

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

April 23, 2008

The regular monthly meeting of the Township of Falls Authority was held on Wednesday, April 23, 2008, in the main meeting room of the Township Building, 188 Lincoln Highway, Fairless Hills, PA, at 7:43 P.M.

Salute to the Flag

Roll Call - Debra DeBlasio, Chairperson, John Palmer, Vice Chairman, William Renson, Treasurer, Anthony Rosso, Assistant Secretary /Treasurer and Lisa Walsh, Secretary were present. Edward Zanine, Authority Solicitor, Thomas Beach, Authority Engineer, David Busch, Keystone Alliance Consulting, Edna Miller, Business Manager and Megan O'Neill, Recording Secretary were also present.

Item #1 – Solicitor's Report on the Executive Session – Edward Zanine reported that the Executive Session consisted of various administrative actions and the potential purchase of real estate was discussed.

Item #2 - Approve Meeting Minutes for March 26, 2008 – Debra DeBlasio indicated that there was a spelling error on the first page that needed to be changed. Debra DeBlasio indicated the Board would like to have the written Executive Director's Report attached to the minutes.

Lisa Walsh made the motion to accept the amended minutes from our March 26, 2008 meeting. William Renson seconded the motion. Motion carries unanimously 5-0.

Item #3 - Public Comment – There was no one signed up for public comment.

Item #4 – Review of Bill List – Anthony Rosso questioned the “Simple Man” bill. Anthony Rosso wanted to know what the remaining balance was for. Eddi Miller indicated that it was for the monthly contract fee and an extra part needed for the server.

Anthony Rosso also questioned the bill for Harris Computers he wanted to know if the work was completed at this time. David Busch indicated that it was not done at this time but would be completed within a few days. David Busch also asked for the Board to approve the check and that he and Eddi Miller will hold it until the work has been completed and we are satisfied.

John Palmer questioned the two percent retainage for Valley Painting and if it had anything to do with the damage from the cell tower apparatus. The painting of the cell tower apparatus will have to be handled with a change order approved by the Board.

John Palmer wanted to know from Edward Zanine if the bill on the bill list for the Wilson case was in full. Edward Zanine indicated that there would be more on the next bill list. Edward Zanine indicated that the invoice on the bill list is from January to March.

John Palmer would like all of the KIPC bills listed separately on the budget sheet.

Lisa Walsh authorized David Busch to look into what services we are getting from Simple Man for our monthly retainer fee.

Antony Rosso made the motion to approve the bill list for April, but not to include Harris Computers for \$ 1,500.00 and "Simple Man" for \$ 500.00 for a grand total of \$ 649,954.23. John Palmer seconded the motion.

Poll of the Board:

Anthony Rosso	Yes
William Renson	Yes
Lisa Walsh	Yes
John Palmer	Yes
Debra DeBlasio	Yes

Motion carried 5-0.

Lisa Walsh made the motion to approve the bill for \$ 1,500.00 to Harris Computers, but to be held till the job is completed and that we are satisfied with the work. William Renson seconded the motion.

Poll of the Board:

Anthony Rosso	No
William Renson	Yes
Lisa Walsh	Yes
John Palmer	Yes upon Dave Busch's approval when work is complete.
Debra DeBlasio	Yes

Motion carried 4-1.

Lisa Walsh made the motion to fulfill the last month of our contract with “Simple Man” by paying the \$500.00 invoice and not extending the contract any longer. William Renson seconded the motion.

Poll of the Board:

Anthony Rosso	No
William Renson	Yes
Lisa Walsh	Yes
John Palmer	Yes
Debra DeBlasio	Yes

Motion carried 4-1.

Lisa Walsh would like to look into other companies besides “Simple Man” to take care of our computer maintenance. David Busch indicated that he would look into that.

Debra DeBlasio would like to see a quote from other companies on doing backups on the server.

Item #5 – Solicitor Comment – Edward Zanine did not have anything to report.

Item #6 – Engineer Report – Tom Beach indicated that he is talking with Sprint and trying to get a hold of AT & T regarding the painting of the cell tower apparatus on Austin Tank.

US Steel - Tom Beach indicated that he is slowly starting to get information.

Rock Creek Run – Tom Beach stated that he recently received a maintenance bond for the project. Tom Beach sent Orleans a letter in February stating that TOFA would not accept the maintenance bond until the water issues were addressed. Also he is working with Marty Witt, Operations Manager to have water samples taken for testing and that he should have results by next week. Tom Beach is sending Orleans a letter wanting to know how they came up with the maintenance bond of \$ 40,000.

2008 Capital Program – Tom Beach is working on the I/I. Also Tom Beach is working on the water meters. He has spoken to a representative from a local water meter contractor and has invited him to come to the next regular meeting to give a presentation.

The Board would like to notify the customers and let them know about the water meter presentation. Debra DeBlasio directed Dave Busch to send correspondence to Peter Gray to either have him mention it at the Township Meeting in his Manager's report or have him put it on the Falls Township channel (channel 22). Also the Board would like it to be put on TOFA's web-site.

Tom Beach also indicated that he did receive a letter from Bohler Engineering regarding the New McDonalds on West Trenton Avenue and the connection fee. Tom Beach has reviewed the proposed EDU calculations and he agrees with it. McDonald's is entitled to get credit for their current usage.

John Palmer asked Tom Beach if he has heard anything back from Philadelphia about the PHI levels regarding the Headley Station. Tom indicated that he still has not heard back from Philadelphia about this issue. Tom stated that he would look into this.

Item #7 – Executive Director's Report – Executive Director's Report attached.

Lisa Walsh made the motion to hire Don to Dusk at the quoted prices. John Palmer

seconded the motion.

Poll of the Board:

Anthony Rosso	Yes
William Renson	Yes
Lisa Walsh	Yes
John Palmer	Yes
Debra DeBlasio	Yes

Motion carried 5-0.

Debra DeBlasio directed Tom Beach to look into having the sewer line for Bucks First Federal Credit Union and the Social Security to connect into South Olds Blvd and/or other options.

Item #9 – Board Comment

John Palmer wanted to know how the vehicle replacement program was coming along. David Busch will e-mail the Board on the vehicle mileage and maintenance.

John Palmer wanted to know if the weekend calls are being rotated among TOFA employees. Eddi Miller indicated that Martin Witt, Operations Manager is the only one who gets weekend calls. When he gets a call he handles them himself or tries finding an employee to respond.

Debra DeBlasio wanted to know if we need summer help and what the summer help would be doing. David Busch will find out what needs to be done and he will e-mail the Board.

Adjournment – William Renson made the motion to adjourn the meeting at 8:40 P.M. Lisa Walsh seconded the motion which carried 5-0.



TOFEA

Township Of Falls Authority

EXECUTIVE DIRECTOR'S REPORT

DATE: APRIL 23, 2008

Key Performance Indicators for the current month:

1. **Health & Safety:**

- a. No personnel injuries.
- b. No vehicle accidents

2. **Environmental Compliance:**

- a. Water testing results are in total compliance with monitoring requirements.

3. **Operations**

a. **Sewer** – 2 Sewer Blockages

- 3/29/08 – 806 Trenton Road
- 4/15/08 – 402 Lincoln Highway (S.S. Office)

b. **Water** – 3 Rusty Water Complaints

- 3/19/08 – Yardley Avenue
- 3/27/08 – Chesterton, Chatham
- 4/17/08 – Waltham Road

4. **Finances:**

- a. Monthly financial reporting has been reformatted and will be distributed at the Authority meeting in order to reflect all expenditures through to the meeting date.

Summary of last month's issues and other items of note:

1. US Steel has supplied additional information in connection with system evaluation. Work on the evaluation of the water and sewer systems is proceeding and a meeting was held at the TOFA office on 4/15/08.
2. PennWorks Grant/Loan extension was received to 9/30/2008.
3. 2008 Contract for grass cutting.
4. Water Meters – A quick review of the TOFA asset information shows the following:

<u>Count</u>	<u>Type</u>	<u>Date Purchased</u>
3248	5/8" meters	1992
1500	style B and C meter setter	1992
38	5/8" meters	1993
81	3/4" and 1" meters	1996

5. Authority Auditor is scheduled at the TOFA office the first week in May.
6. PENNDOT is proceeding with the I-276 / I-95 construction. As part of this work they will be removing a 24-inch abandoned sewer line belonging to the authority.
7. The computer system new server has been installed and is operating correctly. Historical usage and billing information is in the process of being restored.
8. Bucks First Federal Credit Union plans from Falls Township.
9. PMAA Annual Conference is scheduled for Sunday September 7th to Wednesday September 10th, 2008. Please let me know if you are planning on attending so arrangements can be made.