

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ January 25, 2018

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday January 25, 2018 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. Downey will advise during his report.

CALL TO ORDER

Mr. Glasson, Chairman, called the meeting to order at 7:05 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:

James Chase
Richard Altmiller
Cindy Murphy
John Monahan
Joseph Glasson
Bobbie DePalo

ALSO PRESENT:

Vijay Rajput, Ph.D., P.E., Managing Director
Colleen Dunn, Finance Manager
Debbie Magro, Administrative Secretary
James A. Downey, III, Solicitor
Nancy Burnell, Meter Department Supervisor
Fred Walcott, Superintendent, WTP
Phil Smythe, Field Technician/Lift Station Supervisor
Mike Andrews, WWTP Manager/Engineering Assistant

PUBLIC PARTICIPATION

There was no Public Participation.

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BOARD DIRECTORS ANNUAL REORGANIZATION

CHAIRMAN

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, nominating James Chase to serve as Chairman of the Board for 2018.

Motion carried unanimously

VICE CHAIRMAN

MOTION

Mrs. Murphy made a motion, seconded by Mr. Monahan, nominating Joseph Glasson to serve as Vice Chairman of the Board for 2018.

Motion carried unanimously

SECRETARY

MOTION

Mr. Chase made a motion, seconded by Mr. Altmiller, nominating Cynthia Murphy to serve as Secretary of the Board for 2018.

Motion carried unanimously

TREASURER

MOTION

Mr. Glasson made a motion, seconded by Mrs. Murphy, nominating Rich Altmiller to serve as Treasurer of the Board for 2018.

Motion carried unanimously

ASSISTANT TREASURER

MOTION

Mr. Glasson made a motion, seconded by Mr. Altmiller, nominating John Monahan to serve as Assistant Treasurer of the Board for 2018.

Motion carried unanimously

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ASSISTANT SECRETARY

MOTION

Mr. Altmiller made a motion, seconded by Mr. Monahan, nominating Roberta DePalo to serve as Assistant Secretary of the Board for 2018.

Motion carried unanimously

APPROVAL OF THE JANUARY, 2018 ACCOUNTS PAYABLE AS PRESENTED TO THE BOARD DIRECTORS.

MOTION

Mr. Altmiller made a motion, seconded by Mr. Monahan, approving the January, 2018 Accounts Payable as presented.

QUESTIONS/COMMENTS

Mr. Altmiller questioned the following invoice(s):

AV Construction

Invoice # 052717

Amount: \$4,350.00

Furnish/Install new fiberglass door – Birch Valley Pump Station

Invoice # 052718

Amount: \$4,550.00

Furnish/Install new fiberglass door – Art Carney Pump Station

Mr. Altmiller feels this is a lot of money for doors. Dr. Rajput replied that more work was required door frames needed to be removed and new ones installed, etc.

K.E. Seifert, Inc.

Invoice # 951177

Amount: \$19,072.83

Three (3) Water Main Breaks – 73 Village, 34 Quincy and 346 Crabtree

Dr. Rajput stated that Seifert was called in to assist with the numerous Water Main Breaks that occurred during the few weeks of exceptionally cold weather.

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Eagle Construction Services, Inc.

Amount: \$81,422.06

Final Payment (#11) for Contract A312 – Administration Building

Mr. Altmiller feels that the Consulting Engineering Company should be held accountable for the error(s) regarding the locks on some of the doors. Dr. Rajput stated that the building did pass the Occupancy inspection, if it did not, then we would have some recourse.

ROLL CALL ON THE MOTION

Mr. Chase	Aye
Mr. Glasson	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye
Ms. DePalo	Aye

Motion carried unanimously

APPROVAL OF THE BOARD MEETING MINUTES OF DECEMBER 28, 2017

MOTION

Mr. Altmiller made a motion, seconded by Mr. Monahan, approving the Board Meeting Minutes of December 28, 2017 as presented.

ROLL CALL ON THE MOTION

Mr. Chase	Aye
Mr. Glasson	Abstention (due to not being present at the December meeting)
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye
Ms. DePalo	Aye

Motion carried 5 Aye votes – 1 Abstention

PRETREATMENT VARIANCES

RICHMAN'S ICE CREAM CO. – 6935 EMILIE ROAD, LEVITTOWN. – TEMPORARY PERMIT F203-2017 (03/20/2017 – 09/04/2017) - SAMANTHA KALECK, MANAGER WAS PRESENT.

Ms. Kaleck is asking the Board to grant 30 days to finalize everything and 90 days for installation. Mrs. Murphy asked if they are continuing to perform the testing and are the results being sent to the Authority. Dr. Rajput replied yes to both. Mr. Glasson feels that this is a reasonable request due to the nature of the installation.

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MOTION

Mr. Monahan made a motion, seconded by Mr. Altmiller, authorizing Richman's Ice Cream to meet again with the Board in 30 days with a signed contract and they will have 90 days from today (January 25, 2018) to have the 1,000 gallon exterior grease trap installed and they are to continue with monthly testing and cleaning every two (2) weeks.

ROLL CALL ON THE MOTION

Mr. Chase	Aye
Mr. Glasson	Abstention (due to not being present at the December meeting)
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye
Ms. DePalo	Aye

Motion carried 5 Aye votes – 1 Abstention

MANAGING DIRECTORS REPORT

REPLACEMENT OF THE 1980 FORKLIFT AT THE WATER TREATMENT PLANT

The existing Hyster forklift at the Water Treatment Plant that was purchased used during 1980 needs to be replaced. Based on review of the quotations and specifications of the quoted fork lift, Board approval is being requested to purchase a new Hyster H60XT Lift (6000 Lb. normal capacity) with all required accessories under PA COSTAR Contract #4400013081 from Eastern Lift Truck Company for a price not to exceed \$29,000 (quoted price is \$28,071.27) and to sell or trade in the existing forklift.

MOTION

Mr. Altmiller made a motion, seconded by Mr. Glasson, granting approval to purchase a new Hyster H60XT Lift (6000 Lb. normal capacity) with all required accessories under PA COSTAR Contract #4400013081 from Eastern Lift Truck Company for a price not to exceed \$29,000 and to sell or trade in the existing forklift.

ROLL CALL ON THE MOTION

Mr. Chase	Aye
Mr. Glasson	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye
Ms. DePalo	Aye

Motion carried unanimously

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CONTRACT WWTP-376: FURNISH AND SUPPLY POLYMERS FOR LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY'S WATER AND WASTEWATER TREATMENT PLANTS

This contract is for the supply of polymers which are used at both facilities for sludge thickening and dewatering application.

Bid proposals were received on October 19, 2017 for the above Contract. Bid results are presented below.

Item No.	Bid Items	Bidder /Contractor	
		Polydyne Inc., One Chemical Plant Rd Riceboro, Ga 31323, Tel: (800) 848-7659	George S. Coyne Chemical Co., Inc. 3015 State Road, Croydon, PA 19021 Telephone: (215) 785-3000
1	Emulsion Grade Polymer for Centrifuge Sludge Dewatering	\$1.039/lb. Or \$8.9354/gallon	\$\$1.1331/lb. Or \$9.824/gallon
2	Dry Polymer for Sludge Thickening using DAF	\$1.6300/lb.	\$1.8032/lb.
3	Liquid Polymers for Flocculation of Biological Flocs	\$1.050/lb. Or \$9.03/gallon	\$1.1722/lb. Or \$10.163/gallon
4	Dry Polymers for Filter Press Dewatering of WTP Sludge	\$1.63331/lb.	\$1.6411/lb.
	Performance Test Results <u>Cost of Polymer/dry ton sludge</u> <u>Total Solids Contained, %</u>	<u>\$16.67/dry ton sludge</u> 28%	<u>\$8.57/dry ton sludge</u> 29.97%

There were two (2) bidders who submitted bid proposals. As per the requirements of the specifications, both bidders were invited to perform plant scale testing to demonstrate the application of the proposed products in terms of performance and cost effectiveness and to submit their reports for review. Polydyne's unit bid price was lowest for all four items, they conducted their plant scale performance test for all four items whereas considering a relatively large bid unit price difference for items 1 to 3, George S. Coyne Chemical Company notified us that they will not participate in the performance testing of their polymer for these three (3) items. George Coyne Chemical Company did inform the Authority that they will conduct their plant scale performance evaluation test for item No. 4 which is dry polymer for the Water Treatment Plant Sludge Dewatering application as their unit bid price was relatively close to the unit price bid by Polydyne Company. Per the specification requirements, George Coyne Chemical Company conducted a performance test of their polymer (under item 4) and submitted their report.

Based on performance results of the bids received on October 19, 2017 and considering the results of the plant scale performance testing results submitted by Polydyne, Inc. for items 1 through 4 and plant scale testing results submitted by George Coyne Chemical Company for item 4, it was recommend awarding as follows:

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ITEMS 1 THROUGH 3 OF CONTRACT NO. WWTP-376 AWARD TO

Polydyne, Inc., One Chemical Plant Road, Riceboro, GA 31323

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to award items 1 through 3 of Contract No. WWTP-361 to Polydyne, Inc., One Chemical Plant Road, Riceboro, GA 31323

ROLL CALL ON THE MOTION

Mr. Chase	Aye
Mr. Glasson	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye
Ms. DePalo	Aye

Motion carried unanimously

ITEM 4 OF CONTRACT NO. WWTP-376 AWARD TO

George Coyne Chemical Company, 3015 State Road, Croydon, PA 19021

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to award item 4 of Contract No. WWTP-361 to George Coyne Chemical Company, 3015 State Road, Croydon, PA 19021

ROLL CALL ON THE MOTION

Mr. Chase	Aye
Mr. Glasson	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye
Ms. DePalo	Aye

Motion carried unanimously

REPLACEMENT OF DRIVE AND HALF BRIDGE ON PRIMARY CIRCULAR CLARIFIER #5 AT THE WASTEWATER TREATMENT PLANT

The existing drive and half bridge on the primary circular clarifier is more than 30 years old and needs to be replaced. The existing clarifier including drive and half bridge was designed and supplied by Envirex, now a part of Evoqua.

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The Authority was informed by an Evoqua representative that Eastern Environmental Contractors, Inc. is the only certified installer, maintenance and warranty work provider for Evoqua in Pennsylvania. A letter is being provided by Evoqua verifying this information. This was discussed with Mr. Downey, Solicitor. The above replacement parts are considered proprietary; retrofit/replacement items and therefore exempt from bidding requirements. The total quoted amount is \$158,520.00. The Board is being asked to approve retaining Eastern Environmental Contractors, Inc. for furnishing and replacing and retrofitting the existing drive and half bridge system with a new one from Evoqua with a total cost not to exceed \$160,000.

MOTION

Mr. Altmiller made a motion, seconded by Mrs. Murphy, granting approval to retain Eastern Environmental Contractors, Inc. for furnishing, replacing and retrofitting the existing drive and half bridge system with a new one from Evoqua with a total cost not to exceed \$160,000.

ROLL CALL ON THE MOTION

Mr. Chase	Aye
Mr. Glasson	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye
Ms. DePalo	Aye

Motion carried unanimously

POLICIES – LATENESS AND TIME CLOCK AND ABUSE OF SICK LEAVE

Dr. Rajput reported that the above policies are old and recommended the Board adopt the Lateness and Time Clock and Abuse of Sick Leave policies as presented with the effective date of January 25, 2018.

MOTION – LATENESS AND TIME CLOCK POLICY

Mr. Altmiller made a motion, seconded by Mrs. DePalo, to adopt the Lateness and Time Clock Policy as presented, effective January 25, 2018

ROLL CALL ON THE MOTION

Mr. Chase	Aye
Mr. Glasson	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye
Ms. DePalo	Aye

Motion carried unanimously

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MOTION – ABUSE OF SICK LEAVE POLICY

Mrs. Murphy made a motion, seconded by Mrs. DePalo, to adopt the Abuse of Sick Leave Policy as presented, effective January 25, 2018.

ROLL CALL ON THE MOTION

Mr. Chase	Aye
Mr. Glasson	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye
Ms. DePalo	Aye

Motion carried unanimously

NEW FUEL ACCOUNT

Dr. Rajput reported that the existing fuel supplier, Suburban Company (formally Farm & Home) is planning to close their gas station. The Authority has started looking for a new fuel supplier for the Authority's vehicles and equipment. Dr. Rajput is requesting Board approval to negotiate and retain a new fuel supplier for the Authority's vehicles and equipment.

MOTION

Mr. Glasson made a motion, seconded by Mr. Altmiller, giving authorization to Dr. Rajput to negotiate and retain a new fuel supplier for the Authority's vehicles and equipment.

ROLL CALL ON THE MOTION

Mr. Chase	Aye
Mr. Glasson	Aye
Mr. Altmiller	Aye
Mr. Monahan	Aye
Mrs. Murphy	Aye
Ms. DePalo	Aye

Motion carried unanimously

YEARLY MEETING DATE

Dr. Rajput informed the Board that the yearly Meeting date has been advertised. It will remain the fourth Thursday of each month except when the meeting date falls on a Holiday or inclement weather, in which event the meeting will be rescheduled.

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

Approximately 54,067 feet of 8 inch sewer mains have been lined.

CONTRACT NO. WWTP-378: FURNISH AND PROVIDE SERVICES FOR TREE TRIMMING AND REMOVAL

A notice to Proceed has been issued to Rick's Expert Tree Service, Inc. The duration of this contract is one (1) year.

WASTEWATER PLANT LABORATORY

The Authority is currently working on the renewal application and continuing preparation of the application for the addition of Colilert-18/Quanti-Tray Method (Fecal Coliform Analysis) and Total Dissolved Solids (TDS) for accreditation (FOA) from PADEP Bureau of Laboratory in accordance with PADEP Chapter 254.

UPGRADE OF THE SCADA SYSTEM AT THE WATER TREATMENT PLANT

Upgrades continue for the existing computers and SCADA System at the Water Treatment Plant. This project is being completed in phases. Allen Bradley conversion parts are being used 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.

ANNUAL BIO SOLIDS REPORT (SLUDGE DMR) TO USEPA FOR THE WASTEWATER TREATMENT PLANT

The Authority has started preparing the required Annual Bio Solids Report for the reporting year of 2017 for the Wastewater Treatment Plant to the USEPA. Submission due date is February 19, 2018.

ANNUAL EFFLUENT MONITORING REPORT FOR THE WATER TREATMENT PLANT TO DELAWARE RIVER BASIN COMMISSION

Per the requirements of the DRBC, the Authority has started preparing the annual Water Usage Report of the water system for submission to the DRBC. Submission is due January 31, 2018.

ANNUAL WATER USE REPORT – WATER SUPPLY CHARGE – DRBC

Per the requirements of the DRBC, the Authority has started preparing the annual Water Usage Report of the water system for submission to the DRBC. Submission is due January 31, 2018.

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WWTP SLUDGE WASTE PROFILE – WASTE MANAGEMENT

Per the requirements of Waste Management, the profile for the disposal of dewatered sludge from the Wastewater Treatment Plant was completed and submitted electronically to Waste Management.

ANNUAL TIER II REPORT FOR THE WASTEWATER TREATMENT PLANT

The Authority has started preparing the required Tier II report for the reporting year of 2017 for the Wastewater Treatment Plant. Submission is due February, 2018.

WTP SLUDGE WASTE PROFILE – WASTE MANAGEMENT

Per the requirements of Waste Management, the profile for the disposal of dewatered sludge from the Water Treatment Plant was completed and submitted electronically to Waste Management.

ANNUAL WASTELOAD MANAGEMENT REPORT - CHAPTER

The Authority has started preparing the required Annual Chapter 94 Report for the reporting year of 2017. The report is due by March 31, 2018.

PRETREATMENT ANNUAL REPORT

The Authority has started preparing the required Pretreatment Program Annual Report for the reporting year of 2017. The report is due by March 31, 2018.

ANNUAL WATER AUDIT REPORT FOR THE DELAWARE RIVER BASIN COMMISSION (DRBC)

Per the requirements of the DRBC, the Authority started performing the required annual water audit of the water system for the reporting year of 2017. The completed report will be submitted electronically.

WWTP-190: WASTEWATER TREATMENT PLANT SCADA SYSTEM UPGRADE

As part of the ongoing installation and upgrade of the SCADA System at the Wastewater Treatment Plant, the Authority is continuing to upgrade the existing PLCs, VFDs, and connecting all equipment and process controls to the SCADA system at the WWTP operation room. The CLX hardware to replace the existing outdated PLC-5 for the Dissolved Air Flootation (DAF) system has been ordered from Rumsey Electric Company under PA COSTARS Contract No. 008-189 per Board approval at the October 2017 Board Meeting.

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WATER AND WASTEWATER SYSTEMS

The average daily drinking water supplied for the month of December 2017 was 7.24 MGD. The monthly average effluent flow from the Wastewater Treatment Plant was approximately 5.89 MGD for the month of November 2017. The Authority had the highest amount of water main breaks during this month's record breaking cold.

SOLICITOR'S REPORT – JAMES A. DOWNEY, III, ESQUIRE

Mr. Downey reported that an executive session was held between 6:30 PM and 7:00 PM Matters discussed were: Collective Bargaining, and personnel matters.

Mr. Downey informed the Board the 2018 Bidding Parameters have changed. It used to be as low as \$10,000 and required three (3) bids, it is now up to \$20,100.00, anything above this will require three (3) bids, anything between \$10,900.00 and \$20,100.00 requires three (3) quotes, anything below \$10,900.00 does not require any quotes.

FINANCE MANAGER'S REPORT

Mrs. Dunn, Finance Manager, previously gave the Board her report to review. We have two (2) employees that are out. One employee is expected to return February 5th from an unpaid leave of absence and one (1) employee from the Wastewater Treatment Plant is out on Short Term Disability and might be returning the end of February. Mrs. Dunn also reported that the Cadillac Tax has been pushed back to 2022.

OLD BUSINESS

UNION CONTRACTS

Mr. Chase stated that it has been fourteen months since the Union Negotiations were completed. When are they going to be finished and when is the Board going to receive a copy of them? Dr. Rajput replied that the Water & Sewer Plants contracts have been completed, the Supervisory Contract is waiting for a signature from a UAW Representative. Mrs. Burnell, Shop Steward for this contract stated that as soon as he can he will sign the contract and send it back. Dr. Rajput stated that he spoke to the Shop Chairman and Shop Steward and they were going to go finish up the revisions and finalize the contract for the Clerical/Meter Reading Personnel.

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NEW BUSINESS

THANK YOU

Mr. Altmiller wanted to take this time to thank Sandy Della-Croce for her years of service on the Board. All Board members were in agreement. The Board then welcomed Bobby DePalo and wished her well in her position as a Board Director for the Authority.

Dr. Rajput wanted to thank the Field Crew for the excellent job they did during the several weeks of inclement weather we had. He would also like to thank all of the Authority employees for working together during the abnormal weather conditions.

WELCOME

Mr. Chase, Chairman took this moment to formally welcome Bobby DePalo she is the Authority's new representative from Tullytown Borough.

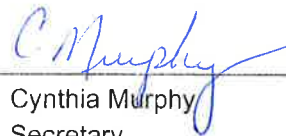
PUBLIC PARTICIPATION

There was no Public Participation.

ADJOURNMENT

Mr. Altmiller made a motion, seconded by Mrs. Murphy, to adjourn the Board meeting at 7:37 P.M. Motion carried unanimously.

Respectfully submitted by:



Cynthia Murphy
Secretary

SD/dm
DPM0031