

Lower Bucks County Joint Municipal Authority

Board Meeting Minutes ~ April 25, 2024

The Board of Directors of Lower Bucks County Joint Municipal Authority (Authority) held their monthly meeting on Thursday, April 25, 2024, 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 7:00 PM, which was followed by the Pledge of Allegiance. Mr. Glasson asked everyone to take a moment to remember all those who keep us safe every day.

Roll Call

Present: Joseph Glasson, Board Member
Bryan Servis, Board Member
Mary Ann Gahagan, Board Member
James Morgan, Board member
Vijay S. Rajput, Ph.D., P.E., Managing Director
Colleen Dunn, Finance Manager
Nancy Burnell, Meter Department Supervisor
Bryce McGuigan, Esquire

Absent: Cynthia Murphy, Board Member
Michele Hammar, Board Member

Public Participation

No public participation

March and April Accounts Payable

Motion: Mr. Servis made a motion, seconded by Mr. Morgan, to table March and April accounts payable.

4 in favor / 0 opposed / 0 abstention*. Motion carries.

February's 2024 Board Meeting Minutes

Motion: Mr. Servis made a motion, seconded by Mr. Morgan, to approve February's 2024 Board Meeting minutes.

4 in favor / 0 opposed / 0 abstention. Motion carries.

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MANAGING DIRECTOR'S REPORT

PROJECT NO. WWTP-220: PURCHASE OF DUCTILE IRON PIPE CLASS 50, FITTINGS AND LINK SEAL FROM HAJOCA CORPORATION, UNDER COSTARS CONTRACT NO. 000012105

Dr. Rajput stated that we are continuing to work on evaluating feasible options and cost-effective design for the proposed circular secondary clarifier no. 6. In this regard, the wall of the existing influent channel to the ultraviolet units needs to be core drilled to install approximately 216 ft of 36-inch class 50 ductile iron pipe prior to installing the foundation and building for the UV system. Dr. Rajput stated that to accomplish this, approximately 216 ft of 36-inch class 50 DIP with the required fittings and link seal needs to be purchased. In this regard, a proposal from Hajoca Company has been obtained under their COSTARS Contract No. 000012105. The total amount is \$139,349.89. We currently have a contract with Hajoca Corporation to supply fire hydrants, pipe and fittings but 36-inch class 50 DIP and fittings are not covered under the contract. Therefore, we would like to request the Board for your consideration to ratify electronic approval of purchasing 216 ft of class 50 AC coated DIP with the required fittings, bends and link seal from Hajoca Corporation under their COSTARS Contract No. 000012105 for \$139,349.89. This requested purchase was electronically approved by the Board on April 5, 2024. Therefore, we would like to request the Board to ratify this purchase.

Motion: Mr. Morgan made a motion, seconded by Mr. Servis, to approve the purchase of 216 ft of class 50 AC coated DIP with the required fittings, bends and link seal from Hajoca Corporation under their COSTARS Contract No. 000012105 for \$139,349.89.

4 in favor / 0 opposed / 0 abstention. Motion carries.

PROJECT NO. WWTP-223: INSTALLATION OF 36 INCH DUCTILE IRON PIPE CLASS 50, FITTINGS AND LINK SEAL FROM HAJOCA CORPORATION, UNDER COSTAR CONTRACT NO. 016-E22-244

Dr. Rajput requested the Board for their consideration to retain Eastern Environmental Contractors, Inc. to install approximately 80 ft of 36-inch Ductile Iron Pipe with the required fittings, bends and link seal connection to the existing influent channel of the UV system and one stop slide gate under COSTARS Contract No. 016-E22-244 on a time and material basis for a total cost not to exceed \$150,000.00. Dr. Rajput stated that installation of the additional length of 36-inch DIP will depend on the unit installation cost.

Motion: Mr. Servis made a motion, seconded by Mr. Morgan, to approve Eastern Environmental Contractors to install 80 ft of the 36-inch DIP with the required fittings, bends and link seal connection and slide stop gate under COSTARS Contract No. 016-E22-244 on a time and material basis for the total cost not to exceed \$150,000.00.

4 in favor / 0 opposed / 0 abstention. Motion carries.

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PRETREATMENT COORDINATOR

Dr. Rajput recommend to the Board of Directors for its consideration to offer a position of Pretreatment Coordinator at the Wastewater Treatment Plant to Mr. Devin Phillips, of Levittown, PA. with a starting annual salary of \$56,000.00 with an effective starting employment date to be specified in a letter of offer by the Managing Director, contingent upon satisfactorily passing the pre-employment psychological evaluation test, physical test, drug and alcohol screening and background check results. This position is under the Supervisory/Technical Unit of Collective Bargaining Agreement. The probationary period for this position is 90 days from the effective starting date.

Motion: Mr. Servis made a motion, seconded by Mr. Morgan, to hire Mr. Devin Phillips for the position of Pretreatment Coordinator, with a starting annual salary of \$56,000.00 with an effective starting date to be specified in a letter of offer by the Managing Director, contingent upon satisfactorily passing the pre-employment psychological evaluation test, physical test, drug and alcohol screening and background check results.

4 in favor / 0 opposed / 0 abstention*. Motion carries.

GRANT SERVICES

Dr. Rajput recommended to the Board for its consideration to retain MJC Consulting, LLC to provide governmental affair and grant writing service to the Authority for the purpose of obtaining Federal and State grants, for a retainer of \$3000.00 a month for services for a duration not to exceed one year beginning May 1, 2024 and ending on April 30,2025, unless otherwise terminated per the agreement and authorize the Managing Director to execute the service agreement.

Motion: Mr. Servis made a motion, seconded by Mr. Morgan, to retain MJC Consulting, LLC to provide governmental affair and grant writing service to the Authority for the purpose of obtaining Federal and State grants, for a retainer of \$3000.00 a month for services for a duration not to exceed one year beginning May 1, 2024 and ending on April 30,2025, unless otherwise terminated per the agreement and authorize the Managing Director to execute the service agreement.

4 in favor / 0 opposed / 0 abstention*. Motion carries.

WATER/SEWER PROJECT FEES

Dr. Rajput recommended to the Board of Directors for its consideration to approve charging new connection inspection fees at the Authority's billable hourly rate, increase the escrow administration fee from 2% to 5% and charge expenses incurred for water/sewer connection projects, including but not limited to, printing mailing, etc.

Motion: Mr. Servis made a motion, seconded by Mr. Morgan, to approve charging new connection inspection fees at the Authority's billable hourly rate, increase the escrow administration fee from 2% to 5% and charge expenses incurred for water/sewer connection projects, including but not limited to; printing mailing, etc.

4 in favor / 0 opposed / 0 abstention Motion carries.

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TEMPORARY SUMMER TECHNICAL EDUCATIONAL INTERNSHIP

Motion: Mr. Servis made a motion, seconded by Mrs. Gahagan, to offer a Summer Technical Educational Internship to Mr. Pradhyumn Singh Thakur at the Authority at a rate of \$17.00 per hour for hours worked, no overtime, and no benefits for a duration of three months from an effective date to be specified in a letter of offer from the Managing Director.

4 in favor / 0 opposed / 0 abstention. Motion carries.

Dr. Rajput stated that the following items of his report are for the Boards information.

PROJECT NO. WWTP-221: PURCHASE OF ONE STAINLESS STEEL SLUICE GATE FOR ISOLATION OF FLOW FROM PROPOSED SECONDARY CLARIFIER NO. 6 AT THE UV INFLUENT CHANNEL UNDER COSTARS CONTRACT # 388549

Dr. Rajput stated that we have determined that a sluice gate needs to be installed in the UV influent channel prior to placing the UV channel in operation. This gate will be used to isolate/control effluent flow from the proposed future circular clarifier number 6. In this regard, we have issued a purchase order to Sherwood Logan and Associate to furnish and deliver one 42" x 42" stainless steel sluice gate as manufactured by RW Gate Company for a total amount of \$18,009.00 under their COSTARS contract #388549. The delivery time is approximately 12-16 weeks.

PROJECT NO. WWTP-222: PURCHASE OF ONE STAINLESS STEEL SLUICE GATE FOR CONTROL OF FLOW FROM UV DISINFECTION SYSTEM TO THE EXISTING CHLORINE BACKUP CONTACT TANKS UNDER COSTARS CONTRACT # 388549

Dr. Rajput stated that in order to control and isolate flows of the UV system to the existing chlorine tanks which are to be used as a backup, a 43" x 48" gate for the 43" wide channel is required. This gate will provide an option to use the remaining contact tanks if needed. In this regard, we have issued a purchase order to Sherwood Logan and Associate to furnish and deliver one 43" x 48" stainless steel sluice gate as manufactured by RW Gate Company for a total amount of \$14,735.00 under their COSTARS contract #388549. The delivery time is approximately 12-16 weeks.

PROJECT NO. A-44: REPLACEMENT OF A PORTION OF THE EXISTING ROOF OF THE ADMINISTRATION BUILDING (ORIGINAL SECTION)

Dr. Rajput stated that a part of the roof of the original building was replaced during the construction of the addition but approximately 2000 square feet was not replaced. This roof was old and needed to be replaced to prevent any potential leakages. In this regard two quotations were obtained, Munn Roofing Corporation with a quoted price of \$27,100 and Martin Roofing and Construction with a quoted price of \$23,000. Since Martin Roofing and Construction's quote was below the bidding threshold amount, a PO was issued to them, and the work was completed. Work involved removal and disposal of the existing flat roof material down to the deck, furnish and install two (2) layers of the required insulation panel with R-32 value, furnish, and install Everguard TPO 60 mil membrane, TPO pitch pocket for penetration, and new edge metal.

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CONTRACT WWTP-401B: INSTALLATION OF ULTRAVIOLET DISINFECTION SYSTEM IN THE CHLORINE CONTACT BASINS AT THE WASTEWATER TREATMENT UNDER COSTARS CONTRACT #016-187

A project progress meeting was held with Eastern Environmental Contractors (EEC) on April 13th to discuss the project schedule, construction and installation sequence and outstanding issues. The contractor has completed installation of the required walls separating UV tranes and UV effluent gates. The contractor is currently working on installing electrical conduits, control panels, coating of newly installed concrete walls and floors. Project progress meetings are being held monthly.

CONTRACT A-446: FURNISH AND INSTALL R900® GATEWAY FIXED NETWORK DATA COLLECTOR OF NEPTUNE TECHNOLOGY GROUP BY RIO SUPPLY INC. UNDER COSTARS CONTRACT #16-22

Currently, the contractor is installing poles at eight (8) sites. R900 Gateway V4 Cellar, Antenna and equipment are delivered.

CONTRACT NO. WWTP-468: FURNISH & PROVIDE SERVICES FOR REPLACEMENT OF EXISTING WATER MAINS

A Notice of Intent to Award was issued to K.E. Seifert Inc. The executed contract, insurance, and contract documents have been received and a Notice to Proceed has been issued,

CONTRACT NO. WWTP-462: FURNISH & INSTALLATION OF WATER MAIN AT VETERANS HIGHWAY AND CROSSING USING DIRECTIONAL DRILLING

Dr. Rajput stated that Brandywine Directional Drilling LLC has completed installing an 8-inch water main crossing through Veterans Highway from Oakland Avenue to the southbound shoulder of Veterans Highway by directional drilling as a replacement of the existing 8-inch water main. Brandywine Directional LLC has also completed installation of water main crossing from Deep Dale Drive East to Deep Dale Drive West across Veterans Highway by directional drilling. The contractor has also installed approximately 400 linear ft of 8-inch water main on the southbound shoulder of Veterans Highway by directional drilling. Our field department is excavating and backfilling the required pits.

CONTRACT NO. WWTP-470: FURNISH AND SUPPLY STONE (PARTICIPATION IN THE 2024-2025 BUCKS COUNTY CONSORTIUM HIGHWAY MATERIALS JOINT BID)

A Notice of Intent to Award has been issued to Eureka Stone, Inc. We have received the executed contract, insurance, and contract documents and have issued a Notice to Proceed.

PRETREATMENT ANNUAL REPORT

Dr. Rajput stated that we have completed and submitted the required Pretreatment Program Annual Report for the reporting year of 2023 electronically to USEPA and PADEP. Similar to the reporting year of 2022, there were four Significant Industrial Users (SIU) during the reporting year of 2023. Of these, two facilities do not discharge any processed wastewater to the Authority's Wastewater Treatment Plant, and one has not been in operation. None of these regulated SIU's were in Significant Non-Compliance during the reporting year. We would like to thank Jennifer Smythe for her excellent assistance in completing this report as well as assisting me in the pretreatment program serving as Acting Pretreatment Coordinator.

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ANNUAL WASTELOAD MANAGEMENT REPORT (CHAPTER 94 REPORT)

Dr. Rajput stated per PADEP requirements, the Annual Waste Load Management Report (PADEP Chapter 94 Report) has been completed and submitted electronically for the reporting year of 2023. The report presents hydraulic and organic loading calculations and projections for the next five years performance of the plant, connections to the Authority's system, plant maintenance, wastewater collection system maintenance program, pumping station conditions and maintenance, sludge disposal, etc. The annual daily average wastewater flow to the plant was 6.77 MGD for the reporting year of 2023. The maintenance work completed for the collection system during 2023 involved CCTV inspection of approximately 87,968 lineal feet of sewer pipe, jetting/cleaning of approximately 3,516 lineal feet of sewer pipe and root removal/cutting of 3,514 lineal feet of sewer pipe. During the reporting year, there were 214 homes that removed trees from the Authority's sanitary sewer easement areas, 141 homes which were found to have broken sewer vents/cleanouts that have been repaired and 126 sanitary sewer laterals were replaced. We would like to thank Jennifer Smythe, Executive Assistant, for her excellent assistance in compiling and tabulating the voluminous monitoring data and preparing this report.

ANNUAL WATER AUDIT REPORT- DELAWARE RIVER BASIN COMMISSION (DRBC)

Dr. Rajput stated that per DRBC requirements, the annual water audit was performed and submitted for the reporting year of 2023. The percentage of unaccounted water for 2023 was calculated to be approximately 1.14%. We are proactively continuing to investigate sources of unaccounted water and determine options for reducing the amount of unbilled water usage, which includes water used at some wastewater pump stations, fire hydrant flushing and leakage loss.

2023 ANNUAL WATER QUALITY DATA

In compliance with the requirements of the Safe Drinking Water Act 1996 Amendments relating to the Consumer Confidence Reports, our Water Quality Data has been completed and sent to the Authority's wholesale customers (Bucks County Water and Sewer Authority and Township of Falls Authority) for preparation of their annual Water Quality Report (Consumer Confidence Report-CCR) for the reporting year of 2023. A copy of the Table containing the 2023 Water Quality Data is attached for your information. As you can see, the drinking water that the Authority produces is one of the best, which consistently meets or exceeds all water quality standards. Based on the monitoring results of our drinking water from the Authority's Water

Dr. Rajput stated that we are happy to report that based on our monitoring results for the last five quarters, PFAS and PFOA concentrations were either not detected or well below the allowed regulatory levels.

FEASIBILITY STUDY FOR ADDITIONAL SECONDARY SEDIMENTATION TANK AT THE WASTEWATER TREATMENT PLANT

We are continuing the in-house engineering feasibility study to add an additional circular secondary sedimentation tank (clarifier) as a back up to the existing rectangular secondary clarifiers.

WATER DISTRIBUTION SYSTEM MAINTENANCE PROGRAM: REHABILITATION / REPLACEMENT OF EXISTING WATER MAINS – PHASE 9

Phase 9 of the water main and valve replacement work is planned to resume in May 2024, depending on weather conditions.

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WATER AND WASTEWATER SYSTEMS

The average daily drinking water supplied for the month of March was approximately 5.84 MGD. The monthly average effluent flow from the wastewater treatment plant for the month of March was approximately 11.27 MGD. We are currently working on scheduling various jobs at Wastewater Treatment Plant involving installation/replacement of gate valves, check valves, actuators, flow meters, and repairing/replacement of air pipes, with Municipal Maintenance Company under COSTARS unit prices.

Solicitor's Report

Mr. McGuigan stated that there was an executive session from 6:30 pm. to 7:00 pm. at which time personnel matters, active litigation and other unrelated legal matters were discussed.

Finance Manager's Report

Mrs. Dunn reported that the Authority is doing well.

Old Business

No old business

New Business

No new business

Public Participation

No public participation.

Adjournment

Mr. Morgan made a motion, seconded by Mr. Servis, to adjourn the board meeting at 7:16 PM. Motion carried unanimously.

Respectfully submitted by:


Michele Hammar, Secretary