

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

March 25, 2015

The regular monthly meeting of the Township of Falls Authority was held on Wednesday, March 25, 2015, in the conference room at 557 Lincoln Highway, Fairless Hills, PA, at 7:30 P.M.

Salute to the Flag

Roll Call – Anthony Rosso, Chairperson, James Goodwin, Vice Chairperson, John Palmer, Treasurer and Bill Beier, Secretary and Brian Binney, Board Member were present. Edward Zanine, Authority Solicitor, Tom Beach and Vanessa Nedrick, Authority Engineers, Timothy Hartman, Executive Director, Edna Miller, Business Manager and Megan O’Neill, Recording Secretary were also present.

Item #1 – Solicitor’s Report on the Executive Session – Edward Zanine reported the Executive Session consisted of personnel matters.

Item #2 – Approve Meeting Minutes of February 25, 2015 – Bill Beier made a motion to approve the February 25, 2015 minutes. John Palmer seconded the motion. Motion Carried 4-0-1. Brian Binney abstained due to not being at the meeting.

Item #3 – Public Comment – Bill Beier made a motion to opened Public comment. John Palmer seconded the motion. All in Favor.

Amy Fox from 726 Beaumont Road spoke to the Board about discolored water in her home.

The Board directed Tim Hartman to have the Operations staff flush the hydrants in her area.

James Goodwin made a motion to close Public Comment. Bill Beier seconded the motion. The motion was unanimously approved.

Item #4 – Solicitor’s Report – Edward Zanine presented the Board with Resolution #1 to Amend the By Laws changing the Township of Falls Authority address to 557 Lincoln Highway.

Brian Binney made a motion to approve the By Laws with any typographical errors corrected. James Goodwin seconded the motion. The motion was unanimously approved.

Item #5 – Engineer’s Report –

Headley Pump Station – Vanessa Nedrick reported to the Board that the project is in the review phase. The notice to proceed will be issued when the stainless steel parts for the project are received.

Queen Anne Interceptor Investigation – Vanessa Nedrick reported that the February flow data was not posted to BCWSA web site at this time.

Flow Monitoring – Vanessa Nedrick reported flow meters can be installed and the staff trained to read the meters but that calibration should be performed by the vendor.

The Board directed Tim Hartman and Vanessa Nedrick to contact Bristol Township Sewer Department regarding the Levittown Trace Apartments to have the leaking manhole on the property repaired.

The Board tabled the installation of the flow meters until next month’s meeting.

Falls Township Act 537 Plan Update – Vanessa Nedrick reported that she is going through the comments made by the DEP and will meet with Tim Hartman to come up with a plan to address the issues.

Item #6 – Executive Director’s Report - Executive Director’s Report attached.

Tim Hartman informed the Board he and Eddi Miller are working on amending the 2015 Budget and would have more to report next month.

Tim Hartman presented the Board with a proposal from Major & Mastro to review years 2011, 2012 and 2013 at a cost not to exceed \$4,000.00.

Anthony Rosso made a motion to hire Major & Mistro to review years 2011, 2012 and 2013 audits, in the amount not to exceed \$4,000.00 plus expenses. Bill Beier seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Tim Hartman presented the Board with a maintenance contact from Ray Litwin’s Heating and Air Conditioning at a cost of \$725.00.

The Board Directed Tim Hartman to get 2 more quotes for maintenance on the heating and air conditioning units.

Tim Hartman recommended that TOFA present a Lateral Inspection and Repair Ordinance to Falls Township for consideration.

The Board agreed to have Tim proceed with the plan and speak with the Township on the matter.

Item #7 – Review of Bill List– Bill Beier made a motion to approve the bill list for March 25, 2015, in the amount of \$529,610.41. Anthony Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Item #10 – Board Comment – The Board directed Tim Hartman to look at other options for future water main break repairs to cut costs.

The Board all welcomed Brian Binney to the Board.

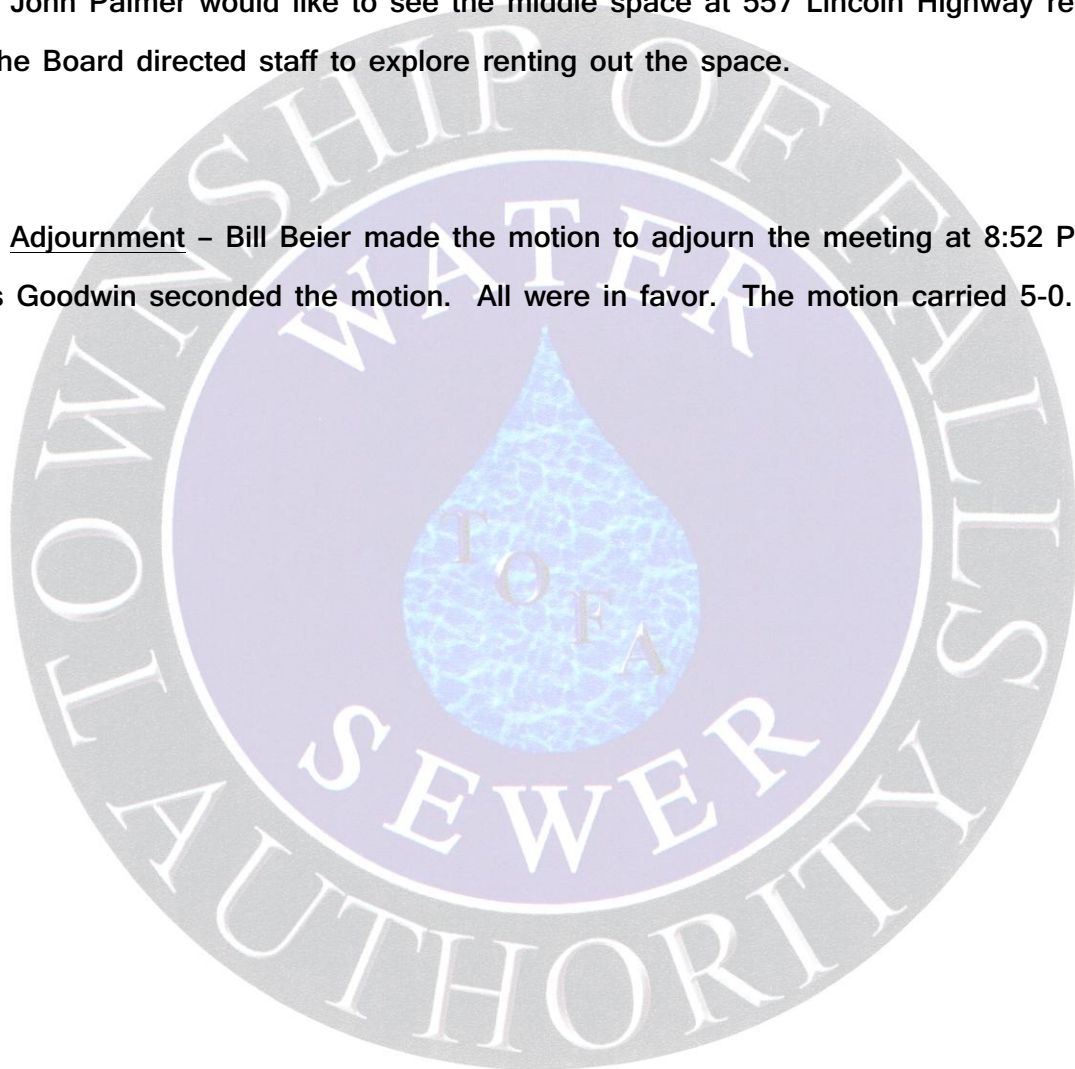
Bill Beier thanked the staff for the good work.

Jim Goodwin thanked Anthony for his hard work.

Brian Binney stated he is happy to be a part of the Board. Brian Binney would also like to see a Facility Needs Study completed.

John Palmer would like to see the middle space at 557 Lincoln Highway rented out. The Board directed staff to explore renting out the space.

Adjournment – Bill Beier made the motion to adjourn the meeting at 8:52 P. M. James Goodwin seconded the motion. All were in favor. The motion carried 5-0.



Township Of Falls Authority

EXECUTIVE DIRECTOR'S REPORT

DATE: MARCH 25, 2015

2015 TOFA Budget Amendment

In reviewing the Board approved 2015 TOFA Budget, staff has identified a few line items that were not accounted for, e.g. Engineering Support and Property Insurance. Staff is developing estimates for those items for Board consideration.

TOFA Assessment and Strategic Plan Outline

At the direction of the Chairman, staff has prepared the attached draft outline as a guide to assess TOFA's financial and physical (assets and infrastructure) positions and to identify pathways to improvement.

Engineer's Physical and Facilities Assessment

At the February Board meeting, the Board was presented with a Physical and Facilities Needs Assessment proposal prepared by the TOFA Engineer. As the result of a subsequent meeting at the Engineer's Conshohocken office, I have determined I can support this assessment as the basis for a new Capital Improvement Program so long as it makes maximum use of existing valid information and field staff input. I have asked for a breakout of the \$29,766 budget and tasks with goal of identifying efficiencies. I believe the cost of this assessment should be drawn from the Capital Fund.

Collingswood Water Storage Tank (500,000 Gallon Elevated)

TOFA staff has solicited and the Board has received a proposal from Southern Corrosion for the long-term repair and maintenance of the Collingswood Water Storage Tank – similar in scope to the program the Penn Warner Water Storage Tank was enrolled in in 2013. The cost of the ten-year program for the Collingswood Tank would be \$30,556 per year plus CPI in years 2-10. The Collingswood Tank has not received comprehensive maintenance since 1999. This is the longest maintenance span of any of TOFA's four water storage tanks.

Despite the apparent need for addressing the Collingswood Tank maintenance, at this time, I cannot support the Southern Corrosion proposal without knowing the tank's priority among all of TOFA's needs, without knowing if there is a less expensive alternative and without knowing how it will be funded.

RedZone Sewer Imaging Technology

Staff and the TOFA Engineer have received a briefing from RedZone, a state-of-the art sewer imaging company. The Engineer will be prepared to offer an executive brief to the Board on the RedZone technology at the March 25th Board Meeting. The TOFA Engineer and Executive Director visited Plymouth Township which is currently using RedZone and has a collection system approximately the same size as TOFA's. Plymouth Township first contracted with RedZone for a pilot project. When the results were reviewed with the Township supervisors, the supervisors agreed to the RedZone assessment and imaging of Plymouth's entire system. Plymouth Township estimates it could spend up to \$500,000 for the assessment alone without correcting any identified problems.

While the cost of using RedZone to assess TOFA's entire system may be out of reach, TOFA could consider engaging RedZone to do a pilot that would complement TOFA's 2015 Infiltration and Inflow (I/I) abatement effort.

Lateral Inspection and Repair Ordinance

While visiting Plymouth Township regarding its RedZone experience, the Executive Director obtained a copy of the Township's recently adopted lateral inspection and repair ordinance which requires sewer lateral inspection and repair at the time of property sale (see attached). The Board may wish to approach Falls Township about adopting a similar program to complement TOFA's I/I Program.

Falls Township Coordination Meeting

On March 5th, the TOFA Operations Manager and Executive Director met with Falls Township Manager, Peter Gray, and Chief Code Enforcement and Zoning Officer, Thomas Bennett, to discuss ways of improving coordination between the Township and TOFA and to discuss the Township's possible need to use TOFA parking/building space. The Township agreed that every effort would be made to include TOFA's interests in Township actions involving water and sewer usage such as permitting changes in property usages. Mr. Gray was unaware of the Township's need for TOFA parking or building space, but said he would inquire about it and get back to the Executive Director.

Bucks County Water and Sewer Authority (BCW&SA) Meeting

The Executive Director will meet BCW&SA management at 10:00 a.m., on Tuesday, March 24th, for purposes of introduction.

TOFA Named Defendant in Civil Complaint

TOFA was named as one of several defendants in a civil complaint filed in the Court of Common Pleas concerning a motorcycle accident which occurred on April 13, 2013, on Lower Morrisville Road. Falls Township, the Pennsylvania Department of Transportation and JOAO Bradley Construction Company

were also named as defendants. The TOFA Solicitor and the TOFA insurance carrier have been advised and have been provided copies of the complaint.

Continuing Disclosure Requirements – SEC Rule 15c2-12

As you may have noted in the Pennsylvania Municipal Authorities Association public finance training materials I shared with you, Municipal Authorities that issue bonds are subject to the continuing disclosure requirements of SEC Rule 15c2-12. Stiff penalties are associated with failure to comply. I have been assured by Michael Wolf of Boenning Scattergood that both TOFA and Falls Township are in compliance with disclosure requirements associated with the Series 2011 Water and Sewer Bonds. Essentially compliance is achieved by providing the annual final audit (TOFA) and the Comprehensive Annual Financial Report (CAFR) (Falls Township) to the Municipal Securities Rulemaking Board via the Electronic Municipal Market Access (EMMA) system. Following receipt of TOFA's 2014 Audit Report, Mr. Wolf will assist TOFA staff in establishing TOFA's own EMMA account. TOFA will obtain and report the Township's 2014 CAFR when it becomes available.

TOFA Parking Lot Lighting

The Operations Manager has advised that several of the TOFA building parking lot lights are not operational. Staff is currently assessing parking lot lighting needs and will obtain an estimate for fixture repair/bulb replacement. Consideration will be given to phased corrective action.

Additional Capacity Payments Initiative

Staff has advised that several system property use changes have occurred that should be audited for increased water and sewer usage warranting additional tapping fees. Staff will undertake these potential water and sewer audits.

HVAC Preventive Maintenance PM Contract

TOFA's HVAC PM Contract with Good Air Conditioning & Heating Co., Inc. expires March 31, 2015. Staff recommends entering into a PM contract with Ray Litwin's Heating & Air Conditioning at a cost of \$725.00 (2015). (See attached contract)

**Township of Falls Authority
Engineering Status
March 25, 2015**

New Business:

1) I-95/Turnpike Interchange: The Pennsylvania Turnpike Commission (PTC) is proposing the construction of an interchange connecting I-95 and I-276. The proposed construction affects the Authority's Queen Anne Interceptor at two locations. On November 8th, Authority staff met with the Turnpike's Engineers and Project Managers to discuss the impacts. All conflicts were addressed and the Turnpike will design and construct the resolutions to the conflicts. Costs are still being worked out. Progress/Project Status meeting was held on July 17, 2014. The PTC is currently working on the design of the next phase of the project. RVB is reviewing plans for the I-95 section of the project. PTC is requested TOFA sign affidavit so interceptor work can be incorporated into the project at no-cost to TOFA. RVB and Staff met with contractors on Phase I of project on December 8, 2014. RVB reviewed final design for Phase II of project.

Nothing to report at this time.

2) Norfolk Southern Morrisville Intermodal Yard: Plans were approved at last month's board meeting. Applicant must enter into service agreement with Authority and pay all applicable connection fees and post inspection and construction escrows. Norfolk Southern provided cost estimate for review and approval. Escrow amounts were determined. Preconstruction meeting held on October 16, 2014. Construction of water and sewer work will begin in a week.

Construction is on-going. Nothing to report at this time.

3) Headley Pump Station: Discussion on assessing penalties and fines for businesses who violate TOFA's regulations on industrial waste discharges and/or Philadelphia's Industrial Pretreatment Program. Penalties and fines are recommended to subsidize TOFA's costs to repair equipment (pumps, force mains, wet wells, etc.). Meeting with Siemens was held on March 27th. Siemens was contacted to request an update of their investigation. Second meeting was held on May 23rd. Requested operation records for all sampling dates provided. Sampling began on June 19th and will occur twice a month. Laboratory was directed to reduce monitoring frequency to quarterly sampling. Directed laboratory to include chloride sampling with current sampling Board directed RVB last month to assess the station and recommend repairs or upgrades. RVB met with Authority staff on March 11th to discuss current issues and necessary repairs/upgrades. Report was distributed to Board Members on May 7, 2014. Design and specifications are in review with Authority staff. Bid opening was

held on November 12th at 10:00 AM. Notice of Intent to Award was issued on November 19th to Advanced Rehabilitation Technology (ART) in the amount of \$83,000.00. RVB evaluated ART's documents to determine if the contractor met the responsible contractor requirements. RVB determined that Advanced Rehabilitation Technology is not a responsible contractor. Blooming Glen is the next lowest bidder with a bid amount of \$98,755.00. Blooming Glen is a responsible contractor and has provided documentation to confirm it meets the requirements. Board awarded project to Blooming Glen Contractors on January 17, 2015.

Preconstruction meeting was held. RVB currently reviewing submittals. Will discuss at meeting.

4) Queen Anne Interceptor Investigation: Based on the high flows recorded by BCWSA meters, RVB with the assistance of Authority staff, located creek crossings along the interceptor that may explain the increase of flows. Received quote from Flow Assessment Services for Flow Monitoring. Waiting to receive quote from Tri-State Grouting for Televising the Interceptor. Flow meters were installed on July 2, 2014. Authority Staff was provided access to BCWSA flow monitoring records. RVB was able to compare readings. Tri-State televised the interceptor September 29th to October 3rd. Manhole lining work will begin the week of November 17th. Tri-State televised the Bristol connections with heavy flows on November 7th. **Results of recent flow monitoring will be discussed at meeting.**

5) Facilities Needs Study: RVB was asked by the Board to provide a proposal to inspect and evaluate the Authority's sewage pump stations, potable water interconnects, and elevated potable water tanks and provide a report on recommended improvements and/or upgrades with costs. RVB submitted proposal to Authority for review. Grant opportunities are available for energy reduction projects.

6) Freeman's Farm: A proposed 15-unit townhome development located in Lower Makefield Township. The project is located in TOFA's contract and retail service areas. Project was approved by the Board in June 2012. Project is ready to begin construction but sanitary sewer agreement is not in place. RVB requested cost estimate to determine escrows for agreement. Applicant provided cost estimate. Sanitary sewer agreement has been executed. **Construction is underway.**

7) 640 Lincoln Highway: An existing garage and 1-bedroom apartment building will be demolished and a proposed 2-story building will be constructed. The building will consist of a commercial use on the first floor and 3 apartments on the second floor. RVB reviewed the

plans. **Applicant revised the plans to include a commercial use with 3 apartments on the first floor and 4 apartments on the second floor.**

8) 550 W. Trenton Avenue: Former Acme Supermarket site is being redeveloped to include a WAWA, Rite-Aid Pharmacy, and a fast food restaurant. RVB reviewed the plans. **Nothing to report at this time.**

9) Deon Square: New land development includes the construction of a CVS Pharmacy and a bank. RVB determined that 5 EDUs are needed to support the project. **DEP approved the phased development of the site.**

10) Flow Monitoring Installation and Maintenance Project: Upon evaluating the flows of the Queen Anne Interceptor on a temporary basis to determine sources of inflow and infiltration, RVB recommended that the Board install temporary and permanent flow meters to further target and evaluate known sources of I/I, determine the effectiveness of previous I/I projects, and to monitor flows in areas prior to I/I work. RVB generated bid documents to purchase and install 2 permanent flow meters and to rent 6 temporary meters. The bid opening will occur on December 17th at 10:00AM. **Will discuss at meeting.**

11) 915 Old Lincoln Highway: Extra Space Storage facility is proposing a 1,200SF building for office space. The application is for water and sewer service. **RVB is currently reviewing the project.**

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

Old Business:

1) Old Bristol Pike Public Sewer: Project to provide a public sewer to residents and businesses on Old Bristol Pike with failing septic systems. Sewage from this area would be pumped to Lower Bucks County Joint Municipal Authority or Morrisville Municipal Authority for treatment. H2O PA Grant awarded in the amount of \$168,652.00 on May 5, 2011. Grant expires on June 30, 2013. Meeting with Lower Bucks County Joint Municipal Authority was held on April

10th. Met with Morrisville Municipal Authority on May 24th. Follow up meeting with LBCJMA was held on July 30th. Extension was approved for grant funds. Grant funds expired. **Nothing to report at this time.**

2) Bucks County Water & Sewer Surcharge Billing: We requested additional documentation on their sampling locations and to demonstrate how they arrived at their surcharge costs. BCWSA provided the formula used to calculate surcharges and the actual sampling records. Will compare TOFA's daily sampling records for one month to BCWSA sampling records. Reviewed surcharge bill for first Quarter 2012. RVB requested backup documentation. Letter requesting site meeting was sent on June 28, 2012. Site meeting was held on August 15th. **Nothing to report at this time.**

3) CVA Warehouse Expansion in Falls Township: We recommend approval of the water main extension, water service, and sewer connection from this land development located on Central Avenue in Falls Township. Project approved at April 2011 board meeting. Applicant must enter into a water and sewer service agreement with TOFA and pay all applicable connection and tapping fees along with posting construction and inspection escrows. RVB provided Solicitor a construction cost estimate and amounts for construction, inspection, and legal escrows. **Nothing to report at this time.**

4) Mercer Court: The project, located along Lincoln Highway, consists of a 50-unit townhome development. RVB performed one review for the proposed water and sewer connections. Township approved the plans for land development in December. Awaiting revised plans from Applicant's Engineer to perform review. Performed revised review on May 13th. Accompanied Authority Staff to meeting with the Township Fire Marshal and Engineer on June 3rd to discuss water main layout for firefighting purposes. Reviewed Water/Sewer Service Agreement and Tripartite Agreement. Pre-Construction Meeting was held on November 25, 2013. Construction began the week of January 13, 2014. Water main installation and sanitary sewer installation is complete. TOFA authorized release of escrow funds from third party bank in the amount of \$142,676.78.00 (Escrow Release #2) for water and sanitary sewer improvements last month. **Nothing to report at this time.**

5) Falls Township Act 537 Plan Update: TOFA was approached by Falls Township to update the Township's Act 537 Plan. The Plan had not been updated since 1985. The Act 537 Plan is a planning tool

Townships and other Municipalities use to plan for its existing and future sewage needs. The Plan was updated to provide current information on the collection and conveyance system that serves Falls Township, how Township sewage is treated, and how current and future sewage needs would be addressed in the Township. The current and future sewage needs are based on the existing and future populations, existing and future land development or redevelopment. Alternatives were provided to meet the sewage needs of the unsewered section of the Township. Alternatives were evaluated based on costs and feasibility, and one alternative was selected, i.e. the Old Bristol Pike Sewer Project. The draft plan was reviewed by the Board of Supervisors and DEP last year. A meeting with DEP was held last year and more comments were provided. The Plan Update has been revised and submitted to the Township. A Public Notice of the Plan Update will be issued shortly to begin the 30 day public review and comment period of the draft document. Received comments back from the Bucks County Department of Health and the Bucks County Planning Commission. Update was submitted to the Falls Township for approval. Falls Township Board of Supervisors approved the Plan Update on August 19th. Plan Update was submitted to DEP for review and approval on September 16th. **PADEP provided comments on the plan. Will discuss at meeting.**

6) Chatham Road Water Investigation: RVB was asked to investigate the rusty water complaints on Chatham Road with Authority staff and provide a recommendation based on the investigation. Witnessed the flushing operation of Auburn, Trenton, South Queen Anne, and South Olds Boulevard on November 1, 2013. Authority staff will perform directional flushing in the area. **Nothing to report at this time.**

7) Water Allocation Permit for Middletown Emergency Interconnection: Per PADEP, TOFA must apply for a subsidiary water allocation permit for the emergency interconnection between TOFA's system and Middletown Township. RVB submitted the package on January 29, 2014. DEP issued administrative completeness correspondence. **RVB revised application per direction from PADEP. Permit will be issued shortly.**

8) Draft Agreement with BCWSA: BCWSA is in the process of negotiating new agreements with all municipalities, townships, and authorities tributary to the Neshaminy Interceptor. Annual Average and Peak Flows will be restricted under the new agreement. RVB has noticed an increase in flows to the Neshaminy Interceptor from 2010 to 2012 despite TOFA's I/I reduction efforts. RVB recommends TOFA request the actual daily flow records and calibration records of the two meters that monitor TOFA flows from BCWSA. RVB would

evaluate these records to determine if the metering data is accurate and if the new flows TOFA would subject to not exceeding are reasonable. This information would also assist TOFA in determining if the expansion of the scope of I/I work is necessary. Requested flow meter records and locations from BCWSA on June 6, 2014. **RVB continues to evaluate flow data from 2008 to present.**

