

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

November 18, 2015

The regular monthly meeting of the Township of Falls Authority was held on Wednesday, November 18, 2015, in the conference room at 557 Lincoln Highway, Fairless Hills, PA, at 7:30 P.M.

Salute to the Flag

Roll Call – Anthony Rosso, Chairperson, James Goodwin, Vice Chairperson, John Palmer, Treasurer, Bill Beier, Secretary and Brian Binney, Board Member were present. Edward Zanine, Authority Solicitor, Tania Stutzman, Authority Engineer, Timothy Hartman, Executive Director, 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 the Executive Session consisted of personnel matters.

Item #2 – Approve Meeting Minutes of October 28, 2015 – Bill Beier made a motion to approve the October 28, 2015 minutes. John Palmer seconded the motion.

Poll of the Board:

Brian Binney	Yes
Bill Beier	Yes
John Palmer	Yes
James Goodwin	Yes
Anthony Rosso	Yes

Motion Carried 5-0.

Item #3 – Public Comment – No one signed up for Public Comment.

Item #4 – Solicitor’s Report – Edward Zanine had nothing to report.

Item #5 – Engineer’s Report –

Chatham Road Water Investigation – Tania Stultzman presented the Board with a demo on the project. The tentative start date will be December 14, 2015.

Item #6 – Executive Director’s Report – Tim Hartman informed the Board he would like to have the Budget finalized at the December 16, 2015 meeting.

Tim Hartman informed the Board TOFA has received the \$3,000.00 in grant monies from Delaware Valley Workmans Comp Trust for safety expenditures on items reported through the TOFA safety team.

Tim Hartman informed the Board two of TOFA’s staff attended a First Aid and CPR training course. Tim Hartman recommended purchasing two AED’s for the staff and training employees.

Item #7 – Review of Bill List – Bill Beier made a motion to approve the bill list for November 18, 2015, in the amount of \$ 615,428.07. John Palmer seconded the motion.

Poll of the Board:

Brian Binney	Yes
Bill Beier	Yes
John Palmer	Yes
James Goodwin	Yes
Anthony Rosso	Yes

Motion Carried 5-0.

Item #8 - Board Comment - Bill Beier thanks everyone for their hard work.

John Palmer would like the Tyburn Road Pump Station looked at to see if there is a way to cut down the smell.

John Palmer would like to have customers informed about HomeServe products through a video loop in the office lobby and through the TOFA and Township websites.

Anthony Rosso would like Tim Hartman to investigate and report on the status of diverting flows to LBCJMA and to ensure the LBCJMA system map is obtained.

Anthony Rosso directed the TOFA staff to inspect and clean up the stations, including painting and debris removal.

It was suggested that some of this housekeeping could be performed by temporary student help over the summer of 2016.

Adjournment -John Palmer made the motion to adjourn the meeting at 7:49 P. M. Bill Beier seconded the motion. All were in favor. The motion carried 5-0.

TOWNSHIP OF FALLS AUTHORITY

EXECUTIVE DIRECTOR'S REPORT

NOVEMBER, 2015

1. WIRELESS INFRASTRUCTURE LEASE SALE

Towerpoint – Staff has begun discussions with another cell antenna lease company and is developing information so that Towerpoint can submit proposal options.

Crown castle - The staff and Board have provided comments on Crown Castle's initial valuation and lease purchase proposal options. Crown Castle had asked for additional information to develop a revised valuation and proposal. Staff has provided that information and a new valuation proposal has been received and is under review.

Staff will update the Board at the November 18 Board meeting.

2. HOMESERVE USA PARTNERSHIP

Weekly conference calls in preparation for the program rollout are continuing. Following the October 19 call, staff provided HomeServe with the contact information for contractors with whom it has successfully worked. HomeServe will contact these contractors to ascertain their interest in participating in the program.

Staff has reviewed and provided comments on a number of HomeServe "creatives" that would be sent to TOFA customers. We have also provided a high-def TOFA logo. Staff training will be conducted on December 17. The program rollout is anticipated for the end of December 2015.

3. NESHAMINY INTERCEPTOR AND BUCKS COUNTY WATER AND SEWER AUTHORITY ISSUES (BCWSA)

Permanent Flow Metering - The sewage flow meter approved for purchase by the Board at its June 24, 2015, has been installed and data is being collected. The plan is to monitor flows from TOFA's Queen Anne Interceptor into the BCWSA's Neshaminy Interceptor to compare with BCWSA reported flows to assure billing by the BCWSA is commensurate with TOFA flows. We have received the first full month's data from September to compare with the BCWSA September billing. October's data should be provided shortly.

Temporary Flow Metering – Following Board approval, temporary flow meters were installed to

assess and hopefully demonstrate to the PADEP the effectiveness of the Authority's I/I program. If the 30-day monitoring program can demonstrate the effectiveness of the I/I program, then a new I/I plan may not be necessary. The Engineer will report the results of the temporary monitoring project and possibly avert the need for a new I/I study.

Mandated Agreement with BCWSA (October 1, 2015 deadline) – With input from the Authority Engineer, the Authority Solicitor has developed a draft agreement for TOFA and Falls Township. Per the August 18 meeting with Falls Township representatives, the TOFA Solicitor will obtain comments on the draft from Falls Township before submitting the draft to BCWSA for review. The October 1 deadline was not met.

A technical meeting has been scheduled for November 12 at the PADEP Southeast Regional Office to discuss BCWSA's recent revision to its Neshaminy Interceptor Evaluation. The TOFA Engineer and Executive director will attend this meeting. TOFA staff has requested that Falls Township also participate in the meeting

4. TOFA SEWAGE FLOW DIVERSION

The Operations Manager and the Executive Director will schedule a meeting with the LBCJMA Executive Director to obtain an update on the amount of TOFA flow that may be accepted by LBCJMA. The TOFA Engineer is working on identifying potential system tie-in locations. Since the development of this project will entail a significant effort of the TOFA Engineer, a proposal and budget was submitted and has been approved by the TOFA Board.

5. TOFA VEHICLE FUEL PROVIDER CHANGE (WAWA)

TOFA vehicle operators have been issued the Wawa cards and have been using them for nearly three months. Staff has noted a significant decrease to same period in 2014. The largest portion of this decrease is probably due to the overall lowering of gasoline prices but the change in vendors has also lowered TOFA's fuel costs.

6. TAPPING FEES AND ESCROW ISSUES

Periodic Tapping Fees Study/Calculations – The TOFA Board has decided to consider authorizing a Tapping Fees Study after the dedication of certain ongoing projects' assets; e.g., MarMar and Freeman's Farm. The proposed cost of the study submitted by the TOFA Engineer is \$6,900.00.

Property Use Change Audits – After consultation with the TOFA Engineer, I understand that the Aria Health physical therapy operation resulting from the Auto Zone subdivision will likely require the purchase one additional water and sewer EDU. The Rally House store in the Goldenberg complex is a similar usage to the previous tenant and will not require additional

EDUs. Staff has begun to monitor the water usage at Crunch Fitness. Additionally, the entire Goldenberg Complex water usage has increased since a new TOFA water meter was installed earlier this year. It is too early to tell whether all of the increase is attributable to Crunch Fitness. A few months of water usage data will help clear this up. Will analyze flows after November's data is captured.

7. DEVELOPER AGREEMENT REVISION

The TOFA Solicitor has circulated a revised Developers Agreement for comment. Comments have been provided by the Authority Engineer and Executive Director. Staff will present these changes to the Board for approval.

8. TOFA RULES AND REGULATIONS UPDATE AND CONSOLIDATION

The plan for this assignment is to begin with the Developers Agreement and then expand that effort to all rules and regulations dealing with developers and development projects. Then staff and consulting staff will assess and prioritize the remaining rules and regulations areas.

9. TOFA BUILDING SPACE RENTAL

The Board has approved a one-year listing agreement with Heritage Homes Realty and its broker Dick Trimble to lease approximately 2,500 sq. ft. of its building at 557 Lincoln Highway. Mr. Trimble has recommended that a fire wall be constructed to separate the lease space from TOFA operations and that other, mostly cosmetic, improvements be made. To that end, four quotes were obtained from area contractors:

Storms Home Improvement - \$15,850

Stone Bros Construction - \$18,606

NMBOC - \$27,912.50

Remodeling Concepts - \$15,130

The Board has decided to wait for prospective tenants to express their buildout requirements and then determine who will do the work and how the cost will be covered.

10. Contractor Services Agreement

The three-year discretionary Contractor Services Agreement between TOFA and the BCWSA has been executed. BCWSA has recently successfully completed a very sensitive fire hydrant and valve project on Cabot Blvd. under budget. BCWSA will also replace two fire hydrants on Beaumont Rd. in support of the two water main cleaning pilots.

11. WATER QUALITY INVESTIGATIONS

Investigations of discolored water are a continuing issue for TOFA staff. In some instances staff has conducted directional flushing and valve manipulation to attempt to mitigate the problems. For the shorter term, the TOFA Engineer is exploring a pilot project with the PADEP involving a chemical additive to deal with water discoloration. For the long term, the Engineer is developing more detailed pricing options for pipe cleaning, lining and replacement and staff has been visiting sites where lining projects are underway. Budgeting for possible projects will be a consideration in the 2016 and beyond budget preparation activities.

The Board has approved two water main cleaning pilot projects for the purposes of assessing water main cleaning methods.

12. SAFETY

As the result of staff feedback, the safety committee is moving forward with the following items:

- a. The purchase of a shelter for the Penns Place lift station control panel. The shelter has been received but not yet installed.
- b. The purchase of reflective rain gear. - COMPLETED
- c. The replacement of the stair case inside the Bargain City lift station. - COMPLETED
- d. The improvement of the entranceways at three stations.
- e. Railing for Rock Run generator porch. – COMPLETED
- f. The replacement of the interior staircase at the Bargain City Lift Station. – COMPLETED

Staff has submitted a grant application for reimbursement of up to \$3,000.00 to the Delaware Valley Insurance Trust for the completed projects. A new grant cycle will begin in January 2016.

The first in-house safety training session will be conducted later this month. Although originally scheduled for October, it was postponed due to the semiannual hydrant flushing campaign.

13. SECURITY

The installation of six surveillance (three inside and three outside) is underway.

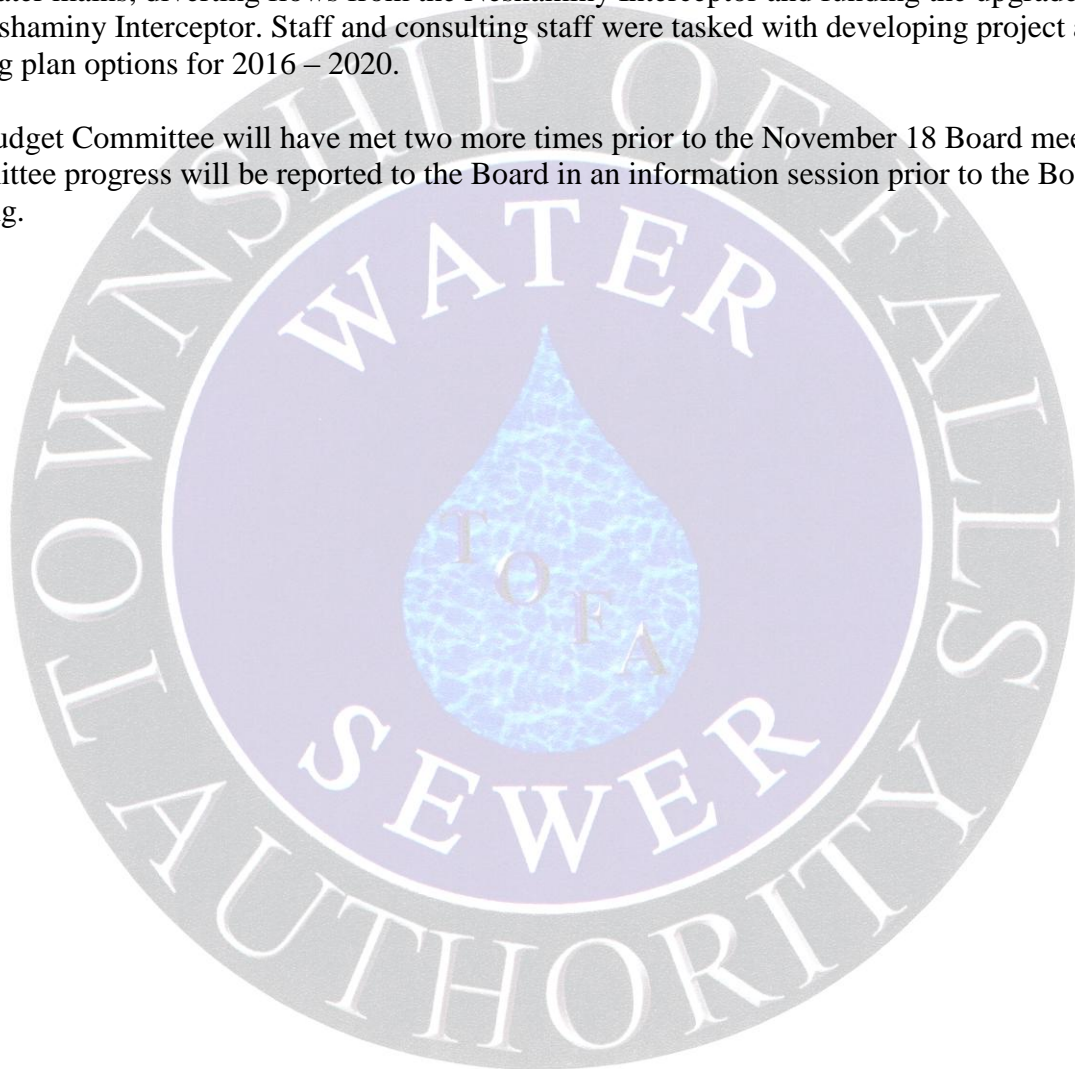
Access by operational personnel to the administrative portion of the building has been reduced

by moving the work assignments pickup location including the One-Call printer to the kitchen.

14. 2016 BUDGET

The first meeting of the Budget Committee was held on Friday, October 16, 2015, at the TOFA office. The year-end budget projection for 2015 and the actual expenditures for 2014 were provided in preparation for the meeting. The focus of the meeting was budgeting for extraordinary projects like mitigating the problems associated with the remaining unlined cast iron water mains, diverting flows from the Neshaminy Interceptor and funding the upgrades to the Neshaminy Interceptor. Staff and consulting staff were tasked with developing project and funding plan options for 2016 – 2020.

The Budget Committee will have met two more times prior to the November 18 Board meeting. Committee progress will be reported to the Board in an information session prior to the Board meeting.



TOWNSHIP OF FALLS AUTHORITY

Engineering Status

November 18, 2015

New Business:

- 1) **I-95/Turnpike Interchange:** The Pennsylvania Turnpike Commission (PTC) is proposing the construction of an interchange connecting I-95 and I-276. The proposed construction affects the Authority's Queen Anne Interceptor at two locations. On November 8th, Authority staff met with the Turnpike's Engineers and Project Managers to discuss the impacts. All conflicts were addressed and the Turnpike will design and construct the resolutions to the conflicts. Costs are still being worked out. Progress/Project Status meeting was held on July 17, 2014. The PTC is currently working on the design of the next phase of the project. RVB is reviewing plans for the I-95 section of the project. PTC is requested TOFA sign affidavit so interceptor work can be incorporated into the project at no-cost to TOFA. RVB and Staff met with contractors on Phase I of project on December 8, 2014. RVB reviewed final design for Phase II of project. PTC approved incorporation of RVB Inspection Costs in Phase II of the project. RVB provided inspection costs to PTC's Project Manager. Reimbursement agreement was sent to Executive Director for signature. Phase II will be starting construction in October. RVB and Authority staff attended utility coordination meeting on October 5, 2015. **RVB and TOFA staff is coordinating utility work with Contractors.**
- 2) **TOFA Flow Diversion Study:** The Board is considering if flow could be diverted from Bucks County Water and Sewer Authority's Neshaminy Interceptor to either Lower Bucks County Joint Municipal Authority's system or to Morrisville Municipal Authority's system to reduce treatment costs. RVB submitted a proposal to conduct a flow diversion study for a not to exceed amount of \$14,800. Board authorized the study at October's meeting. **RVB has communicated with DEP regarding a pre-planning meeting and TOFA staff communicated with LBCJMA regarding their sewer system map.**
- 3) **Queen Anne Interceptor Investigation:** Based on the high flows recorded by BCWSA meters, RVB with the assistance of Authority staff, located creek crossings along the interceptor that may explain the increase of flows. Received quote from Flow Assessment Services for Flow Monitoring. Waiting to receive quote from Tri-State Grouting for Televising the Interceptor. Flow meters were installed on July 2, 2014. Authority Staff was provided access to BCWSA flow monitoring records. RVB was able to compare readings. Tri-State televised the interceptor September 29th to

October 3rd. Manhole lining work will began the week of November 17th. Tri-State televised the Bristol connections with heavy flows on November 7th. RVB has not been able to access flows from BCWSA's meters since December 2015. RVB followed up with Bristol Township regarding communication with Levittown Trace Apartments. Letter was issued to Bristol Township Manager for signature and mailing. RVB spoke with management of Levittown Trace Apartments. RVB forwarded copies of the inspection video and pictures to management. A site meeting will be scheduled once management reviews the materials. Site meeting was held and work began the week of August 10th. RVB will follow up with Levittown Trace on completion of I/I work. **Interceptor flows are down compared to last year's flows.**

- 4) **Freeman's Farm:** A proposed 15-unit townhome development located in Lower Makefield Township. The project is located in TOFA's contract and retail service areas. Project was approved by the Board in June 2012. Project is ready to begin construction but sanitary sewer agreement is not in place. RVB requested cost estimate to determine escrows for agreement. Applicant provided cost estimate. Sanitary sewer agreement has been executed and tapping fees were paid. **Nothing to report at this time.**
- 5) **640 Lincoln Highway:** An existing garage and 1-bedroom apartment building will be demolished and a proposed 2-story building will be constructed. The building will consist of a commercial use on the first floor and 3 apartments on the second floor. RVB reviewed the plans. Applicant revised the plans to include a commercial use with 3 apartments on the first floor and 4 apartments on the second floor. **Nothing to report at this time.**
- 6) **550 W. Trenton Avenue (Rite Aid Pharmacy):** Former Acme Supermarket site is being redeveloped to include a, Rite-Aid Pharmacy, and a two fast food restaurants. RVB reviewed the plans and issued a review letter in June. Applicant is working on revising the plans and resubmitting to the Township and TOFA. Revised plans were submitted to TOFA and reviewed by RVB. RVB recommends Board approval of the plans. Upon approval Solicitor can draft agreement. **Nothing to report at this time.**
- 7) **Deon Square:** New land development includes the construction of a CVS Pharmacy and a bank. RVB determined that 5 EDUs are needed to support the project. DEP approved the phased development of the site. Bristol scheduled a preconstruction meeting for May 26, 2015. Authority Solicitor is drafting water and sewer service agreement. **Construction of water and sewer facilities is underway.**
- 8) **Flow Monitoring Installation and Maintenance Project:** Upon evaluating the flows of the Queen Anne Interceptor on a temporary basis to determine sources of inflow and infiltration, RVB recommended that the Board install

temporary and permanent flow meters to further target and evaluate known sources of I/I, determine the effectiveness of previous I/I projects, and to monitor flows in areas prior to I/I work. RVB generated bid documents to purchase and install 2 permanent flow meters and to rent 6 temporary meters. The bid opening will occur on December 17th at 10:00AM. RVB recommends the installation of 1 permanent flow meter. Meter was installed on August 6th. RVB submitted proposal to coordinate and manage the installation of 3 temporary flow meters per DEP's recommendation. Temporary flow meters were pulled on October 12th. **Flow Assessment is finalizing the report on the flow data.**

9) **915 Old Lincoln Highway:** Extra Space Storage facility is proposing a 1,200SF building for office space. The application is for water and sewer service. **DEP ruled that the existing sewer EDUs could be used for the new structure, no additional sewer EDUs will be charged. Applicant will be charged for additional water EDUs.**

10) **Viking Associates:** The project, located along Trenton Avenue consists of a 40-unit townhome development. RVB performed two reviews for the proposed water and sewer connections. Plans were approved at July's meeting. Reviewed Water/Sewer Service Agreement and Letter of Credit. Reviewed Component 3 Planning Module for Applicant for submission to PADEP. RVB reviewed submittals. Held preconstruction meeting with Contractor. **Construction is on-going.**

11) **Chatham Road Water Investigation:** RVB was asked to investigate the rusty water complaints on Chatham Road with Authority staff and provide a recommendation based on the investigation. Witnessed the flushing operation of Auburn, Trenton, South Queen Anne, and South Olds Boulevard on November 1, 2013. Authority staff will perform directional flushing in the area. Directional flushing occurred on April 15, 2015. Vermillion Hills Interconnection with L.B.C.J.M.A. was closed at the end of August. Additional directional flushing was performed as well as additional sampling at homes and interconnections. Options are being prepared for a chemical addition that would sequester the iron in the water, replacing certain sections of the water mains, and repair/replacement of a section of the water main and service connection at 726 Beaumont Road. Full water analysis was performed. **RVB is scheduling cleaning of water mains on 600-700 blocks of Beaumont as a demo for sometime in December. Swabbing demo by Montauk will be done on the 600 Block of Beaumont for a \$6,500; Hyper-flush demo by Montauk will be done on the 700 Block for \$14,300.**

12) **Draft Agreement with BCWSA:** BCWSA is in the process of negotiating new agreements with all municipalities, townships, and authorities tributary to the Neshaminy Interceptor. Annual Average and Peak Flows will be

restricted under the new agreement. RVB has noticed an increase in flows to the Neshaminy Interceptor from 2010 to 2012 despite TOFA's I/I reduction efforts. RVB recommends TOFA request the actual daily flow records and calibration records of the two meters that monitor TOFA flows from BCWSA. RVB would evaluate these records to determine if the metering data is accurate and if the new flows TOFA would subject to not exceeding are reasonable. This information would also assist TOFA in determining if the expansion of the scope of I/I work is necessary. Requested flow meter records and locations from BCWSA on June 6, 2014. RVB continues to evaluate flow data from 2008 to present. BCWSA and DEP held a meeting on April 14, 2015 regarding the signing of the agreement and what it means now that the March 31, 2015 deadline has passed. DEP held another meeting on May 12th. All agreements must be signed by October 1, 2015 in order for 2016 and 2017 connections to be released. Philadelphia and DEP could issue a moratorium on connections if all agreements are not signed. Authority Staff, RVB, and Authority Solicitor met with Newtown Bucks Joint Sewer Authority on June 16th to discuss issues with draft agreement and how to move forward with documenting concerns to BCWSA. RVB and Solicitor met to draft revisions to the agreement on July 24th. Authority met with Township on August 18th to discuss agreement. **RVB and TOFA Solicitor reviewed the revised draft proposed by BCWSA. Will discuss at meeting.**

13) BCWSA Neshaminy Interceptor Analysis Report: Per the settlement of the lawsuit with DEP, BCWSA had to analyze the Neshaminy Interceptor based on the existing and future flows of all of its customers (municipalities/authorities) to determine what improvements to the interceptor are necessary to meet the future needs of its customers. BCWSA's selected the alternative to line the 30", 33", and 36" sections of the interceptor for an estimated cost of \$7.6 Million. RVB recommended TOFA meets with BCWSA and their consultant to discuss concerns and issues with the analysis. In May 12th meeting, RVB outlined TOFA's concerns regarding the analysis. DEP stated that all municipalities must provide BCWSA with a 10 year projection on the amount of I/I reduction by May 22, 2015. TOFA must provide BCWSA with 10 year and 20 year flow projections. On May 27th the 10 year I/I reduction projection and 20 year flow projections were sent to BCWSA. A revised technical report was issued on October 8, 2015. **Follow up technical session was held at DEP office on November 12, 2015. Will discuss at meeting.**

14) Water and Sewer Audits: Per the Board's direction, RVB and Authority staff were tasked to visit businesses or locations where the use of the space changed or the business changed and the volume of water and/or sewage flow increased. These visits were to determine if additional EDUs for water and sewer are owed. Audits were performed on June 5th. Technical memo was drafted. RVB reached out to Goldenberg Management to obtain more

water consumption records for the shopping center. **Nothing to report at this time**

- 15) **Rental of Center Space:** The Authority is looking for a tenant to rent the center space of the Administration Building. RVB sent a letter to Falls Township Code and Zoning Department requesting a determination of the allowable uses of the center space. Township responded that all uses zoned for Highway Commercial and Neighborhood Commercial can occupy the center space. **Nothing to report at this time.**

Old Business:

- 1) **Old Bristol Pike Public Sewer:** Project to provide a public sewer to residents and businesses on Old Bristol Pike with failing septic systems. Sewage from this area would be pumped to Lower Bucks County Joint Municipal Authority or Morrisville Municipal Authority for treatment. H2O PA Grant awarded in the amount of \$168,652.00 on May 5, 2011. Grant expires on June 30, 2013. Meeting with Lower Bucks County Joint Municipal Authority was held on April 10th. Met with Morrisville Municipal Authority on May 24th. Follow up meeting with LBCJMA was held on July 30th. Extension was approved for grant funds. Grant funds expired. Discussed project with Township on August 18th. **RVB and TOFA Staff is coordinating with Township to get funding commitment to the project.**
- 2) **Norfolk Southern Morrisville Intermodal Yard:** Plans were approved at last month's board meeting. Applicant must enter into service agreement with Authority and pay all applicable connection fees and post inspection and construction escrows. Norfolk Southern provided cost estimate for review and approval. Escrow amounts were determined. Preconstruction meeting held on October 16, 2014. Construction of water and sewer work will begin in a week. **Construction is on-going. Nothing to report at this time.**
- 3) **Bucks County Water & Sewer Surcharge Billing:** We requested additional documentation on their sampling locations and to demonstrate how they arrived at their surcharge costs. BCWSA provided the formula used to calculate surcharges and the actual sampling records. Will compare TOFA's daily sampling records for one month to BCWSA sampling records. Reviewed surcharge bill for first Quarter 2012. RVB requested backup documentation. Letter requesting site meeting was sent on June 28, 2012. Site meeting was held on August 15th. **Nothing to report at this time.**
- 4) **CVA Warehouse Expansion in Falls Township:** We recommend approval of the water main extension, water service, and sewer connection from this land development located on Central Avenue in

Falls Township. Project approved at April 2011 board meeting. Applicant must enter into a water and sewer service agreement with TOFA and pay all applicable connection and tapping fees along with posting construction and inspection escrows. RVB provided Solicitor a construction cost estimate and amounts for construction, inspection, and legal escrows. **Nothing to report at this time.**

- 5) **Falls Township Act 537 Plan Update:** TOFA was approached by Falls Township to update the Township's Act 537 Plan. The Plan had not been updated since 1985. The Act 537 Plan is a planning tool Townships and other Municipalities use to plan for its existing and future sewage needs. The Plan was updated to provide current information on the collection and conveyance system that serves Falls Township, how Township sewage is treated, and how current and future sewage needs would be addressed in the Township. The current and future sewage needs are based on the existing and future populations, existing and future land development or redevelopment. Alternatives were provided to meet the sewage needs of the unsewered section of the Township. Alternatives were evaluated based on costs and feasibility, and one alternative was selected, i.e. the Old Bristol Pike Sewer Project. The draft plan was reviewed by the Board of Supervisors and DEP last year. A meeting with DEP was held last year and more comments were provided. The Plan Update has been revised and submitted to the Township. A Public Notice of the Plan Update will be issued shortly to begin the 30 day public review and comment period of the draft document. Received comments back from the Bucks County Department of Health and the Bucks County Planning Commission. Update was submitted to the Falls Township for approval. Falls Township Board of Supervisors approved the Plan Update on August 19th. Plan Update was submitted to DEP for review and approval on September 16th. PADEP provided comments on the plan. Reviewed comments with Township on August 18th. **RVB is coordinating with the Township to schedule a follow up meeting.**