

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

June 5, 2008

The regular monthly meeting of the Township of Falls Authority was held on Thursday, June 5, 2008, in the main meeting room of the Township Building, 188 Lincoln Highway, Fairless Hills, PA, at 7:43 P.M.

Salute to the Flag

Roll Call - Debra DeBlasio, Chairperson, John Palmer, Vice Chairman, Anthony Rosso, Assistant Secretary /Treasurer and Lisa Walsh, Secretary were present. Edward Zanine, Authority Solicitor, Thomas Beach, Authority Engineer, David Busch, Keystone Alliance Consulting, Edna Miller, Business Manager and Megan O'Neill, Recording Secretary were also present. William Renson, Treasurer was not present but could be reached by cell phone if needed.

Anthony Rosso was not present at roll call but came in during the meter demonstration.

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

Item #2 - Approve Meeting Minutes for April 23, 2008 – John Palmer would like to see some of the comments regarding Headley Pump Station included in the minutes.

Debra DeBlasio would like to have KIPZ corrected to KIPC.

John Palmer made a motion to table the minutes for April 23, 2008 to the end of the month to reflect the comments made about the Headley Pump Station. Debra DeBlasio seconded the motion. All in favor. Motion carried.

Item #3 - Public Comment – Christopher Pippito inquired about the job posting. David Busch indicated that the Authority has had interviews with the selected candidates.

Item #4 – 321 West Trenton Avenue – Proposed Mc Donald’s Rebuild – Seth Krull from Bolhler Engineering Inc. gave a presentation on the redevelopment of the Mc Donald’s on West Trenton Avenue. A packet was handed out to the Board showing where the sewer connections would be located and also where the grease trap would be located.

Tom Beach and Martin Witt have been working with Seth Krull regarding the EDU’s. Mc Donald’s and Bolhler Engineers are in agreement with the EDU’s.

John Palmer questioned Tom Beach about the size of the grease trap and whether it was large enough. Tom Beach stated the Township Code Department is responsible for determining the size of the grease trap. John Palmer also questioned how often the grease trap is supposed to be cleaned out. Seth Krull indicated that McDonald’s is responsible for cleaning out the grease trap and that Mc Donald’s keeps a record of the cleanings.

Item #5 – Meter Demonstration – Carl Scillia gave a lengthy demonstration on Neptune meters, handheld devices and mobile data collectors. Bill Scott was also present with examples of

the different meters and data collectors. A packet was handed out to the Board describing the devices in detail.

Item #6 – Review of Bill List- Lisa Walsh asked David Busch if there was anything that Eddi and Megan could do to decrease the amount of the Keystone Alliance bill. David indicated he is working on different items. His office is setting the spread sheets up but Eddi and Megan will be doing the actual work.

Anthony Rosso had no questions.

John Palmer wanted to know what budget line item the rain barrels came out of. David Busch indicated that it comes out of the operating account. John Palmer would like to see it come out of the team building account and to reestablish the name on the account to a conservation account.

John Palmer questioned Tom Beach about the emergency repair on Lower Morrisville Road when a vehicle struck the fire hydrant. David Busch indicated that Tom did not handle that issue. It was addressed by the staff. Martin Witt came up to the podium and explained in detail what transpired.

Martin Witt indicated that Henkel's & McCoy does not have a business license with the Township. John Palmer would like to know why Henkel's & McCoy does not have a business license with the Township. David Busch will call the Township to find out why.

Anthony Rosso would like David Busch to give each of the Board Members a copy of "Simple Man's" contract. Anthony Rosso would like to have the "Simple Man's" bill removed from the bill list.

Lisa Walsh made a motion to approve the bill list for May in the amount of \$ 709,880.81. John Palmer seconded the motion.

Poll of the Board:

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

Motion carried 3-0.

Item #7 – Solicitor Comment – Edward Zaninie did not have anything to report.

Item #8 – Engineer Report

Austin Tank - Tom Beach indicated he is still in contact with Sprint representatives trying to negotiate a settlement with them to paint the painting of the cables on Austin Tank.

Wawa - Tom Beach indicated that the force main for the Wawa has been moved and repairs have been made to the Oxford Valley Pump Station. Tom Beach will do a punch list once the new Wawa is built.

US Steel – Tom Beach is still receiving information from US Steel. Once he has the numbers he will be able to supply more information to the Board. Tom Beach is also working with David Busch on this matter.

## 2008 Capital Improvement Program

Water meter replacement program - Tom Beach will e-mail the Board a cost of the meters and the different scenarios to replace the water meters.

I/I Study - Tom Beach has located the area that he would like to start with to reduce some of our I/I.

Rock Run Creek— Tom Beach indicated that he got the results from QC Labs of the water samples that were taken from the development. Tom Beach is going to review the results.

Item #9 – Executive Director Report – Executive Director’s Report attached.

David Busch would like to send information to TOFA’s customer to informing them of our policy and what they should do in the event of a water or sewer emergency. Also how to avoid emergency situations such as sewer backups.

Debra DeBlasio would like Edward Zanine to look into the Transfer Agreement between the Township and the Authority regarding the recent sewer backup on Moon Drive.

Martin Witt indicated there is a property on Austin Drive that is experiencing sewer backups in their lateral. The solution is being discussed with the Township since the Water and Sewer Department was a part of the Township when the new storm sewer and new water main was installed on Austin Drive.

Item #10 – Board Comment – John Palmer would like David Busch to look into getting local limits for pretreatment because of the situation TOFA is experiencing at Headley Pump Station. David Busch and Tom Beach will look into it and let the Board know.

John Palmer would like to institute an employee driving policy in TOFA's Employee's Handbook. David Busch offered to contact other Authorities to determine what kind of policy they have for employees and their driving records.

Lisa Walsh would like to know how the problems with the Harris Software System were coming along. Eddi Miller indicated that there is one consumption report still not running properly. Eddi also indicated that the check is still sitting in the safe.

Lisa Walsh would like to know if TOFA is considering hiring summer help. David Busch indicated yes we would like to hire summer help. David Busch would like to offer the position to the same person employed last year for no more than 90 days. The Board authorized David Busch to offer the position to the same individual from last year.

Adjournment – John Palmer made the motion to adjourn the meeting at 10:14 P.M. Lisa Walsh seconded the motion which carried 4-0.

# Township Of Falls Authority

EXECUTIVE DIRECTOR'S REPORT

DATE: JUNE 5, 2008

## **Key Performance Indicators for the current month:**

### **1. Health & Safety:**

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

### **2. Environmental Compliance:**

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

### **3. Operations**

#### **a. Sewer – 2 Sewer Blockages**

- 5/17/08 – Rosnick Household – 52 Moon Drive – Servpro completed cleanup service
- 5/26/08 – 126 Penn Lane – Homeowner Problem
- 5/17/08 – Nottingham P.S. – Called Manufacturer's Rep for repair necessary
- 5/19/08 – Nottingham P.S. – Pump Two removed for service – bearing problem
- 5/22/08 – Nottingham P.S. – Pump Two returned to service

- #### **b. Water – 5/6/08 & 5/14/08 - Fire Hydrant replacement completed on Lower Morrisville Rd**
- 5/10/08 - Fire Hydrant on Queen Anne Court Run Over, Police Called
  - 5/27/08 – Hydrant Flushing Started

### **4. Finances:**

- a. Monthly financial reporting has been reformatted and is included in the monthly meeting package.

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

1. A meeting with the Delaware River Basin Commission (DRBC) has been scheduled to discuss anticipated requirements if USS water and sewer systems are transferred to TOFA. Additional topics to be addressed will include the possible use of the USS facilities to serve existing TOFA customers.
2. Fire Hydrant on 5/14/08 has been repaired / replaced by contractor. Invoice is included in the bill list. We have received full payment by the insurance company of responsible party.
3. Website modifications and updates have been made. Additional changes will be made as needed in the future.
4. TOFA has been notified by the union that they intend to take Mr. Little's grievance to arbitration.
5. 28 applicants were considered for the operations position. Interviews of eight individuals took place on May 29<sup>th</sup> and May 30<sup>th</sup>.
6. The Authority Auditors completed the field work for the 2007 Audit. They have identified a number of follow up questions and requests for information that are being addressed.
7. PMAA Annual Conference is scheduled for Sunday September 7<sup>th</sup> to Wednesday September 10<sup>th</sup>, 2008. Please let me know if you are planning on attending so arrangements can be made.