

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ December 17, 2019 Revised

The Board Directors of Lower Bucks County Joint Municipal Authority held their monthly meeting on Tuesday December 17, 2019 at the Authority's Administration Building located at 7811 New Falls Road, Levittown, Pennsylvania 19055.

Call to Order

Mr. Glasson, Chairman, called the meeting to order at 7:08 P.M., which was followed by the Pledge of Allegiance, Mr. Glasson asked everyone to take a moment to keep in mind our police officers, first responders and all of our armed forces that keep us safe every day.

Roll Call

Mrs. Magro took roll call as follows:

Board Members Present:

Present Michael Sidoti
 Cindy Murphy
 Joseph Glasson
 James Chase
 Michele Hammar

Absent: John Monahan

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

Public Participation

There was no public participation

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Approval of the December 2019 Accounts Payable as Presented to the Board Directors

Motion

Mr. Sidoti made a motion, seconded by Mrs. Murphy, to approve the December 2019 Accounts Payable as Presented to the Board Directors.

Questions/Comments

Question on Generator Rental

Mr. Sidoti asked where the Authority rents their generators from. Mike Andrews informed Mr. Sidoti that all Pump Stations already have emergency generators as well as both plants. Dr. Rajput added that the Authority would call a company out to service a generator. Mr. Sidoti added that if the Authority ever needs a generator to contact him as he has worked in the disaster recovery area and with generators for 18 years and would be able to help.

Question(s)/Comment(s) on the following invoices:

CDW Government
Invoice # 8 Invoices Upgrade
Administration Server Upgrade
Amount \$30,418.99

Near the Sun, LLC
Invoice #160
Administration Upgrade-Installation New Servers
Amount \$4,500.00

Mr. Sidoti understands that there was a considerable number of upgrades to the servers. Did this include the purchase of a few new servers. Dr. Rajput replied that is correct.

Roll Call on the Motion

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

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Approval of the Board Meeting Minutes of November 26, 2019

Motion

Mr. Sidoti made a motion, seconded by Mr. Chase, approving the Board Meeting Minutes of November 26, 2019 as presented to the Board Directors.

Roll Call on the Motion

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

Audit Presentation by Peter Place - Lopez, Teodosio & Larkin December 31, 2018 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, 2018.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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.

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The Audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, Lopez, Teodosio and Larkin does not express any such opinion. An audit includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Lopez, Teodosio and Larkin believe that the audit evidence obtained is sufficient and appropriate to provide a basis for their audit opinion.

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, 2017, 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 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.

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Motion

Mr. Chase made a motion, seconded by Mr. Sidoti, to accept the Annual Audit Report for the year ended December 31, 2018 as presented to the Board Directors by Peter Place of Lopez, Teodosio & Larkin.

Roll Call on the Motion

Mr. Sidoti Aye
Mrs. Murphy Aye
Mr. Glasson Aye
Mr. Chase Aye
Mrs. Hammar Aye
Motion carried unanimously

2020 - Yearly Salary Increase for Union Supervisory Positions Effective January 1, 2020

Dr. Rajput stated that all the staff members are doing an excellent job. There are a few employees that are currently in the Supervisors Union that I believe should be recognized for the work they do over and above what is required of them. Through a Merit Increase provision provided under the current Supervisory Union Contract, I would like to recommend to the Board for its consideration to grant Merit Raises to the following employees:

Michael Hoelzle, Assistant Superintendent - Water Treatment Plant

Dr. Rajput is recommending a Merit Increase to Michael Hoelzle, Assistant Superintendent, Water Treatment Plant of \$8,500 to his base salary for 2019.

Motion

Mrs. Murphy made a motion, seconded by Mr. Sidoti, to give a Merit Increase to Michael Hoelzle, Assistant Superintendent, Water Treatment Plant of \$8,500 to his base salary of 2019.

Roll Call on the Motion

Mr. Sidoti Aye
Mrs. Murphy Aye
Mr. Glasson Aye
Mr. Chase Aye
Mrs. Hammar Aye
Motion carried unanimously

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Philip Smythe - Field Inspector

Dr. Rajput is recommending a Merit Raise of 7% to the base salary for 2019 to Philip Smythe, Field Inspector.

Motion

Mr. Sidoti made a motion, seconded by Mrs. Murphy, to give a Merit Raise of 7% to the base salary for 2019 to Philip Smythe, Field Inspector.

Roll Call on the Motion

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

Nancy Burnell - Meter Department Supervisor

Dr. Rajput is recommending a Merit Raise of 7% to Nancy Burnell, Meter Department Supervisor based on her salary for 2019.

Motion

Mrs. Murphy made a motion, seconded by Mr. Chase, to give a Merit Raise of 7% to Nancy Burnell, Meter Department Supervisor based on her salary for 2019.

Roll Call on the Motion

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

2020 - Yearly Salary Increase for Non- Union Supervisory Positions Effective January 1, 2020

Michael Andrews - Wastewater Treatment Plant Manager/Engineering Assistant

Dr. Rajput is recommending a 6% increase to Michael Andrews, Wastewater Treatment Plant Manager/Engineering Assistant, effective January 1, 2020.

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Motion

Mr. Sidoti made a motion, seconded by Mr. Chase, to give a 6% increase to Michael Andrews, Wastewater Treatment Plant Manager/Engineering Assistant, effective January 1, 2020.

Roll Call on the Motion

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

Colleen Dunn, Finance Manager

Dr. Rajput is recommending giving a 6% increase to Colleen Dunn, Finance Manager effective January 1, 2020.

Motion

Mr. Chase made a motion, seconded by Sidoti, to give a 6% increase to Colleen Dunn, Finance Manager effective January 1, 2020.

Roll Call on the Motion

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

Thomas Glasson - Part Time Inspector

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Dr. Rajput is recommending a \$1.00 per hour increase to Thomas Glasson, Part Time Inspector effective January 1, 2020.

Motion

Mr. Chase made a motion, seconded by Mrs. Murphy, to give a \$1.00 per hour increase to Thomas Glasson, Part Time Inspector effective January 1, 2020.

Roll Call on the Motion

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Abstain
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried 4 Aye votes - 1 Abstention

Dr. Vijay S. Rajput, Managing Director/Director of Operations

Motion

Mrs. Murphy made a motion, seconded by Mr. Chase, to give a 4½% increase to Dr. Rajput, Managing Director/Director of Operations effective January 1, 2020.

Roll Call on the Motion

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

Managing Director's Report

Vehicle for Meter Department

Dr. Rajput is requesting Board approval to trade in the 2003 Chevy Trail Blazer for a new 2019 Transit Cargo Van for the Meter Department under CoStar Contract No. 025-315. Original cost \$50,921.10, CoStar cost is \$42,027.10 minus \$500.00 trade-in, for a total cost of \$41,527.10.

Motion

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Mr. Sidoti made a motion, seconded by Mrs. Murphy, approving the replacement of the 2003 Chevy Trail Blazer for a new 2019 Transit Cargo Van for the Meter Department in the amount of \$41,527.10 under CoStar Contract No. 025-315

Roll Call on the Motion

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

Vehicle for Field Maintenance Supervisor - 2019 Ford F-150 4x4 with Regular Cab

Dr. Rajput is requesting Board approval to purchase a 2019 Ford F-150 4x4 with Regular Cab under CoStar Contract No. 025-315 to replace the one that is currently driven by Jim Coon, Field Maintenance Supervisor. His current vehicle is equipped with a snowplow and will be given to the Field Department to use. The price is \$32,098.

Motion

Mr. Sidoti made a motion, seconded by Mrs. Murphy, to purchase a 2019 Ford F-150 4x4 with Regular Cab to replace the current vehicle that is being driven by Jim Coon, Field Maintenance Supervisor for \$32,098 under Costar Contract No. 025-315.

Roll Call on the Motion

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

Vehicle for the Wastewater Treatment Plant Manager/Engineering Assistant

Dr. Rajput is recommending the purchase of a 2020 Ford Explorer under CoStar Contract 025-315. His old vehicle will be to the Part Time Inspector to utilize. Dr. Rajput added that he is still exploring options, however he is asking the Board for approval to purchase a vehicle for the Wastewater Treatment Plant Manager/Engineering Assistant not to exceed \$54,000.

Motion

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Mr. Sidoti made a motion, seconded by Mr. Chase, approving the purchase of a new vehicle for Mike Andrews, Wastewater Treatment Plant Manager/Engineering Assistant not to exceed \$54,000.

Roll Call on the Motion

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

For Information Purpose

Risk and Resilience Assessment of Water System - U.S., EPA America's Water Infrastructure Act

In compliance with the U.S.EPA America's Water Infrastructure Act (AWIA) of 2018 AWIA section 2013 -Risk Assessment and Emergency Response Plan, the Authority has started the required Risk/Resilience Assessment work for our Water System. This work needs to be completed and certified on or before December 31, 2019.

Contract WWTP-359: Furnish and Install One (1) Sludge Dewatering Centrifuge at the Wastewater Treatment Plant

A final contract closeout meeting with the Contractor Eastern Environmental Contractors, Inc. was on December 11, 2019. The purpose of this meeting is to review and discuss any remaining contract close out items that need to be addressed, final payment amounts/retainage payment and any other miscellaneous items. We have been using the Centrifuge for almost a year and it has been working adequately. We only need to run the new Centrifuge approximately two times a week for sludge dewatering. The draft final payment application has been submitted and reviewed. The final payment of \$59,711.05 which is mainly the release of retainage will be released once we receive the required maintenance bond.

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The total original contract amount for this project was \$1,379,970.00. The final contract amount is \$1,329,384.33 is lower than the original contract amount by approximately \$50,585.67.

Preventive Maintenance, testing and Repairing of Emergency Generators - Water Treatment Plant and Wastewater Treatment Plant

Work involving Comprehensive Preventive Maintenance and testing of the Water Treatment Plant Emergency Generator and Wastewater Treatment Plant Emergency Generator is completed. This included servicing of interrupt switches, transformer, mineral oil analysis, insulated case circuit breakers, servicing of switch gears, control panels etc. Reuter Hanney (CE Power -A Qualus Power Service Company) was used to complete the above specialized work.

Contract WWTP-391: Furnish and Deliver Three (3) Grinders for the Wastewater Pump Stations

The Authority has started preparation for the installation of one grinder at North Park Pump Station and one at Bloomsdale Pump station. In order to access the wet well, we need to install a roof hatch at North Park Pump Station to facilitate installation of the grinder. We will also need to have access through the roof to facilitate Grinder installation at Bloomsdale Pump Station.

Contract No. WWTP-405: Furnish and Provide Services for Tree Trimming and Removal for Lower Bucks County Joint Municipal Authority, Bucks County Pennsylvania

Notice of Intent to Award is being issued to the Contractor (Rick's Expert Tree Service, Inc.) along with all contract documents that need to be signed.

Contract WWTP-403: Furnish and Deliver Rock Salt (Sodium Chloride) for the 2019-2020 Season Through the Bucks County Consortium Salt Bid

Notice of Intent to Award was issued to the Contractor (Morton Salt, Inc.), along with all contract documents that need to be signed. We are currently waiting for contract forms and documents along with the required Bonds and Insurance Certificates from the Contractor.

Looping Existing Water Main on Dolphin Road to the Existing Water Main on Snowball Drive

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Work is continuing on this project which involves PENN DOT permitting, installation details and scheduling with AmeriDrill, Inc. for horizontal directional drilling (weather permitting).

Contract No. WTP-406: Purchase of Six (6) Mud Valves with Rotork Actuator for the Replacement of the Existing Flocculator Influent Mud Valves from Edwin Elliot & Co. Under CoStar Contract No. 016-093

A Purchase order has been issued for six (6) mud valves (all 316 stainless steel 24-inch mud valves, 316 stainless steel stem, sleeve coupling, 316 stainless steel extension stem, 316 stainless steel, stem guide assembly and 304 stainless steel fabricated floor stand with Rotork electric actuator) to replace the existing mud valves located in the Flocculator Influent Channel (Flocculator Influent Mud Valves). The valves are re-scheduled for delivery during the first week of January 2020.

Maintenance and Cleaning of Flow Equalization Tanks - Wastewater Treatment Plant

The Aeration piping system located at the bottom of the flow equalization tanks is broken and in need of repair. In this regard, we have placed two flow equalization tanks out of service and drained liquid wastewater to facilitate removal of settled sludge in the tanks. The Contractor will begin removing the sludge as soon as weather permits. The sludge removed from the tanks will be disposed of at Waste Management Landfill under the Authority's current contract. Once the tanks are cleaned, we will repair the broken aeration piping. We will also repair/replace the existing check valves. The repair work will be completed in-house by the plant mechanics.

Computer Upgrade

The Authority's computer system upgrade is continuing. This work will be completed on or before December 31, 2019. Our IT service provider has also started the required training specifically on IT security and preventive measure for from malware infection and identifying suspicious infected emails.

Alarm and Shutdown Requirements for the Water Treatment Plant

We are continuing our work involving the replacement/installation of valves, actuators, new turbidity meters and required electrical wiring and conduit. We will be completing this PADEP required work on or before December 31, 2019. We are currently in the process of completing the electrical work. We have scheduled Hach for calibration of the newly installed Turbidimeters.

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Contract WWTP-401: Replacement of Existing Chlorination System with Ultraviolet (UV) Disinfection System at the Wastewater Treatment Plant - Capital Improvement Project

We are continuing to review and prepare technical specifications and contract bidding documents for the purchase and installation of the UV Disinfection System for the replacement of the existing Chlorine Disinfection System. This work is being done in-house. We had a meeting with UV manufacturer's representatives on December 11, 2019 to obtain the required technical information and cost estimate.

Contract WWTP-407: Replacement of Existing Bar Screen at the Wastewater Treatment Plant - Capital Improvement Project

We are continuing to review and prepare technical specifications and contract bidding documents for purchase and installation of fine screens (9mm) with washing compactor for the replacement of the old existing bar screens. This work is being done in-house. We have scheduled a meeting on December 17, 2019 with one potential fine screen manufacturer to discuss retrofit options for their screen and to obtain technical details.

Contract WWTP-392: Installation of Cured-In-Place Sanitary Sewer Lining in Various Locations - Phase VI

A contract progress meeting was held on December 3, 2019 to discuss the progress of the contract, repair work, liner thickness compliance, and contract schedule. The Contractor has completed lining of approximately 40,000 linear feet of sewer pipe and cleaning and CCTV inspection of approximately 80,000 linear feet of sewer lines.

Project WWTP-190: Wastewater Treatment Plant SCADA System Upgrade

The Authority is continuing the required ongoing upgrade/retrofit of the existing PLCs and SCADA System at the Wastewater Treatment Plant.

DO Partnership for the Delaware Estuary

We attended a meeting of the DO Partnership for the Delaware Estuary on December 11, 2019. The main purpose of this meeting was to discuss options for the reduction of Ammonia, Water Quality Action Committee update and update on Modeling status.

Water and Wastewater Systems

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The average daily drinking water supplied for the month of November 2019 was approximately 6.27MGD. The monthly average effluent flow from the Wastewater Treatment Plant for the month of October 2019 was approximately 5.41 MGD.

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

Mr. Downey reported that an Executive Session was held from approximately 6:30 P.M. to 7:05 P.M. during which time personnel and litigation matters were discussed.

Litigation

Case # 18-4885 - Brief due

Case Pending

Case # 2016-2056 - Scheduled for trial for the two (2) week period commencing January 27, 2020.

Finance Manager's Report

Mrs. Dunn summarized the employee and financial status for the Board.

Old Business

Mr. Sidoti inquired whether the meter for the Carnival Ice Cream, 1156 Woodbourne Rd. has been replaced. Mrs. Burnell replied that it has not been replaced yet because Mr. McInerney needs to let us know when he can shut down in order for the new meter to be installed.

New Business

Retain Auditors for the 2019 Audit

After a discussion between the Board Directors regarding retaining Auditors for the 2019 Audit. The following motion was made:

Motion

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Mrs. Murphy made a motion, seconded by Mr. Chase, to shop for professional services for the Auditing for 2019.

Roll Call on the Motion

Mr. Sidoti	Aye
Mrs. Murphy	Aye
Mr. Glasson	Aye
Mr. Chase	Aye
Mrs. Hammar	Aye

Motion carried unanimously

Public Participation

There was no Public Participation.

Adjournment

Mr. Sidoti made a motion, seconded by Mr. Chase, to adjourn the Board meeting at 7:50 P.M.
Motion carried unanimously.

Respectfully submitted by:

Cynthia Murphy
Secretary

CM/dm
DPM0046