Constellation Company or any other qualified supplier to lock in the price and execute the required agreements for the Authority's electricity supply for one (1) or two (2) years depending upon pricing.

Motion

Mrs. Murphy made a motion, seconded by Mr. Altmiller, authorizing Dr. Rajput to negotiate and execute in good faith with Constellation Company the required agreements for the Authority's electricity supply for one (1) or two (2) years depending upon pricing.

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Roll Call on the Motion

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

Board Meeting Room Furniture

After researching various manufacturers of furniture for the Authority's new Board Room it was determined that Total Home Renovators located at 45 Forsythia Drive East, Levittown, PA. offered a better price for the custom fabrication and materials for the Board Room tables and credenza for a total cost of \$34,697. Dr. Rajput is asking for Board approval to purchase the custom made furniture set for a total cost not to exceed \$35,000.

1st Motion

Mr. Chase made a motion, seconded by Mrs. Murphy, authorizing Dr. Rajput to proceed with the purchase of the custom furniture for the Board Room for a total cost not to exceed \$35,000 from Total Home Renovators located at 45 Forsythia Drive East, Levittown, PA.

Roll Call on the Motion

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

2nd Motion

Mr. Chase made a motion, seconded by Mr. Altmiller, to allow Dr. Rajput an additional \$70,000 to complete the furnishings for the addition.

Roll Call on the Motion

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

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Project No. WTP-143: Water Main Replacement at Forsythia Crossing, Levittown, Middletown Township

At this time, approximately 300 feet of 8 inch HDPE pipe have been installed at the Mill Creek at Forsythia Crossing in Middletown Township. This replaced the existing 8 inch cast iron water main that was exposed on the surface of the creek bed. As this is considered an emergency condition, and regulations and requirements regarding the Environmental Erosion and Sedimentation Permitting for open cut trenching installation, it was determined that the horizontal directional drilling technique was the most feasible alternative for this. The Authority received a proposal from AmeriDrill, Inc., who installed the 300 feet of 8 inch HDPE pipe. The quoted original cost for this service was \$28,900. Approval was obtained from the Board Directors for this work with a cost not to exceed \$30,000, however, when the Contractor started work, they discovered the entire area under the creek bed is made of rock formation and the original estimate almost tripled. The Board Directors were contacted and gave verbal approval for a total cost not to exceed \$100,000 from their total cost. The final invoice was in the amount of \$86,125. A ratification motion is needed.

Motion

Mrs. Murphy made a motion, seconded by Mr. Chase, to ratify the approval of the actual cost of \$86,125 to complete Project No. WTP-143: Water Main Replacement at Forsythia Crossing, Levittown, Middletown Township .

Roll Call on the Motion

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

Motion carried unanimously

Infrastructure Maintenance Repairman

There were two (2) Infrastructure Maintenance Repairman positions open in the Field Department at the Wastewater Treatment Plant. The positions were posted as per the requirements of the Collective Bargaining Agreement. From the current employees that signed the posting only one (1) possessed a CDL License which is a requirement for this position, the other position was then advertised. From the advertisement the Authority received four (4) applications for the remaining position. The resumes that were on file were also reviewed and it was found there were no candidates with a CDL license or the required qualifications. Only two (2) of the four (4) applicants from the newspaper possessed the required CDL. On August 23rd and August 24th interviews were held. Based on review of the qualifications, credentials, experience as well as the interview it is being recommended to hire Mathew Brazil for the remaining position of Infrastructure Maintenance Repairman in the Field Department at the Wastewater Treatment Plant, this will be contingent upon a background check, physical and drug/alcohol testing which is required for all new employees. Starting date will be October 16, 2017 with a salary of \$21.00 per hr. and a ninety (90) day probationary period.

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Motion

Mr. Altmiller made a motion, seconded by Mr. Chase, to hire Mathew Brazil for the remaining position of Infrastructure Maintenance Repairman in the Field Department at the Wastewater Treatment Plant. Starting date will be October 16, 2017 with a salary of \$21.00 per hr. with a ninety (90) day probationary period.

Roll Call on the Motion

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

Motion carried unanimously

Temporary Part-Time Inspector at the Wastewater Treatment Plant

Dr. Rajput is requesting Board approval to hire a Temporary Part-Time Inspector at the Wastewater Treatment Plant for the purpose of assisting in the ongoing Infiltration/Inflow Control Program, sewer blockage and sewer back up prevention. The Authority has been implementing the required sanitary sewer easement maintenance program which involves removal of trees and permanent structures from the Authority's easement areas, sanitary sewer cleanout, etc. This approach has proven very successful for I/I control as well as the reduction and prevention of sewer blockages and backups. A key component of this program is to conduct an inspection and re-inspection of properties as part of the Authority's certification process when a house is up for sale, refinance, etc., which is currently being handled by the Authority's Field Technician/Pump Station Supervisor. With the increase in recent years of these inspections, a part time inspector on a temporary, as need basis will greatly help in expediting the certification process. The ideal candidate for this position would be a retired plumber or sanitary sewer construction inspector. Work hours per week would fluctuate depending on the season. There may not be any work during the winter months. This position would come with an hourly compensation rate which could be in the range of \$12.00 - \$20.00 depending upon qualifications and experience. This position would also be without benefits.

Motion

Mr. Chase made a motion, seconded by Mrs. Murphy, authorizing Dr. Rajput to advertise and hire for the position of Temporary Part-Time Inspector at the Wastewater Treatment Plant. This position would come with an hourly compensation rate which could be in the range of \$12.00 - \$20.00 depending upon qualifications and experience. This position would also be without benefits.

Solicitor's Report

Mr. Dillon reported that he is filling in for Mr. Downey in his absence. A meeting was held with various staff members in order to get up to speed on the various issues that are ongoing and to make sure everyone is on the same page.

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Finance Manager's Report

Mrs. Dunn, Finance Manager reported that there is one person still out on Workers' Compensation, and one (1) employee are out on Short Term Disability. The anticipated return to work date is sometime close to Thanksgiving.

Mrs. Dunn is asking for Board approval to pay the 2017 MMO (Minimum Municipal Obligation).

Motion

Mrs. Murphy made a motion, seconded by Mr. Altmiller, authorizing Mrs. Dunn to pay the 2017 MMO (Minimum Municipal Obligation) as presented.

Roll Call on the Motion

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

Motion carried unanimously

MMO - Additional Funds

Mrs. Dunn stated that in the past the Board would add additional funds to the MMO in order to help with the unfunded liability.

Motion

Mr. Chase made a motion, seconded by Mrs. Murphy, to add the same amount as last year for the additional funds to the MMO in order to help with the unfunded liability.

Roll Call on the Motion

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

Motion carried unanimously

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2018 MMO

Mrs. Dunn informed the Board that the Authority needs to present the estimate for the 2018 MMO for the PMRS Board. The numbers that are being presented to them will fluctuate due to the additional monies that are being added for the 2017 MMO that the Board just approved.

Old Business

There was no old business presented to the Board.

New Business

Mr. Glasson informed the Board that offers to purchase the vacant schools in Bristol Township have been presented to the School Board. For one school in particular, John Fitch, they have carved out a section of the property that they are going to sell off and leave the ballfields. Currently the ballfield which has a concession stand is connected into the existing school. Mr. Glasson further stated that he has been approached by several concerned individuals that run the ballfields and concession stand that when these properties are finally sold, they are going to be cut off from the water and sewer. Mr. Glasson is asking Dr. Rajput to have someone look into the possibility of taking the water line and put it somewhere reasonable and install a meter pit and back flow.

Public Participation

There was no Public Participation.

Adjournment

Mr. Altmiller made a motion, seconded by Mr. Chase, to adjourn the Board meeting at 8:02 P.M. Motion carried unanimously.

Respectfully submitted by:



Sandra Della-Croce
Secretary

DM/
DPM0021