

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

January 24, 2018

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, January 24, 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 (by phone), Chairperson, James Goodwin, Vice Chairperson, Brian Binney, Secretary, William Beier, Treasurer, Thomas Miles, Assistant Secretary/Treasurer were present. Edward Zanine, Authority Solicitor was present, Randall Flager, Authority Solicitor, Vanessa Nedrick, Authority Engineer, Timothy Hartman, Executive Director, John Ryba, Operations Manager, Megan O’Neill, Business Manager and Tammy McAnulty, Recording Secretary, were also present.

Solicitor’s Report on the Executive Session – Mr. Zanine reported that Executive Session consisted of personnel matters as well as collective bargaining matters.

Approve Meeting Minutes for December 20, 2017 and January 3, 2018 Meeting – Mr. Beier made a motion to approve the minutes. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Public Comment – No public comment.

Solicitor's Report – Mr. Zanine stated that the Executive Director has prepared resolutions for the January 3, 2018 meeting for the Vice Chairman to sign in the chairman's absence. Mr. Zanine recommends re-affirming the appointments from the reorganization meeting.

Mr. Beier made the motion to accept the appointments that were presented at the January 3 meeting for 2018-1 Solicitor, 2018-2 Special Council, 2018-3 Auditor, 2018-4 Engineering Firm, 2018-5 Financial Advisor, 2018-6 First National Bank as Depository Bank, 2018-7 Fulton Bank as Depository Bank for Reserve Fund. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Mr. Zanine also stated that the Board would need to vote on the resolution 2018-8 for the Authorities submission to the Commonwealth for the Solar Energy grant in the amount of \$74,525.00.

Mr. Beier made the motion to approve the resolution to the Commonwealth for the Solar Energy grant in the amount of \$74,525.00. Mr. Miles seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Engineer's Report –

TOFA Center Space 557 Lincoln Highway – Ms. Nedrick is requesting payment in the amount of \$8,743.50 to John Fehr Concrete Construction for the completed concrete ramp to the new garage door.

Mr. Beier made a motion to pay John Fehr Concrete \$8,743.50 for the concrete ramp to the new garage doors. Mr. Binney seconded the motion.

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

Motion Carried 5-0.

Ms. Nedrick also stated that the design for the center space fireproofing is complete and in review with the Authority staff.

Relocation of 12' Water Main to Lower Morrisville – Ms. Nedrick stated that she received the permit from DEP this week and now all permits are in place. She noted that Bucks County Water and Sewer Authority has postponed the start date to January 29, 2018.

New Falls Interconnect Generator – Ms. Nedrick stated that a preconstruction meeting took place on January 8, 2018. She noted the contractor is waiting for the materials to be released and she will follow-up with them next week.

SCADA – Ms. Nedrick stated that the draft bid package has been submitted to the Authority staff for review.

Penn's Place Pump Upgrade – Ms. Nedrick stated that the design is about 75% complete and she is expecting it to be finished in about 2-3 weeks.



2017 Water Main Lining Project – Ms. Nedrick stated that RVE is finishing up the design for 4 handicap ramps. She noted that Bucks County Water and Sewer Authority is expected to submit a quote for the 2018 project by the end of January. She said that the hope is once they finish the 2017 project in the spring they will roll right into the 2018 project.

2017 I/I Project – Ms. Nedrick is recommending payment of Payment Certificate #2 in the amount of \$37,498.90 to Standard Pipe Services.

Mr. Beier made a motion to pay Payment Certificate #2 in the amount of \$37,498.90 to Standard Pipe Services. Mr. Goodwin seconded the motion.

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

Motion Carried 5-0.

New Falls Interconnection Injection Equipment – Ms. Nedrick stated the design is 80% complete.

Twin Oaks Interconnection Improvements – Ms. Nedrick stated the design is 80% complete.

Penn Village Pump Station Bypass – Ms. Nedrick stated that RVE conducted a site visit to the station on January 17, 2018. She said the design is

underway.

Solar Energy Grant – Ms. Nedrick noted that the application will go out in tomorrow's mail. She expects a decision by March.

Executive Director's Report –

Trustee Change – Mr. Hartman reported that the Trustee change for the 2011 and 2016 bond issues took place on January 12, 2018, and that an introductory telephone conference was conducted on January 17.

Safety Issues – Mr. Hartman reported that work has begun on the garage door openers for the three side bay doors. He noted that the overhead door for the jetter truck already has a power opener.

Part-time Administrative Help – Mr. Hartman reported efforts to fill the vacant part-time administrative position will begin presently.

Morrisville Municipal Authority (MMA) Presentation Request – Mr. Hartman confirmed he will convey the Board's level of interest in an MMA presentation that would relate the findings of its economic analysis of the two sewage treatment project options.

Lower Bucks County Joint Municipal Authority (LBCJMA) Sewage Disposal Agreement Renewal – Mr. Hartman informed the Board that discussion to renew the Sewage Disposal Agreement with LBCJMA will commence presently. He added that this would be an appropriate time to approach Falls Township about its plans for a lateral ordinance aimed at reducing infiltration and inflow into the Authority's sewage collection system.

Vehicle Acquisition – Mr. Hartman informed the Board that the budgeted dump truck with snow plow and extended cab pickup truck with lift gate have been ordered.

Review of the Bill List – Mr. Beier made a motion to approve the bills in the amount of \$1,461,983.64. Mr. Miles seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Board Comment –

Mr. Miles – No comment

Mr. Binney – No comment

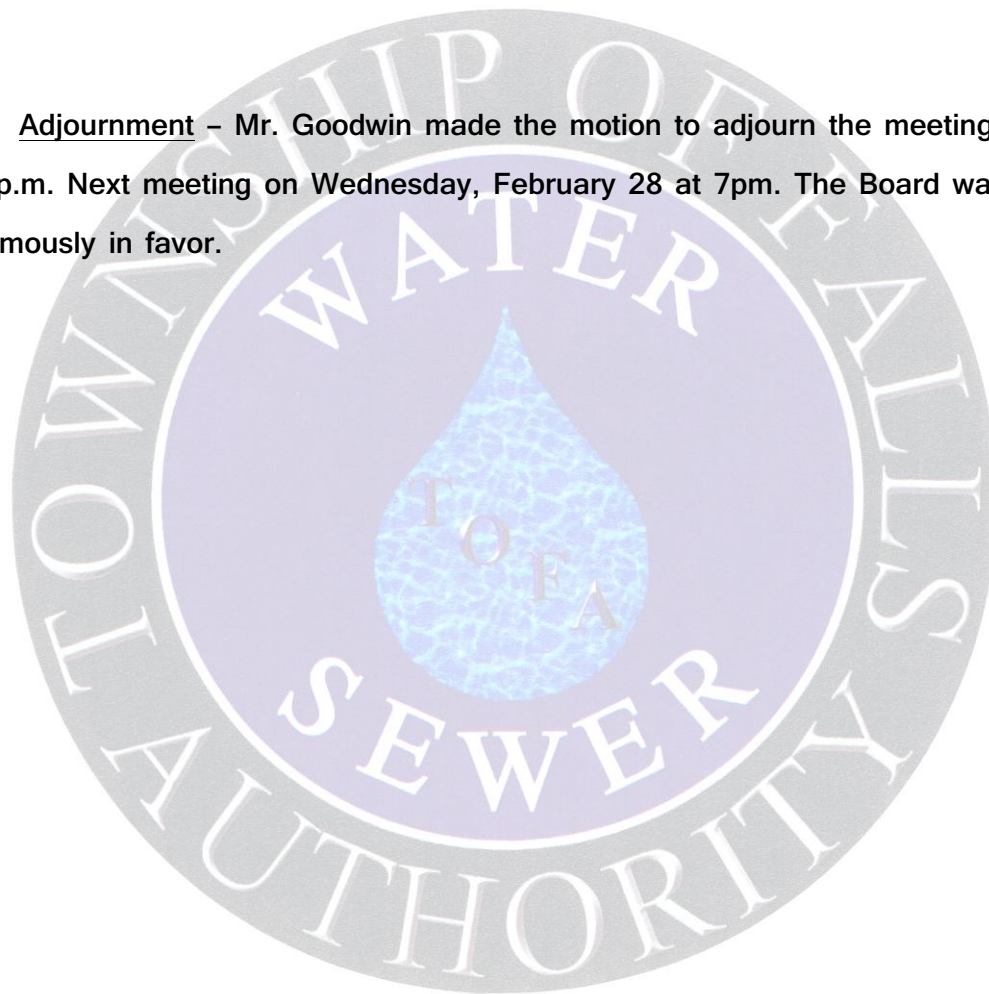
Mr. Beier – Mr. Beier wanted to acknowledge that the TOFA field staff worked very hard with the 4 water main breaks and the Board appreciates the effort. Mr. Goodwin agreed and stated that Mr. Ryba should buy pizza or lunch

for the guys.

Mr. Goodwin – Mr. Goodwin thanked everyone for their hard work.

Mr. Rosso – No comment

Adjournment – Mr. Goodwin made the motion to adjourn the meeting at 7:25 p.m. Next meeting on Wednesday, February 28 at 7pm. The Board was unanimously in favor.





**Township of Falls Authority**  
**Engineering Status**  
**January 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-striping 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 11<sup>th</sup>. 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 is completed and in review with Authority staff.**

- 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 5<sup>th</sup>. Recommended Payment Certificate #1 in the amount of \$43,587.00. **Recommend Payment Certificate #2 in the amount of \$42,498.90.**
- 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 effected 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 10<sup>th</sup>. Construction began on August 7<sup>th</sup>. 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 9<sup>th</sup>. 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 drafting study update to BCWSA.**
- 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. **Contractor will tentatively begin work on January 22, 2018.**
- 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 27<sup>th</sup>. 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. Awaiting start date from Contractor.**

- 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. **Draft bid package is in review with Authority staff.**
- 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. **Design is 75% complete.**
- 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 will be submitting ramp designs for Township approval the week of January 22<sup>nd</sup>. BCWSA will provide their quote by the end of January.**
- 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. **Draft bid package is in review with Authority staff.**
- 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. **Design is 80% complete.**
- 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. **Design is 80% complete.**

- 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. **RVE conducted a site visit to the station on January 17th. Design is underway.**

**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 21<sup>st</sup> 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 22<sup>nd</sup>. 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 seal of the Township of Falls Authority Water & Sewer Utility is a circular emblem. The outer ring contains the text "TOWNSHIP OF FALLS" at the top and "AUTHORITY" at the bottom. The inner ring contains "WATER" at the top and "SEWER" at the bottom. In the center is a stylized blue water droplet.

**Township of Falls Authority  
Executive Director's Report  
January 24, 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.

## **2. LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY (LBCJMA)**

A meeting between TOFA and LBCJMA was held on November 30, 2016 to further discuss the additional Vermillion Tie-in. At this meeting LBCJMA agreed to providing TOFA laboratory support. TOFA has requested from LBCJMA plans for the location of the Vermillion connection chamber so that it can submit a Highway Occupancy Permit to PennDot. Plans for the chamber have been received, application for the PennDot Highway Occupancy Permit made and construction coordination begun.

For 2017 the primary cooperative efforts between TOFA and LBCJMA are the second Vermillion interconnect and the renegotiation of the water and sewer service agreements. The second Vermillion Interconnect project has been completed and has been opened. Under the PA intergovernmental cooperation authorities, TOFA has requested LBCJMA consider including TOFA in its paving bid solicitation. LBCJMA has responded positively and will support TOFA being added to its existing paving/restoration contract. In the meantime, John Fehr Concrete Construction, the current LBCJMA paving contractor, has agreed to provide paving services for TOFA for like terms. Fehr will be constructing the ramp leading to the new front overhead door.

## **3. PERSONNEL MATTERS**

TOFA operations staff has completed an online Defensive Driving Course. An Anti-workplace bullying course was conducted on April 13 and will be scheduled again for those employees who were unable to attend.

The high school contingent (4 students) of TOFA's Summer Employment Program are on board as of June 19. The summer hire complement is complete and the maintenance program is in full operation.



The services of the temporary employee that was hired through J&J Staffing Resources to assist the front office over the last few months ended on October 6.

**A TOFA part-time administrative employee began her employment on January 17, 2018.**

#### **4. WATER QUALITY INVESTIGATIONS**

For 2017, TOFA will wrap up the water quality investigation that prompted the first lining project. The final round of sampling to confirm the problems have been corrected and was provided to the PADEP along with the locations of other problem areas.

A permanent permit application for the chemical additive system to control iron has been submitted to the PADEP. A permit application for a water mixer installation in the Collingswood tank has been approved by PADEP. Also, no permit will be necessary for the approved by installation of the tank ladder. Southern Corrosion has installed the mixer and has mobilized to paint the Collingswood tank exterior. Color selection (polymer blue) was made at the May 24 meeting. The tank has been painted and lettered. Power has been connected to the mixer and it is running.

Staff will continue its efforts to keep system water fresh and control disinfection byproducts. Most recently drinking water samples were drawn from Pennsbury High School in response to a discolored water complaint. Analyses results indicated no bacteriological contamination. The school was informed of the results.

**Mixers will also be added to both the Penn Warner and Austin Tanks in 2018.**

#### **5. 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.

#### **6. 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.

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.**

#### **7. 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.**

#### **8. TOFA BUILDING SPACE**

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.**

#### **9. 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.**

## **10. 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.

## **11. 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.**

## **12. 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.

## **13. SAFETY**

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

- **Automatic garage door openers for the side bays. – ORDERED**
- **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.

#### **14. 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.

#### **15. 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.

#### **16. 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.**

#### **17. CAPITAL EQUIPMENT**



**The 2018 budget provides for the purchase of a new pick-up truck, a new dump truck and an envelope opening machine.**

