

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 27, 2018

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Thursday December 27, 2018 at the Authority's Administration Building located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

CALL TO ORDER

Mr. Chase, Chairman, called the meeting to order at 7:04 P.M., which was followed by the Pledge of Allegiance and a moment of silence for all our service men and women who have risked their lives and given their lives every day to protect our freedom.

ROLL CALL

Mrs. Magro took roll call as follows:

BOARD MEMBERS PRESENT:

James Chase
Joseph Glasson
John Monahan
Bobbie DePalo
Rich Altmiller

BOARD MEMBERS ABSENT:

Cindy Murphy

ALSO PRESENT

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

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

MOTION

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

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QUESTIONS/COMMENTS

Mr. Altmiller questioned the following invoice(s):

Bird Doctor Worldwide
Invoice #4339574
Amount: \$7,072.70
Capture and remove wildlife – DAF Building - WWTP

Mike Andrews replied that three (3) quotes were obtained. They removed birds that were in the DAF Building. Dr. Rajput added that they also sealed the area off.

John's Auto Body and Repair
Invoice #24384
Amount: \$2,189.62
S-27 – Tow, repair & inspect

Mr. Altmiller asked if this was due to an accident. Dr. Rajput replied that this is the Electricians van. Mike Andrews added that there were a few things that were wrong with the vehicle.

ROLL CALL ON THE MOTION

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

Motion carried unanimously

APPROVAL OF THE BOARD MEETING MINUTES OF NOVEMBER 29, 2018

MOTION

Mr. Altmiller made a motion, seconded by Mr. Glasson, approving the Board Meeting Minutes of November 29, 2018 as presented.

ROLL CALL ON THE MOTION

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

Motion carried unanimously

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MANAGING DIRECTOR'S REPORT

CONTRACT WWTP-384: REPLACEMENT OF ROOFING SYSTEMS AND ASSOCIATED WORK ON VARIOUS BUILDINGS AT THE WATER & WASTEWATER TREATMENT PLANTS.

On December 4, 2018 a project progress meeting was held with Munn Roofing Corp. with the construction schedule being discussed. Considering the weather conditions, the Contractor has requested an extension of sixty (60) days for the current completion date of December 29, 2018 at no cost to the Authority. It is being recommended to grant the extension of sixty (60) days at no additional cost to the Authority.

QUESTIONS/COMMENTS

During the conversation regarding this contract, Mr. Altmiller asked when the contract was approved and when the Contractor started work. Dr. Rajput replied, the contract was approved in September and the Contractor started work in December. After further discussion, the following motion was made:

MOTION

Mr. Altmiller made a motion, seconded by Mr. Glasson, to approve a thirty (30) day extension with no other extensions to Munn Roofing Corp. with no additional cost to the Authority.

ROLL CALL ON THE MOTION

Mr. Monahan	Aye
Mr. Altmiller	Aye
Mr. Chase	Aye
Mr. Glasson	Aye
Mrs. DePalo	Aye
Motion carried unanimously	

PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM (PMRS) – 2018 MINIMUM MUNICIPAL OBLIGATION (MMO)

Dr. Rajput is requesting the Board to ratify payment of the following Pension Plan Invoices for the calendar year of 2018:

LBCJMA Plant and Clerical/Meter Reader ~ 09-469-6 N1.....	\$320,137.00
LBCJMA Supervisory Technical Unit ~ 09-469-.....	\$648,591.00

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MOTION

Mr. Altmiller made a motion, seconded by Mrs. DePalo, to ratify the telephone vote for the 2018 MMO Obligations for the Plant and Clerical/Meter Reader and the Supervisory Technical Unit as stated above.

ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mr. Glasson Aye
Mrs. DePalo Aye
Motion carried unanimously

ADDITIONAL PENSION CONTRIBUTION PAYMENT FOR THE PLANT & CLERICAL/METER READERS UNIT

Dr. Rajput is requesting Board approval to make the following additional pension contributions:

LBCJMA Plant and Clerical/Meter Reader ~ 09-469-6 N1..... \$175,000.00

MOTION

Mr. Altmiller made a motion, seconded by Mrs. DePalo, approving the additional Pension Contribution/Payment for the Plant & Clerical/Meter Reader Unit as stated above.

ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mr. Glasson Aye
Mrs. DePalo Aye
Motion carried unanimously

ADDITIONAL PENSION CONTRIBUTION PAYMENT FOR THE SUPERVISORY/TECHNICAL UNIT

LBCJMA Supervisory Technical Unit ~ 09-469-6 N2..... \$425,000.00

MOTION

Mr. Altmiller made a motion, seconded by Mr. Glasson, approving the additional Pension Contribution/Payment for the Supervisory/Technical Unit as stated above.

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ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mr. Glasson Aye
Mrs. DePalo Aye
Motion carried unanimously

VEHICLE REPLACEMENT PROGRAM

Under the ongoing vehicle replacement program, it is recommended replacing the following vehicles:

1. 2006 Ford Escape (S-1) which is being used by the LS Supervisor/Field Technician at the Wastewater Treatment Plant. This vehicle has approximately 70,000 miles and is not in good condition.
2. 2008 Ford Escape (W-6) which is being used by the Water Plant Lab Technician. This vehicle has approximately 52,383 miles.

It would be more economical to replace these vehicles than putting more money into their repair. If approved, one of the new vehicles will be assigned to the Managing Director and assign his current vehicle, a 2015 Ford Escape to the Water Treatment Plant fleet. The two (2) vehicles listed above would be used as a trade-in for the new vehicles. Proposals were prepared by Fred Beans Ford of Langhorne under COStARS Contract #25, PA Vendor ID No. 12475 for a 2019 Ford Explorer 4-wheel dr 4x4 Limited with 3.5L Ti-VCT V6 engine. The quoted price under the contract is \$44,031 and a 2019 Explorer, Sport Utility, 4-wheel dr 4x4 Sport with 3.5L V6 EcoBoost engine. The quoted price under the contract is \$43,454.

QUESTIONS/COMMENTS

Dr. Rajput is requesting Board approval to purchase the two (2) vehicles with a cost total cost of \$90,000 for a 2019 Ford Explorer Limited and a 2019 Ford Explorer, Sport Utility under COStARS Contract #25, PA Vendor ID No. 12475 from Fred Beans Ford of Langhorne and to use the above-mentioned vehicles as a trade in.

MOTION

Mr. Altmiller made a motion, seconded by Mr. Glasson, approving the purchase of a 2019 Ford Explorer Limited and a 2019 Ford Explorer Sport Utility, with a total cost not to exceed \$90,000 under COStARS Contract #25, PA Vendor ID No. 12475 per the quote prepared by Fred Beans Ford of Langhorne.

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ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mr. Glasson Aye
Mrs. DePalo Aye
Motion carried unanimously

VEHICLES TO BE TRADED IN

Dr. Rajput is recommending trading in the following vehicles and applying the credit towards the purchase of the 2019 Ford Explorer Limited and the 2019 Ford Explorer Sport Utility.

1. 2006 Ford Escape (S-1)
2. 2008 Ford Escape (W-6)
3. 2002 Ford F-150 Truck (S-19)

MOTION

Mr. Altmiller made a motion, seconded by Mr. Glasson, giving Dr. Rajput authorization to trade in the 2006 Ford Escape (S-1); the 2008 Ford Escape (W-6) and the 2002 Ford F-150 Truck (S-19) and the authority to negotiate all matters relating to the trade-in.

ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mr. Glasson Aye
Mrs. DePalo Aye
Motion carried unanimously

TOWNSHIP OF FALLS AUTHORITY - TOFA

Dr. Rajput requested to Board for approval of the interconnection of the Authority's water main located on New Falls Road at Moon Drive with the Township of Falls Authority (TOFA). This will help TOFA and the Authority to eliminate their dead ends. This should also help the Authority to sell more Bulk water to TOFA. In this project the Authority will install the water meter and meter pit.

MOTION

Mr. Altmiller made a motion, seconded by Mrs. DePalo, authorizing Dr. Rajput to enter into any required agreement(s) with TOFA for the New Falls Road connection by Tyburn Road and Moon Drive and to supply and install the required meter and meter pit.

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ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mr. Glasson Aye
Mrs. DePalo Aye
Motion carried unanimously

PROJECT NO. WTP 149: DELAWARE CANAL CROSSING OF WATER MAIN AT HAINES ROAD

The Authority has received the executed Right of Way Agreement from DCNR. The Authority has reached out to DCNR/Park staff to schedule a preconstruction/construction meeting. Material for this project is at the WWTP or on order. Amer Drill will be utilized to supply the carrier pipe and required mechanical fittings.

CONTRACT WWTP-391: FURNISH AND DELIVER THREE (3) GRINDERS FOR THE WASTEWATER PUMP STATIONS

A notice to Proceed has been issued to Franklin Miller Inc.

CONTRACT WWTP-393: FURNISH AND DELIVER ROCK SALT (SODIUM CHLORIDE FOR THE 2018-2018-9 SEASON THROUGH THE BUCKS COUNTY CONSORTIUM SALT BID

A notice to Proceed has been issued to Morton Salt, Inc. This contract will run through September 30, 2019

CONTRACT WWTP-394: FURNISH AND SUPPLY NEW KENNEDY FIRE HYDRANTS, VALVES AND PIPE

A notice to Proceed has been issued to Hajoca Company. The duration of this contract is one (1) year.

PROJECT WTP 190: WASTEWATER TREATMENT PLANT SCADA SYSTEM UPGRADE

The Authority is continuing the ongoing upgrade/retrofit of the existing PLCs and SCADA System at the Wastewater Treatment Plant. Approximately 90% of the work relating to the upgrade/conversion of PLC5 to CLX at the Dissolved Air Flotation System has been completed.

PROJECT WTP 140: WATER TREATMENT PLANT SCADA SYSTEM UPGRADE

The Authority is continuing the ongoing upgrade/retrofit of the existing PLCs and SCADA System at the Water Treatment Plant. A revised quotation was received for PLCs Conversion/Retrofit for the High Service Pump System. A purchase order has been issued for this contract.

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ENERGY CONSUMPTION – WATER AND WASTEWATER TREATMENT PLANTS

Review of recent energy usage at the Authority's Wastewater Treatment Plant and the Water Treatment Plant show that the Authority is achieving an approximate savings of more than \$10,000 per month at each plant due to ongoing improvement projects.

VEHICLE GPS

After extensive evaluation, the Authority has decided to switch from the current GPS service provider to Actsoft-Sprint Company under the Public Sector/Government Entity Provision. Their system is more user friendly and provides other beneficial features. Their monthly charges per vehicle are lower than that of the existing service provider. Service charges will be \$20.00/vehicle, they are also providing one-month free services. As per the Authority's request, Mr. Downey reviewed the Terms and Conditions of their equipment agreement and company and addressed his concerns/comments. Actsoft-Sprint is in the process of shipping their GPS equipment to the Authority.

COMPUTER SERVICES – EMAIL SYSTEM

The Authority has gone with another IT Computer service provider, Near the Sun Tech Services located in Yardley. All IT services will now be on an as needed basis and the Authority will be billed for services rendered based on hourly rates. They have successfully migrated our email system to the cloud-based Microsoft 365 system. The Authority is very satisfied with their professional IT services. We are in the process of sending our current IT service company a notice to discontinue services. We have already cancelled their previous scheduled IT service visit for this month.

AUTHORITY WEB SITE UPGRADE

The Authority has met with NetStride a professional Web Design and Development Company to discuss the existing website and its upgrade options with other available software. A quotation for the proposed Web site upgrade and revisions. Currently we are planning on moving forward with the upgrade work. NetStride will be working with Jennifer Smythe who was instrumental in developing the existing Website and has been managing it since then.

CONTRACT WWTP 392: INSTALLATION OF CURED-IN-PLACE SANITARY SEWER LINING IN VARIOUS LOCATIONS – PHASE VI

The Contractor has started work on this project. Currently, they are cleaning and conducting pre-installation CCTV inspecting in Birch Valley and Yellowwood sewer service sections.

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LOCAL LIMITS REEVALUATION/HEADWORK ANALYSIS – PRETREATMENT PROGRAM

The Authority is continuing with the required Headworks Loading Evaluation and local limit calculations. This will be submitted to USEPA for their review and comments on or before December 31, 2018.

WATER AND WASTEWATER SYSTEMS

The average daily drinking water supplied for the month of November 2018 was approximately 7.25 MGD. The average monthly effluent flow from the Wastewater Treatment Plant for the month of October 2018 was approximately 7.87 MGD.

2019 - YEARLY SALARY INCREASE FOR NON UNION SUPERVISORY POSITIONS EFFECTIVE JANUARY 1, 2019

MICHAEL ANDREWS

MOTION

Mr. Altmiller made a motion, seconded by Mr. Monahan, approving an increase for Mike Andrews salary to \$82,500, effective January 1, 2019.

ROLL CALL ON THE MOTION

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

Motion carried unanimously

Mr. Altmiller also took this time to congratulate Mike on receiving his P.E. degree.

TOM GLASSON – PART-TIME INSPECTOR

MOTION

Mr. Altmiller made a motion, seconded by Mr. Monahan, to raise the position of Part-Time Inspector's salary to \$19.00 per hr. this position does not include benefits effective January 1, 2019.

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ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mr. Glasson Abstain
Mrs. DePalo Aye
Motion carried 4 – Aye Votes – 1 Abstention

FINANCE MANAGER – COLLEEN DUNN

MOTION

Mr. Altmiller made a motion, seconded by Mrs. DePalo, approving a 5% pay increase to the base salary for the Finance Manager effective January 1, 2019.

ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mr. Glasson Aye
Mrs. DePalo Aye
Motion carried unanimously

JIM COON – NEW FIELD MAINTENANCE SUPERVISOR

Mr. Altmiller made a motion, seconded by Mr. Glasson, to award Jim Coon the position of the new Field Maintenance Supervisor at a base salary of \$92,000 per year effective January 7, 2019.

QUESTIONS/COMMENTS

Mr. Chase asked Dr. Rajput if this has all been agreed upon by the Unions? Dr. Rajput replied that he had a meeting with the Chairman of both Unions and they both have consented and signed an agreement to move the Field Crew Chief position to the Supervisory/Technical Unit in the position of Field Maintenance Supervisor.

WAGE INCREASE – JAMES A. DOWNEY, III, SOLICITOR

MOTION

Mr. Altmiller made a motion, seconded by Mrs. DePalo, to increase Mr. Downey's rate from \$175.00 per hour to \$225.00 per hour.

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ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mr. Glasson Aye
Mrs. DePalo Aye
Motion carried unanimously

MANAGING DIRECTOR – DR. VIJAY S. RAJPUT, PH.D., P.E.

MOTION

Mr. Altmiller made a motion, seconded by Mr. Monahan, approving a 7% pay increase to the base salary for the Managing Director.

ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mr. Glasson Aye
Mrs. DePalo Aye
Motion carried unanimously

QUESTIONS/COMMENTS

Mr. Chase stated that he did not think that effective dates for the salary increase for James Downey and Vijay Rajput were included in the original motion.

MOTION

Mr. Altmiller made a motion, seconded by Mr. Glasson, giving the effective date of January 1, 2019 for the salary increases for James Downey and Vijay Rajput.

ROLL CALL ON THE MOTION

Mr. Monahan Aye
Mr. Altmiller Aye
Mr. Chase Aye
Mr. Glasson Aye
Mrs. DePalo Aye
Motion carried unanimously

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

Mr. Downey noted that the Executive Session was held from 6:30 P.M. to approximately 7:00 P.M. Mr. Downey reported that there has been a change in the Sunshine Law. You can now report in executive session any discussion regarding security measures.

There were also several matter regarding litigation that were discussed.

1. One in the United States District Court Indexed at No.18-4885.
2. We discussed a matter pending in the Court of Common Pleas, Bucks County which will be re-listed for a hearing, Case #201-0136.
3. 120 Roberts Avenue, Middletown Township. This matter has not been filed in court but is pending litigation.

FINANCE MANAGER'S REPORT

Mrs. Dunn handed out her report to the Board previously for review.

OLD BUSINESS

There was no Old Business brought before the Board at this time.

NEW BUSINESS

There was no New Business brought before the Board at this time.

PUBLIC PARTICIPATION

There was no Public Participation.

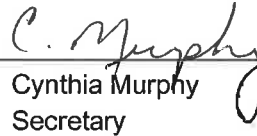
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ADJOURNMENT

Mr. Altmiller made a motion, seconded by Mr. Glasson, to adjourn the Board meeting at 8:30 P.M.
Motion carried unanimously.

Respectfully submitted by:


Cynthia Murphy
Secretary

CM/dm
DPM0024