

# TOWNSHIP OF FALLS AUTHORITY

## REGULAR MEETING

January 23, 2008

The regular monthly meeting of the Township of Falls Authority was held on Wednesday, January 23, 2008, in the main meeting room of the Township Building, 188 Lincoln Highway, Fairless Hills, Pa, at 7:39 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, Richard Czekanski, Authority Engineer, David Wiman, 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 that the Executive Session consisted of various administrative actions, purchase of real estate and pending litigation.

**Item #2 - Approval of Meeting Minutes for December 19, 2007** – Lisa Walsh made the motion to approve the minutes of the December 19, 2007 meeting. William Renson 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.**

**Item #3 - Approval of Meeting Minutes for January 2, 2008** – William Renson made the motion to approve the minutes of the January 2, 2008 meeting. Anthony Rosso 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.**

**Item #4 - Public Comment** – There was no one signed up for public comment.

**Item #5 - Discussion on amending the By-Laws to allow flexibility in choosing the meeting date and place** – Debra DeBlasio indicated that this would be tabled until the next month's meeting.

**Item #6 – Review of Bill List** – Anthony Rosso questioned the bill from Harris Computers. Edna Miller stated that that bill was for the updating of the barcodes on the bills. Anthony asked David Wiman if he had looked into what the Authority gets for the five hundred a month contract TOFA has with Simple Man computer service. David stated that the three month report will be available prior to the next meeting.

John Palmer asked David Wiman if the board would have a monthly budget so they would be able to compare it to the bill list. David indicated that the budget would be one month behind throughout the year to allow viewing of the last completed month.

Lisa Walsh wanted to know why we were paying the month of August in this bill list. Edna Miller indicated that the rent for the month of August was not paid do to the bill being missed placed during the relocation process.

Debra DeBlasio wanted to know how we were going to charge USX for helping them with their 18" water main break. David indicated that there was a meter reading taken before the valve was opened and again when it was shut down and that total will be compared against the normal usage. They will then be charged for that gallonage along with the time spent by TOFA employees.

John Palmer asked Ed Zanine if USX water system went down who would be responsible to getting them the water. Ed indicated that it was USX service system and that would be their problem.

**Lisa Walsh made a motion to approve the bill list for January 23** in the amount of \$ 666,822.63. William Renson 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.**

**Item #7 – Engineer’s Report** – Tom Beach indicated that he would be meeting with David and Marty Witt on January 24, 2008 to discuss capital programs for 2008. He indicated that the Authority logo has been painted on the Austin tank and noted that it is not in the right place because no one called the Engineer or the Authority to see where to put it.

Ed Zanine indicated that if the DEP came in and told the Authority that they would have to service an area, that the authority does have the right to charge the customer.

**Item #8 – Executive Director’s Report –**

**Key Performance Indicators for the Current Month:**

**1. Health & Safety:**

- a. One injury resulting in zero lost-time hours
- b. Zero at-fault vehicle accidents

**2. Environmental Compliance:**

- a. Zero water quality violations
- b. Met all monitoring, reporting & treatment requirements.

**Following up on Last Month’s Issues and Other Items of Note:**

**1) Web page update**

- We’re approximately 99 % complete. Our provider needs to create a place on their server where we can upload the minutes documents. From there we can list them via dates and link the dates to the documents.

**2) Temporary/Part Time help:**

- John Ryba has concluded his temporary employment with TOFA. He accomplished a good deal of work that we laid out for him in the beginning and also provided us with help during emergencies and sicknesses.
- Brittany Laverty began working 2 hrs/wk last week. She seems to be a quick learner and is currently learning how to enter data into the billing system, help customers looking to make payments and has begun typing the basis of our employee handbook.

**3) There were three blockages this month.** One on Center Street (1/12/08), one on Lincoln Highway (1/15/08) and the other on Trenton Road (1/22/08). All were cleared promptly without incident.

- 4) **Approved Cavalier Telephone to do a savings analysis:** the results show that we could save more the \$10K over 36 mos. Term of the proposed contract.
- 5) **Met with BCW&SA yesterday.** We confirmed the different lines & provided the history on how they came about; Bug Bucks has subcontracted the sampling to QC & agreed to forward their contract so that we could meet with their sampler in the field.
- 6) **Regarding my license reciprocity with PA,** they're currently confirming my NJ licenses with the NJ DEP and afterwards it will be up to their Board to approve or reject the application. There is no definite timetable on when that should take place.
- 7) **We had our first meeting with the Auditors;** so far all is good and Linda mentioned that she would be able to help us set-up QuickBooks to follow our approved budget including the collapsing of some of the detailed line items into more general line item, which would allow for easy access and constant updating of our simplified budget.
- 8) **TOFA had their employee holiday dinner on Dec. 28<sup>th</sup>,** at which we handed out gift card rewards for perfect attendance, not including myself and working without an accident for the field personnel. The results have been posted on the website.
- 9) **Other:** David indicated that Ed Copper gave the Authority a call stating that there was a sewer overflow at the Conrail area. Although it was on private property, we had been asked to assist Falls Township. Morrisville said that the line that Conrail was discharging into was not going to them. The newest plans were from 1954. On the plan they show a wastewater treatment plant that is no long there, but they don't show where the line runs from there. The reason it would be a point of interest to us is that they could become our customers depending on how the situation is finally resolved.

**Item #9 – Board Comment – William Renson** asked David if he has looked into the water for the fire companies. David indicated that he has submitted the questions to Ed Copper but he has not received a call back at this time.

**Anthony Rosso made a motion** that no other computer work can be done with any of our machines unless it is an emergency with a work stoppage without approval from the board. Lisa Walsh seconded the motion.

**Poll of the Board:**

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

**Motion Fail 1-4.**

**Anthony Rosso** stated that we could not do a good feasibility study in two months. Anthony would like to see if the grant could be extended till the end of July 2008. If that's not achievable, then to stop the feasibility study.

Tom Beach indicated that we are on hold until we get information from US Steel. Tom will not move on the feasibility study until he is directed to by David Wiman.

**Anthony Rosso made a motion** to, unless the dateline gets moved back to a minimum of July 1<sup>st</sup>, put the project on hold. John Palmer seconded the motion.

**Poll of the Board:**

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

**Motion Fail 2-3.**

**John Palmer** asked Tom Beach how Rock Creek Run was coming along. Tom indicated that the developer is still responsible and that the dedication has not been done. He noted that David had found out that there was still money in escrow. Tom stated that the water issues need to be addressed before the assets are dedicated. He also noted that the bacteria is not harmful, it just has a foul odor, but should be addressed.

**John also** wanted to know if David had looked into new vehicles. David indicated that he has pulled information off the state bid list.

**Debra DeBlasio made the motion to adjourn the meeting at 8:24 P.M.** Lisa Walsh seconded the motion which carried 5-0.

**Township Of Falls Authority**

EXECUTIVE DIRECTOR'S REPORT

DATE: JANUARY 28, 2009



TOFEA