

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

April 18, 2018

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, April 18, 2018, in the Board Room at 557 Lincoln Highway, Fairless Hills, PA, at 7:00 P.M.

Salute to the Flag

Roll Call – Anthony Rosso, Chairperson and James Goodwin, Vice Chairperson were present, Brian Binney, Secretary was absent, William Beier, Treasurer and Thomas Miles, Assistant Secretary/Treasurer was present. Edward Zanine, Authority Solicitor was present, Vanessa Nedrick, Authority Engineer, Timothy Hartman, Executive Director, John Ryba, Operations Manager was present, Megan O’Neill, Business Manager and Tammy McAnulty, Recording Secretary, were present.

Solicitor’s Report on the Executive Session – Mr. Zanine reported that the Executive Sessions consisted of various administrative actions. He added that Mr. Binney joined the Executive Session by phone.

Approve Meeting Minutes for March 28, 2018 Meeting – Mr. Beier made a motion to approve the minutes. Mr. Rosso seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 4-0.

Public Comment – No comment

Solicitor's Report – Mr. Zanine stated that he had a Deed of Easement that needed a signature from Mr. Perano with regards to the PennDot project for the Lincoln Highway bridge replacement. He is requesting the Board's approval on the easement.

Mr. Rosso made a motion to approve the easement for Mr. Perano's property. Mr. Beier seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 4-0.

Engineer's Report –

TOFA Building Center Space Fit Out – Ms. Nedrick stated that the Center Space Fireproofing bid opening is on May 10, 2018.

Relocation of 12" Water Main to Lower Morrisville Road – Ms. Nedrick is requesting approval for the Requisition to pay April's engineering fees to RVE in the amount of \$6,738.74.

Mr. Rosso made a motion to pay the requisition for April's engineering fees to RVE in the amount of \$6,738.74. Mr. Beier seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 4-0.

Ms. Nedrick stated that the project is going well and the Lower Morrisville Road water main should be back-up and running in a couple of weeks.

New Falls Interconnect Generator – Ms. Nedrick stated that the work has

begun and should be completed by June 4, 2018.

SCADA Design – Ms. Nedrick stated that the bid opening was held on March 20, 2018 and HPI was the lowest bid. She noted that the Board awarded the Notice of Intent to Award to HPI pending registration of its apprenticeship by the state of Texas. Ms. Nedrick stated that HPI registered on April 17, 2018. Ms. Nedrick is requesting the Board award the bid to HPI in the amount of \$99,796.69 once the review period is over on April 27.

Mr. Beier made a motion to award the bid to HPI after the review period is up on April 27 in the amount of \$99,796.69. Mr. Rosso seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 4-0.

2018 Water Main Lining Project – Ms. Nedrick stated that she received the Bucks County Water and Sewer Authority quote of \$729,329.75 which is below the amount the Authority has budgeted. She noted that BCWSA will begin the work after the completion of Lower Morrisville Road.

Mr. Rosso made a motion to approve Bucks County Water and Sewer Authority's proposal of \$729,329.75 for the 2018 water main lining project. Mr.

Beier seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 4-0.

Ms. Nedrick is requesting the Board's approval of the requisition in the amount of \$1,623.00 to pay RVE for its services.

Mr. Rosso made a motion to pay the requisition in the amount of \$1,623.00 to RVE. Mr. Beier seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 4-0.

2018 I/I Project – Ms. Nedrick is requesting approval from the Board to award the bid to Mobile Dredging Video Pipe when the review process has

expired on April 27.

Mr. Beier made a motion to award the bid to Mobile Dredging Video Pipe in the amount of \$141,697.25 upon expiration of the review period on April 27. Mr. Rosso seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 4-0.

New Falls Interconnection Injection Equipment – Ms. Nedrick stated that three quotes were received and the lowest was from Coastal Technical Sales in the amount of \$11,319.00. She is requesting the Board award the contract to Coastal Technical Sales.

Mr. Beier made a motion to award the bid to Coastal Technical Sales in the amount of \$11,319.00. Mr. Rosso seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Goodwin	Yes

Mr. Rosso Yes

Motion Carried 4-0.

Valleyview Pump Station – Ms. Nedrick stated that quotes are being accepted until April 15, 2018. She will inform the Board at next month's meeting on what was received.

Executive Director's Report –

Garment Supply/Maintenance Vendor – Mr. Hartman advised the Board that due to continued poor performance by the Authority's garment supplier, Also, he has been compelled to send a second official Notice of Deficiency to the company. He indicated that if corrective action is not taken within the stipulated cure period, the agreement can be terminated.

Building Security – Mr. Hartman updated the Board on measures to improve building and parking lot security. He stated that an electrician has assessed the current exterior building and parking lot lighting fixtures and illumination and is developing a proposal to improve them.

Vehicle Orders – Mr. Hartman reported the pickup truck has been received by the dealer and has been sent to Levan Trucking in Fleetwood, PA, to have the lift gate installed. Mr. Rosso noted that the lift gate was an important to worker safety.

Geographic Information System – Mr. Hartman informed the Board that he and Mr. Ryba had recently attended a second meeting with Falls Township Department heads and Geographic Information System vendor ESRI. He reported

that after an ESRI demonstration the Department heads determined there was enough potential benefit of GIS to their operations for Falls Township IT Director Matthew Markey to request the Township Supervisors approval to enter into a relationship with ESRI. Mr. Hartman indicated that the Authority could piggyback on this relationship if it is approved.

Authority Records Retention and Backup – Mr. Hartman informed the Board that he and Ms. O’Neill had entertained a presentation by document scanning vendor Scantek who had performed a preliminary survey of the Authority’s scanning needs and had followed up with a proposal. He said they also planned to schedule a meeting with the scanning company that Falls Township uses, KDI Office Technology. Chairman Rosso inquired about the length of time records needed to be retained. Mr. Hartman stated that it varies depending on the type of record but that there was nothing illegal about holding on to records. He added that destroying records too soon is a problem. Mr. Hartman said that the scanning companies are experts in records retention requirements.

Review of the Bill List – Mr. Beier made a motion to approve the bills in the amount of \$947,451.27. Mr. Rosso seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 4-0.

Board Comment –

Mr. Miles – Mr. Miles thanked everyone for their efforts.

Mr. Beier – Mr. Beier thanked everyone for their effort and he also mentioned the death of Ed George with George Tree Service. Mr. Beier wants to make sure that all of TOFA staff has the necessary and appropriate safety certifications, training and equipment that everyone is working using the utmost caution in conducting business. Mr. Ryba stated that he just recently ordered new traffic signs as well as new flags. Mr. Rosso noted that he would like Mr. Ryba to make sure all of the TOFA Field staff are certified in flagging and any other safety courses needed. He would also like the proper records to be kept in the office to ensure that when it is time for renewal of these certifications the office can make sure the Field staff is up to date.

Mr. Goodwin – No comment

Mr. Rosso – No comment

Adjournment – Mr. Rosso made the motion to adjourn the meeting at 7:30 p.m. Next meeting will be held on Wednesday, May 23, 2018 at 7:00 p.m. The Board was unanimously in favor.

Township of Falls Authority
Engineering Status
April 2018

Current Business:

- 1) **TOFA Building Center Space Fit Out:** Board directed RVE to design structural fit out of center space in preparation for rental. Staff is reviewing the preliminary layout and construction cost estimate. RVE prepared a two-phase layout and construction schedule to allow the installation of the garage doors and associated concrete work and parking lot re-stripping as Phase 1 not to exceed the 2017 budget amount of \$50,000. The locker room expansion and associated work is scheduled for Phase 2 for an estimated cost of \$156,000. Per the Board's direction, RVE revisited the design and modified the locker room expansion. Authority staff reviewed and approved the revised design. Earth Disturbance and Building Permit Applications were submitted to the Township for Phase 1 to address the installation of the garage door. RVE has solicited quotes for Phase 1. Two quotes were received for the garage door. Quotes are enclosed. Board awarded the garage door installation to Philly Overhead Door in the amount of \$6,709.04. Signed quote was provided to Contractor. Preconstruction meeting was held. Garage door was installed on October 11th. Received 4 quotes for the garage ramp. Recommend award of garage ramp construction to John Feher Concrete Construction, LLC in the amount of \$7,669.00. RVE is working wrapping up design of fireproofing the center space to store equipment. Garage door ramp was constructed on December 18, 2017. Recommend payment in the amount of \$8,743.50 to Feher Concrete Construction. Center Space Fireproofing design was reviewed

by Authority staff. RVE is incorporating Authority Staff comments into the design. **Bid Opening is May 10, 2018.**

- 2) **TTHM & HAA5 Investigation:** RVE and Authority staff have been working together to study the levels of disinfection by-products (DBPs), trihalomethanes (THM) and haloacetic Acids (HAA5). RVE recommended additional sampling outside of the Authority regulatory sampling to determine if measures should be taken to prevent increased levels of DBPs in the distribution system. The initial sampling showed that HAA5 levels were higher at the interconnections (58% of the MCL of 60 ug/L) and THM levels were higher at the tanks (85% of MCL of 80 ug/L). RVE recommends the installation of autoflushers as a cost-effective way to increase water turnover and reduce HAA5 levels at the ends of the distribution system. RVE also recommends the installation of mixers at the tanks to reduce THM levels. A Public Water Supply Permit has been submitted for the installation of a mixer at the Collingswood Tank. Permit was issued by DEP. **Nothing to report at this time.**
- 3) **2017 I/I Project:** The Board requested cost estimates for the remaining areas of the sewer system. The remaining areas include approximately 36,000 LF of 8-inch pipe and approximately 1,300 LF of 18-inch pipe. The list of locations were enclosed in last month's board packet. The estimated construction cost for these areas is estimated at \$700,000. Per the Board's Direction, the project will focus on addressing I/I in the area near Bishop Egan High School. RVE is currently doing field work with Authority staff to determine actual pipe footages, number of manholes to be addressed, and if there are any access issues. Bid opening was held on April 13, 2017 at 10:00AM. The two bids exceed the Authority's budget for the I/I work. Board rejected all bids and directed RVE to rebid the project with a reduced scope. Project was rebid on May 24, 2017 at 10:00AM. Notice of Intent to Award Base Bid was given by Board on May 24, 2017. Board awarded contract to Standard Pipe Services in the amount of \$175,500.00. Preconstruction meeting was held on August 10th. Construction began September 5th. Recommended Payment Certificate #1 in the amount of \$43,587.00. Recommended Payment Certificate #2 in the amount of \$42,498.90 in January 2018. Recommend Payment Certificate #3. **Contractor completed lining of three sections of sewer main. Recommend Payment Certificate #4.**
- 4) **2017 Water Main Lining Project:** The 2017 project includes addressing the 800 Block of Auburn Road, 100-200 Blocks of Waltham Road, Tewksbury Road, and Wyandotte Road. RVE recommends the inclusion of 200 Block of North Olds Boulevard based on recent iron results. This next phase of the water lining project has longer roads which are curved. These curved roads

would require more access pits. More sidewalks and handicap ramps would be affected due to the existing mains being located in the sidewalks. Coordination with the Township would be required to determine paving requirements and to see if the Township could include these locations in their Road Program to cut down on paving costs. RVE recommends the Board consider bidding the project as a lining project and as a main replacement as an alternate bid. RVE recommends the rejection of all public bids opened on July 21, 2017. Project was awarded to BCWSA in the amount of \$825,700. Preconstruction meeting was held on July 10th. Construction began on August 7th. Suffolk Road and Tewksbury Road, and Waltham Road mains have been lined. Project is postponed to Spring 2018 because work cannot be completed in temperatures below 40 degrees and interference with the Thanksgiving holiday. Approximately 1,000 LF remains to be lined. Sidewalks and streets were patched up before the contractor left the site in November 2017.

Remaining work will be completed in Spring 2018.

- 5) **BOD/TSS Study:** Per the settlement of the high strength surcharge lawsuit with BCWSA, a study to find the sources of high Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) must be conducted. The cost of the study is \$50,000. RVE has prepared a scope of work for this study and submitted it to Authority staff for forwarding to BCWSA. BCWSA approved the Scope of Work. RVE has begun receiving questionnaires for evaluation. RVE has begun follow up with customers who require further evaluation. RVE prepared update to BCWSA on August 9th. RVE is following up with non-responsive customers by sending out Second Notices and conducting unannounced site visits. Notices were issued to businesses along Oxford Valley Road due to heavy grease encountered during the I/I project. Authority and RVE are working with Bristol Township to verify grease interceptors and issue enforcement. RVE drafted study update to BCWSA. TOFA staff and RVE met with LBCJMA on March 19th to discuss adoption of LBCJMA's Industrial Pre-treatment Program and FOG program to reduce BOD, TSS and grease. **RVE, Authority Staff, and Solicitor met to discuss implementation of a Fats, Oils, and Grease Program. Will discuss at meeting.**
- 6) **Relocation of 12" Water Main to Lower Morrisville Road:** 12" water main break occurred by the creek near Lower Morrisville Road and Route 13. RVE applied for an emergency permit on behalf of the Authority. The water main has been repaired and the restoration of the area disturbed by the break along Rock Run was completed. RVE has initiated a PA One Call and survey was completed. RVE has been coordinating with Staff and contractors to find a cost effective, trenchless solution to relocation. Per Board direction, the project will be put out to bid with pipe bursting as the method of pipe replacement. Bid opening has been postponed due to DEP and Army Corps of

Engineers General Permit Review. HOP application has been submitted. Submitted plans to BCWSA to provide quote for work. RVE submitted permit to DEP. RVE obtained PennDOT HOP, Fall Township Fire Marshal approval, BCCD approval. DEP approval is still pending. BCWSA mobilized the week of February 6, 2018. **Construction is underway.**

- 7) **New Falls Interconnect Generator:** Authority staff desires to have a generator to provide back-up power to the interconnect in case of a power failure. RVE met with Authority staff. Draft bid documents are with staff for review and approval. Bid opening was June 14, 2017 at 10AM. Four (4) contractors bid on the project. Per Board direction, award of project has been tabled. Project was rebid on September 27th. Apparent low bidder was MJF Electric in the amount of \$111,400.00. Notice of Intent to Award was granted at September's Meeting. Recommend award of contract to MJF Electric. Contracts were executed. Preconstruction meeting was held on January 8, 2018. Contractor took field measurements on February 13, 2018. **Contractor began work on April 12, 2018.**
- 8) **SCADA Design:** The Authority has \$100,000 budgeted for the installation of Supervisory Control and Data Acquisition (SCADA) equipment. In communicating with Authority staff, RVE recommends that the Tyburn Road Sewage Pumping Station and the New Falls Interconnection be equipped with SCADA first to build the Authority's system. Bid opening was held March 20, 2018 at 10:00 AM. Three bids were received. RVE recommends Notice of Intent to Award to HPI, LLC in the amount of \$99,796.69 pending registration of their apprenticeship by the state of Texas. **RVE is awaiting the deadline of April 27th for HPI to get their program certified by the state of Texas. Will update the Authority in writing.**
- 9) **Penn's Place PS Upgrades:** The Authority's Physical and Facility Needs Assessment and Authority staff have identified Penn's Place PS as a facility needing immediate improvements. RVE provided the Executive Director with engineering costs to design improvements. **Bid documents are being reviewed by Authority staff.**
- 10) **2018 Water Main Lining Project:** The Authority is continuing its water main lining work. The 2018 project will complete the remaining streets in the H section: Blough Road/Stanford Road and Yorkshire Road. Water main footage is approximately 5,700 linear feet. RVE provided Executive Director with engineering costs. **RVE submitted ramp designs to Township Engineer for review and approval. BCWSA has provided their quote.**
- 11) **2018 I/I Project:** The Authority is continuing its I/I Reduction Program work. The 2018 project will focus on the area bordered by Trenton Road, Oxford

Valley Road, and Bristol-Oxford Valley Road. RVE provided engineering costs to Executive Director and preparing plans and specifications for the project. Bid opening was March 20, 2018 at 10:30 AM. Three bids were received. Notice of Intent to Award to Mobile Dredging Video Pipe, Inc. in the amount of \$141,697.25 was issued at March's meeting. **RVE recommends the Authority award the project upon the expiration of the thirty (30) day public comment period on April 27, 2017.**

- 12) **New Falls Interconnection Injection Equipment:** The current equipment used to add zinc polyphosphate to control iron from tuberculated pipes, is the equipment specified for the pilot study that was approved by DEP. Now that DEP has permitted the system as a permanent facility for the interconnection, Authority staff wants provide equipment that is for long term use that allows for automation of the chemical dosing as much as possible. RVE provided engineering costs to Executive Director. Request for quotes were received on March 14, 2018. Three quotes were received. **Recommend award of contract to Coastal Technical Sales in the amount of \$11,319.00.**
- 13) **Twins Oaks Interconnection Improvements:** The Twin Oaks Interconnection boosts chlorine in the distribution system when the chlorine residual in the water from LBCJMA is low. The sodium hypochlorite used creates a corrosive environment in the vault that houses the piping and equipment. RVE was tasked to design a project to replace the corroded piping and equipment. RVE provided engineering costs to the Executive Director. Bid opening was March 20, 2018 at 11:00 AM. Two bids were received. Board rejected the bids due to bids exceeding project budget. **Nothing to report at this time.**
- 14) **Penn Village Pump Station Bypass:** Currently the Penn Village Pump Station does not have a bypass to be used in case of emergency. Installing a bypass was a recommendation from the Facility and Physical Needs Assessment performed in 2015. RVE was tasked to design the bypass for the station. RVE provided engineering cost to the Executive Director. **Bid documents are being reviewed by Authority staff.**
- 15) **Water Meter Testing and Replacement Project:** RVE prepared a meter testing project to test 10% of the Authority's existing residential water meters for accuracy while replacing them with ultrasonic meters. The goal is to see how accurate the meters are in the system currently and compare their accuracy to ultrasonic meters. Contract was awarded to Kentrel Corporation in the amount of \$8,442.34. **Notices went out to residents to make appointments for meters to be replaced the week of April 30th.**
- 16) **Valleyview PS Improvements:** The Authority's Physical and Facility Needs

Assessment and Authority staff have identified Valleyview PS as a facility needing immediate improvements. RVE provided the Executive Director with engineering costs to design improvements. **Request for quotes has been extended until April 15th.**

Old Business:

- 1) **Falls Township Act 537 Plan/Neshaminy Interceptor Agreement:**
Township authorized RVE to update the Township's Act 537 Plan. BCWSA Analysis of the Neshaminy Interceptor along with improvement costs must be updated in the plan. Per the requirement of DEP, Plan has to be resubmitted to include BCWSA Implementation Schedule and Financing. BCWSA forwarded these documents to all municipalities on September 19, 2016. TOFA Staff and RVE met with the Township to discuss the Act 537 and the Neshaminy Interceptor Agreement on October 3, 2016. RVE and TOFA had follow up meeting with Township on March 6, 2017. A joint meeting with DEP was held on March 21st to discuss the revised draft agreement to get DEP support and feedback. Meeting with the Township occurred on May 9th. Meeting with BCWSA & PADEP was held on May 22nd. Revised 537 Plan and draft agreement were provided to the Township. Board of Supervisor's approved advertisement of revised plan on October 17, 2017. Revised Neshaminy Interceptor agreement was sent to BCWSA on October 18, 2017. Board approved motion to sign the Supplemental Neshaminy Interceptor Agreement at the December 20, 2017 Board Meeting. The revised Falls Township Act 537 Plan Update, Comprehensive I/I Abatement Plan, and Neshaminy Interceptor Agreement were submitted to DEP on February 20, 2018. **Township Act 537 Plan and TOFA NI Agreement are currently in review with PADEP.**



**Township of Falls Authority
Executive Director's Report
May 23, 2018
(Updates are in Boldface)**

1. CAPITAL IMPROVEMENT FINANCING

At its April 4, 2016, public meeting, the Falls Township Board of Supervisors

unanimously voted to guaranty TOFA's \$3,026,000 loan from Phoenixville Federal Bank & Trust.

In accordance with Pennsylvania's Local Government Unit Debt Act, the TOFA Engineer has prepared, signed and submitted a Self-Liquidating Debt Report. TOFA Bond Counsel will attend the April 27 Board meeting to obtain Board member signatures on various loan related documents. We are still on track to close on May 4 per the financing schedule.

The loan closing took place as scheduled on May 4. Per the TOFA Board's direction, only the closing fees of \$75,213.19 were drawn on the loan.

A loan draw down of \$173,226.39 was approved by the Board to pay a portion of a water main lining invoice. The remainder of the invoice was paid from the 2011 Construction Fund.

At the September 28, 2016 Board meeting, the Board approved a payment to the water main lining contractor J. Fletcher Creamer in the amount \$155,802.02. As a result, there remains \$2,621,758.40 of the Phoenixville Federal Bank and Trust loan amount available to TOFA for the approved projects. TOFA and J. Fletcher Creamer met on May 18 to settle accounts. If agreement is reached a loan drawdown will be prepared. At the May 24 public meeting, the TOFA Board approved a payment to J. Fletcher Creamer of \$136,492.10. As a result of payments approved at the September 27, 2017 Board meeting to J. Fletcher Creamer and Sons in the amount of \$18,770.79 and to Bucks County Water and Sewer Authority in the amount of \$219,057.75 there is now \$2,247,437.76 of the \$3,026,000.00 Phoenixville Bank loan remaining for TOFA use.

At the December 20, 2017 Board meeting, the Board approved two requisitions from the Phoenixville Federal Bank and Trust loan totaling \$285,055.79. As of January 24, 2018, there remains \$1,962,381.97 of the loan amount available to the Authority. We expect this to be completely depleted by the Lower Morrisville Road and the 2018 water main lining projects.

At the March 28, 2018 Board Meeting, The Board approved two requisitions totaling \$14,047.62 to pay RVE for engineering related to the water main lining and Lower Morrisville Rd. water main projects. As a result, the available loan balance is \$1,948,334.35. **Should the Board at its May 23 meeting approve two RVE requisitions totaling \$16,446.67 there would be a \$1,931,887.68 loan balance.**

2. LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY (LBCJMA)

Staff has reached out to LBCJMA to begin work on a new waste water treatment agreement. LBCJMA is working on a draft. At a meeting with LBCJMA on March 19, the TOFA Engineer, Operations Manager and Executive Director discussed cooperative efforts to reduce fat, oil and grease in the sewer system reducing infiltration/inflow and the addition of cross connection to improve water pressure and circulation for the Penn Village section. **LBCJMA has agreed to meet to begin planning the interconnect.**

3. GEOGRAPHIC INFORMATION SYSTEM (GIS)

Falls Township is entertaining preliminary proposals from vendors for a Geographic Information System. The Falls Township Manager has invited TOFA staff to attend meetings with vendors. The first meeting was held on February 13 and was attended by the TOFA Operations Manager. The immediate benefit to TOFA is improved system mapping and pinpointing the location of its assets. A second meeting was held with a Township and TOFA representative and GSI vendor ERSI on April 10. All were in agreement that GIS would be a valuable information and operations tool. **As a spinoff of this meeting TOFA has been introduced to KDI, Falls Township's scanning and records retention vendor. KDI is provided a demonstration of its capabilities in the TOFA office on May 17.**

4. PERSONNEL MATTERS

A TOFA part-time administrative employee began employment on February 20, 2018.

Interviews for the Meter Reader positions were held on February 15. The three (3) Meter Reader positions were changed to the newly established Crew Member 1 positions which have been filled.

5. WATER QUALITY INVESTIGATIONS

Mixers will be added to both the Penn Warner and Austin Tanks in 2018. Water main lining will continue in H section in 2018 and the isolated section of the Lower Morrisville Road water main will be replaced. We are also discussing with LBCJMA adding an interconnect to improve water pressure and quality for the Penn Village section.

6. HOMESERVE USA PARTNERSHIP

Two local contractors have been added as HomeServe contractors at TOFA's urging: J&M Warrell and McHales. Staff has broached HomeServe regarding coverage for repairs required by lateral inspection ordinances. HomeServe has indicated repairs of breaches in sewer laterals discovered by inspections would be covered. A handful of TOFA customers have requested removal from the HomeServe mailing list. These requests have been honored.

7. NESHAMINY INTERCEPTOR SUPPLEMENTAL AGREEMENT AND BUCKS COUNTY WATER AND SEWER AUTHORITY (BCWSA) ISSUES

The lawsuit was settled in 2016. A \$50,000.00 escrow account has been established and a Total Suspended Solids (TSS) and Biological Oxygen Demand (BOD) study is underway. TOFA staff and its Engineer have identified potential sources of Fats, Oils and Grease (FOG) and along with its solicitor have researched its authority to enforce compliance with required FOG control measures. A FOG enforcement strategy is being developed, and an advisory letter to certain non-residential customers has been drafted. 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. The TOFA collected data do not indicate overcharging by BCWSA.

Along with Falls Township, TOFA is developing a draft Neshaminy Interceptor Supplemental Agreement with BCWSA that it will first send to PADEP and then to BCWSA. The expectation is that a negotiated agreement will lead to the release of sewer capacity in 2017. A revised draft agreement was received during the week of October 8, 2017 from BCWSA. The Authority and Falls Township have collaborated on comments and they have been sent to BCWSA. BCWSA has returned a draft with modifications that has been reviewed by Falls Township and which is now under review by TOFA. The TOFA Board approved and executed the Supplemental Agreement at the December 20, 2017 Board Meeting. We have been told that the BCWSA has also approved the Supplemental Agreement. We are awaiting release of connections from PADEP. **TOFA and Falls Township are addressing remaining PADEP Act 537 comments and expect release of sewer capacity soon after resolution of these issues.**

8. CROSS CONNECTION CONTROL (CCC)

In 2017 TOFA engaged PA Water Specialties Company to administer its statutorily mandated CCC program.

9. MORRISVILLE MUNICIPAL AUTHORITY (MMA)

The MMA will likely be required by PADEP to upgrade and expand its waste water treatment plant (WWTP) or to replace it. In either case MMA is desirous of receiving much greater flows from TOFA. MMA has indicated it is interested in a Falls Township site for the replacement option. The TOFA Executive Director and Engineer will keep the Board apprised of developments.

TOFA and MMA representatives met informally on September 27, 2016, to discuss MMA options. MMA agreed to provide TOFA cost sharing estimates should TOFA decide to contribute flows to a new MMA system. Some information has been received from MMA but not yet formally reviewed. A joint meeting called by MMA with nearby municipalities and municipal authorities was held on June 27. Attendees were introduced to a consultant hired to evaluate the costs and benefits of building a new plant compared with those of upgrading the existing plant. The Operations Manager and Executive Director attended an update meeting on July 27, 2017, at which the Lower Makefield Township Engineer provided alternatives for upgrading the MMA Sewer Plant. An MMA consultant continues work on a comparative analysis report. A presentation to the TOFA Board will be arranged when the comparative economic analysis report is completed. A tour of the MMA sewage treatment plant occurred on December 16, 2017. The TOFA Secretary and Executive Director participated in the tour. MMA has requested an opportunity to present the findings of the economic analysis study of the two sewage treatment construction projects to the TOFA Board. A presentation was made to two Board members and the Operations Manager on March 5.

10. TOFA BUILDING

Falls Township has advised it will not need to use the space at 557 Lincoln Highway because it is not moving forward with plans to build a new Township Building. The fire-rated overhead door has been installed and passed inspections by RVE and Falls Township. RVE will develop plans for an access ramp and fireproofing the center space interior. John Feher Concrete has completed the construction of the concrete approach ramp to the new overhead door. Garage bay door openers have been installed in the side bays. A proposal has been solicited to replace the outside building lighting affixed to the building walls and an electrician has visited the Authority office to develop a plan to improve parking lot illumination. **The proposal has been approved and work is scheduled for June.**

11. WATER STORAGE TANK MAINTENANCE

On August 24, 2016 the Board approved a ten-year maintenance agreement with Southern Corrosion for the Collingswood tank. Similarly a mixer will be installed in the Penn Warner Tank in 2018.

In December, 2016, the TOFA Board approved a water mixer addition. The ladder and mixer have been installed, repairs have been made and the exterior of the tank has been painted and lettered “TOFA” and returned to service. Power has been connected to operate the mixer and it is operating continuously. The 2018 approved budget provides for the Austin Tank to be cleaned out and a mixer installed. It also provides for installation of a mixer in the Penn Warner tank. **TOFA has received an overture from Verizon to place telecom equipment on the Austin Tank.**

12. 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 – The Aria Health physical therapy operation resulting from the Auto Zone subdivision required the purchase of one additional water and sewer EDU with associated tapping fees which were paid. 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. The owner at 131 Lincoln Highway (Aria/AutoZone) has purchased one additional water and sewer EDU. The Crunch Fitness audit shows Crunch is operating within its edu allotment.

13. TOFA RULES AND REGULATIONS UPDATE AND CONSOLIDATION

As a result of this 2017 effort, the Developers Agreement has been updated. Initially for 2018, staff and consulting staff will assess and prioritize work on the remaining TOFA rules and regulations. **Regulations pertaining to infiltration/inflow and fat, oil and grease (FOG) in the sewer system are top priorities, along with establishment, administration and release of developer escrows.**

14. CONTRACTOR SERVICES AGREEMENT – BCWSA

The three-year discretionary Contractor Services Agreement between TOFA and the BCWSA will begin in its third year in 2018. Staff is very satisfied with the BCWSA work and pricing. Staff continues to evaluate options for the more time-sensitive repairs. Staff continues to seek out and evaluate local water and sewer emergency repair contractors. Staff is continuing to cultivate local contractor involvement in TOFA emergency projects.

15. SAFETY

As the result of Delaware Valley Insurance Trust and staff the following safety issues are being addressed:

- **Purchase of chainsaw protection equipment. - COMPLETED**
- Automatic garage door openers for the side bays. – COMPLETED
- Driveway guard rail and railing at Oxford Valley station. - PLANNED
- The TOFA Safety Plan has been redone and is under review.
- A TOFA Building Emergency Action Plan. - COMPLETED.
- Anti Harassment/Bullying Training - One of Two Courses Completed
- The procurement of two stocked first aid cabinets. - COMPLETED
- The procurement of two AEDs. - COMPLETED
- The running of AED and First Aid Training. - COMPLETED
- Procurement of an additional eyewash station. – ORDERED
- Start Pilot Tire inspection program. - COMPLETED
- The construction of four shelters at exposed lift stations. Two shelters - COMPLETED (Valley View and Penns Place) Two shelters - PENDING (Headley and Amesbury)
- The purchase of reflective rain gear. – COMPLETED
- The improvement of the entranceway steps at three stations. – PENDING.
- Railing for Rock Run generator porch. – COMPLETED
- The replacement of the interior staircase at the Bargain City Lift Station. – COMPLETED
- Reflective tee shirts for warmer weather – COMPLETED
- Respirators for chemical mixing – COMPLETED
- Sodium Hypochlorite warning signs for chemical storage areas – COMPLETED
- Purchase and distribution of HI-VIZ tee shirts and vests – COMPLETED
- Exploration of GPS vehicle tracking for safety and productivity – COMPLETED
- Defensive Driving Course and test – COMPLETED
- New Safety glasses (a CINTAS gift) have been distributed – Completed
- TOFA received a \$3,000 reimbursement grant from DVIT for safety improvements in 2017 and will re-apply for another reimbursement grant when the installation of the three garage door openers is complete.

In-house safety training sessions have been conducted covering various topics of eye and foot protection, first aid – initial response and hazard recognition and control. The last

videos covered Office Safety and Ladder Precautions. DVIT continues to provide additional videos for TOFA's regular safety meetings. A new safety plan has been rolled out for field staff review. **Management is planning another round of courses covering defensive driving, first-aid/CPR, work zone safety and flagging and sexual harassment.**

16. SECURITY

The installation of nine surveillance (five inside and four outside) cameras is complete. The two most recent additional cameras cover the Board room and the service vehicle parking area. A wide-screen camera monitor has been installed in the administrative office for added real-time security awareness. The Operations Manager and Executive Director have completed a Facilities Physical Security course focusing on identifying and enhancing protection of critical assets. Video surveillance notice signs have been posted in plain view. A proposal to replace the outside lighting affixed to the building wall has been solicited. An electrician has been authorized to improve exterior illumination. **Work is scheduled for May 18.**

17. TOFA VEHICLE FUEL PROVIDER CHANGE (Falls Township)

On April 10 TOFA began fueling at the Falls Township gas/diesel pump. Usage reports and invoicing will occur quarterly.

18. WATER METERS

In 2018 the Authority will conduct a water meter efficiency study to help determine a replacement schedule. Staff has also begun an ultrasonic water meter pilot project and will evaluate a cellular meter reading network. In response to a bid, a contractor has been selected to test the performance of a random sample of residential meters. **Fifty-seven (57) meters were removed and replaced with ultrasonic meters. These meters are now being tested.**

19. CAPITAL EQUIPMENT

The 2018 budget provides for the purchase of a new pick-up truck, a new dump truck and an envelope opening machine. The dump truck was delivered on March 19, 2018, and the pickup truck is scheduled for delivery after the installation of the lift gate.