

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

November 16, 2016

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, November 16, 2016, 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, James Goodwin, Vice Chairperson, Brian Binney, Secretary, William Beier, Treasurer present, Thomas Miles, Assistant Secretary/Treasurer absent. Edward Zanine, Authority Solicitor, Vanessa Nedrick, Authority Engineer, Timothy Hartman, Executive Director, John Ryba, Operations Manager, Megan O'Neill, Deputy Business Manager and Tammy McAnulty, Recording Secretary, were also present.

Solicitor's Report on the Executive Session – Mr. Zanine reported the Executive Session prior to the meeting consisted of personnel matters and potential litigation.

Approve Meeting Minutes for October 26, 2016 – Mr. Binney made a motion to approve the October 26, 2016 minutes. Mr. Beier seconded the motion.

Poll of the Board:

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

Motion Carried 4-0.

Public Comment – Paul North and Rory McGlasson with Walsh/Granite Joint Venture came to discuss the Rapid Bridge Replacement over the Queen Anne Creek. Mr. North stated that TOFA has a gravity sewer line that runs on the southeast side under the bridge that may need to be relocated. If that is the case, TOFA will be responsible for 25% of the cost to relocate. He also stated that the engineering costs with RVB would be covered 100%. They stated that the anticipated start date of the bridge renovation is May, 2017. Mr. North continued on to say that a company has been contracted to investigate the placement of the existing utilities and whether or not they will actually need to be moved. Mr. Rosso asked if additional funding assistance is available since this project is not in our budget for next year. Mr. North committed to looking into it.

Mr. Rosso made a motion to authorize Ms. Nedrick with RVB to proceed on working on an agreement with PennDot. Mr. Beier seconded the motion.

Poll of the Board:

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

Motion Carried 4-0.

Solicitor's Report – Mr. Zanine had no formal report. Mr. Zanine presented a resolution to appoint Megan O'neill as Open Records Officer in compliance with the Pennsylvania Right-to-Know law. He added that currently Eddi Miller is the Open Records Officer but she is retiring.

Mr. Beier made a motion to appoint Megan O’neill. Mr. Rosso seconded the motion.

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

Motion Carried 4-0.

Engineer’s Report -

2016 Water Main Cleaning and Lining Project - Ms. Nedrick stated that the contractor will be reconstructing the handicap ramps. She added that she will inspect the work and will update the board.

Water Quality Parameters - Ms. Nedrick reported to the Board that in cooperation with TOFA staff, RVB has developed water quality parameters for water purchased from LBCJMA. She advised the Board that the RVB recommendations are contained in an attached report.

Sewage Flow Increase - Ms Nedrick stated that the May-August sewage flow spike was probably caused by precipitation. She added there continues to still be Infiltration and Inflow (I&I) issues that RVB and TOFA will continue to monitor and will develop plans to mitigate.

Neshaminy Interceptor Agreement - Ms. Nedrick stated a meeting is scheduled for November 30th between TOFA and Falls Township. She stated she will report back on what was discussed and will revise the agreement as necessary. Mr. Zanine stated

we still have not heard back from DEP on a revised Supplemental Agreement.

BOD/TSS Study - Ms. Nedrick stated she is waiting for approval from Bucks County Water and Sewer Authority. Mr. Binney asked if any charges that may come can be taken out of the \$50,000.00. Ms. Nedrick replied yes.

Chatham Water Investigation/New Falls Pilot Study - Ms. Nedrick stated that an application will be submitted to DEP to make the system permanent.

Executive Director's Report -

TOFA Vehicles - Mr. Hartman informed the Board that the 2017 GMC Sierra Crew Cab Pickup authorized for purchase by the Board at the October 26 Board meeting has been ordered. He said delivery is expected within ten weeks from the Geoff Penske dealership through the PA COSTARS local government purchasing program. Mr. Hartman added that this vehicle is a replacement for the TOFA vehicle irreparably damaged in a September 19 accident.

Mr. Hartman advised the Board that consistent with the 2017 TOFA budget staff would like to purchase a 2017 utility/tool truck through the PA COSTARS program. He added that the Geoff Penske dealership expects to take delivery of several of the most popular versions of this type truck in the near future. Mr. Hartman explained that if any of these trucks meet TOFA's needs a wait time could be eliminated.

Vermillion Water Tie-in - Mr. Hartman reported that Staff has met with the Lower Bucks County Joint Municipal Authority (LBCJMA) Executive Director Dr. Vijay Rajput and concurs with him that a second Vermillion tie-in would be beneficial to the water quality of both authorities. He stated that LBCJMA will pay most of the costs including the cost of the chamber construction while TOFA would be responsible for its tie-in. He noted that the TOFA Engineer has prepared plans and an estimate for the tie-

in. The Board directed staff to use the cooperation on this project as an opportunity to obtain additional LBCJMA laboratory support.

Total Suspended Solids/Biological Oxygen (TSS/BOD) Study - Mr. Hartman Reported that the TOFA Engineer has developed a draft scope of work with cost estimate for the TSS/BOD Study that resulted from the settlement with Bucks County Water and Sewer Authority (BCWSA) over surcharges for alleged exceedances. He stated that the draft has been forwarded to the BCWSA for comment and concurrence.

Residential Fire Protection Sprinkler Systems - Mr. Hartman informed the Board that for the first time developers have been installing sprinkler systems in new home construction and that TOFA is charging these homeowners the usual and customary \$240.00 annual fee on a quarterly basis (\$60 per quarter). The Board directed Mr. Hartman to obtain additional information so the Board could determine if \$240.00 per year is the right amount.

Operation Manager's Report -

Mr. Ryba stated that the fire hydrant in front of Amatos was moved to in front of Remax.

Mr. Ryba discussed another 12" main break under the creek in the same area as the last one. He has meet with Bucks County Water & Sewer Authority regarding damming up part of the creek to fix the broken line. He stated that he is waiting on DEP for the emergency permit. He added that DEP may require the whole creek to be repaired. Mr. Ryba's concern is that the water main may be starting to fail. Mr. Ryba has spoken with Vanessa Nedrick about rerouting the water main out of this inaccessible area. Mr. Binney asked if the shut off valve is isolated right now. Mr. Ryba stated that the Warner tank is currently feeding the industrial park as well as the trailer park; however,

with the dead end lines, the water quality suffers. Mr. Rosso directed staff to obtain a quote to reroute the water main.

Mr. Ryba stated that the new grease mixer is doing a great job at the Oxford Valley Lift Station. He reported the wet well is staying clean. Mr. Ryba recommends putting a grease mixer in Tyburn as well. Mr. Rosso stated to put it on the short term needs assessment list.

Mr. Ryba spoke to the Public Works Director at Falls Township to get a copy of their road program and was directed to their Engineer. He said he was told by the Township Engineer he needs to speak with the Township Engineer. Mr. Rosso stated that if we do not get the road program in a week to let him know.

Mr. Rosso asked where we are with the water storage tanks? Mr. Hartman stated the maintenance agreement for the Collingswood tank is signed and work will begin in early 2017. Mr. Rosso would like to get the schedule.

Review of Bill List – Mr. Beier made a motion to approve the bill list for October 26, 2016, in the amount \$470,555.02. Mr. Goodwin seconded the motion.

Poll of the Board:

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

Motion Carried 4-0.

Mr. Binney questioned the K.E. Seifert plumbing bill for Nordon following a recent water main break on Cabot Blvd. Mr. Ryba stated that sometimes with water main breaks it causes brown water or low pressure at nearby businesses like Nordon. He related that there was rust and grid in the lines that TOFA staff cleaned out at Nordon. However, because the back flow preventer was clogged Nordon got a plumber and we agreed to pay for the repair. The Board requests a breakdown of the whole bill and directed staff to hold off on paying the bill until the details are provided.

Board Comment -

Mr. Binney- Asked about fire hydrant on Oxford Valley/Trenton Road that has been out of service for a long time. Mr. Ryba stated that he is working on this. He said it has been out of service for a year. Mr. Rosso questioned why it would be out of service so long. Mr. Ryba stated it is not an easy repair and there is a hydrant across the street. Mr. Rosso directed that the hydrant be repaired as soon as possible.

Mr. Beier - Thanked everyone for their efforts and wishes everyone a Happy Thanksgiving.

Mr. Goodwin - Happy Thanksgiving to everyone.

Mr. Rosso - Wished all a Happy Thanksgiving. He also stated that the Board would like to have a Christmas party for the staff on the evening of December 9th. He directed the office staff to make the arrangements. He added that alcohol will not be included.

Adjournment - Mr. Rosso made the motion to adjourn the meeting at 8:26 PM.

Township of Falls Authority
Engineering Status
November 16, 2016

Current Business:

- 1) **Chatham Water Investigation/New Falls Road Pilot Study:** TOFA Staff continues to test residential properties along Chatham Road, Beaumont Road, and Auburn Road for iron to check water quality. The Zinc Polyphosphate Injection System at the New Falls Road Interconnect has been online for a little 60 days. Sampling at the interconnection and at testing sites in the distribution system show that iron levels are decreasing. Sampling continues at residential locations and interconnections. Meeting with DEP is scheduled for July 28, 2016. RVB requested pilot study extension to perform final sampling, evaluation, and report. **RVB will be submitted application to DEP to make the system permanent.**

- 2) **2016 Water Main Cleaning and Lining Project:** Board formally awarded the project to J. Fletcher Creamer & Sons on March 30, 2016 in the amount of \$813,800.00. Project will address the cleaning and lining of water mains along the 600 and 700 Blocks of Auburn, Beaumont, and Chatham Roads, and Dunedin Road between Trenton Road and Chatham Road. RVB forwarded contracts to Authority for execution. RVB held preconstruction meeting on May 6, 2016. Information session with the residents was held on May 19, 2016. Township approved the waiver of Road Opening Permit fee. Construction began on June 13, 2016. Customers will be re-introduced to the system starting August 22, 2016. All locations are connected to the distribution system. Friction Factor (C Factor) test exceeded the requirements of the Contract. RVB, Authority Staff and Township Engineer performed site walkthrough with Contractor to discuss paving and sidewalk restoration. A preliminary punch list was generated. **Township approved the ADA ramps. Contractor has scheduled ramp construction the week of November 14th.**

- 3) **Collingswood Tank Improvements/Austin Tank Evaluation/Cabot Diesel Standpipe Evaluation:** Board directed RVB to evaluate the Austin elevated water tank and Cabot Diesel standpipe to determine the condition and outline the timeframe for improvements with costs. RVB has prepared scope of work and proposed construction schedule. Bid package has been prepared with payment plan consisting of equal annual payments. RVB is also seeking quotes from tank painting contractors. Southern Corrosion inspected both the tank and the standpipe. Report and quote are forthcoming. Pittsburgh tank provided a quote for the tank and the standpipe. RVB requested quote for the Collingswood Tank from Pittsburgh Tank. Board directed staff to enter into 10-year maintenance contract with Southern Corrosion for the Collingswood Tank Improvements. The contract will be an extension of the Penn Warner Tank contract. RVB and Staff are determining when to schedule the Austin

- Tank and Cabot Diesel improvements. Based on interim disinfection by-product (THM and HAA5) sampling performed by the Authority at the interconnects and tanks, the THM levels are more of a concern at the tanks than HAA5 levels. RVB recommends draining the Collingswood Tank in 2017 instead of 2021 per the maintenance agreement with Southern Corrosion. This would allow the Authority to install a mixer to prevent THM violations. **Nothing to report at this time.**
- 4) **TOFA Building Center Space Fit Out:** Board directed RVB to design structural fit out of center space in preparation for rental. Staff is reviewing the preliminary layout and construction cost estimate. RVB 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, RVB revisited the design and modified the locker room expansion. The new design included add a changing room only and not expanding the entire locker room. Will discuss at meeting.**
 - 5) **TTHM & HAA5 Investigation:** RVB and Authority staff have been working together to study the levels of disinfection by-products (DBPs), trihalomethanes (THM) and haloacetic Acids (HAA5). RVB 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). RVB 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. RVB also recommends the installation of mixers at the tanks to reduce THM levels. **Nothing to report at this time.**
 - 6) **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. **Nothing to report at this time.**
 - 7) **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. RVB 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. RVB recommends the

Board consider bidding the project as a lining project and as a main replacement as an alternate bid. **Nothing to report at this time.**

- 9) **Second Trenton Road Interconnection w/LBCJMA:** LBCJMA approached Authority staff about creating a second interconnect with TOFA on Trenton Road near 1004 and 1008 Trenton Road. The interconnect is proposed to improve water quality for both authorities. LBCJMA would cover the costs of the vault and connection to their system. TOFA would be responsible for the wet tap to their main and connection to the vault. The estimate for TOFA's contribution is approximately \$21,000.00. **Nothing to report at this time.**
- 10) **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. **RVB has prepared a scope of work for this study and submitted it to Authority staff for forwarding to BCWSA. Both parties must agree to the scope of work before proceeding with the study.**
- 11) **Water Quality Parameters:** Per the Board's direction at last month's meeting, RVB with the assistance of Authority staff has come up with water quality parameters and limits to hold LBCJMA to as TOFA's water purveyor. RVB recommends these parameters and limits be shared with LBCJMA for discussion and inclusion in the new agreement or as a separate memorandum of understanding for water quality. **See enclosed memo.**
- 12) **Sewage Flow Increase to BCWSA:** The Board tasked RVB with investigating why there was an increase in flows from May to August 2016 compared to flows from the same time period in 2015. **See enclosed memo regarding the findings.**

Old Business:

- 1) **Falls Township Act 537 Plan/Neshaminy Interceptor Agreement:** Township authorized RVB 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 RVB met with the Township to discuss the Act 537 and the Neshaminy Interceptor Agreement on October 3, 2016. **A follow-up meeting for November is being scheduled.**

Township of Falls Authority Executive Director's Report November 16, 2016 (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 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.

2. LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY

TOFA staff and Engineer met with Lower Bucks County Joint Municipal Authority (LBCJMA) Executive Director Vijay Rajput on April 12. Although Dr. Rajput believes the LBCJMA can accept an additional 500,000 gallons per day of flow from TOFA, he does not want to receive it directly from the Queen Anne interceptor out of concern for LBCJMA plant upsetments primarily due to grease. Instead, he would prefer that the TOFA flow be directed to LBCJMA from residential neighborhoods. Also, initially, Dr. Rajput would like to receive additional TOFA flows on a trial basis. More on this topic will be contained in the Engineers Flow Diversion Study.

A meeting was held between LBCJMA and TOFA staff on Thursday, June 25, to discuss Flow diversion among other topics. The LBCJMA Executive Director would still prefer that diverted flows come from residential neighborhoods and maintained that the rates could not be lower for TOFA than those charged to BCWSA who also uses the sewage conveyance system as well as the treatment plant. We did discuss the reopening of the diversion chamber for use on an emergency basis by both LBCJMA and TOFA. The LBCJMA would like to continue its review of the Engineer's Diversion Study and get back to TOFA. A follow-up meeting with LBCJMA will be requested to begin work on new agreements and possibly flow diversion.

A meeting with LBCJMA is also being scheduled to discuss a second Vermillion Hills interconnection to create a loop and eliminate a LBCJMA dead end and improve water appearance for both LBCJMA and TOFA.

At a meeting held on September 29 between representatives of TOFA and LBCJMA, LBCJMA proposed the construction of a second Vermillion interconnection chamber to create a loop and eliminate the existing dead end. TOFA agreed that this would likely result in an improved water quality for both authorities' systems. TOFA's cost would be limited to making its own connection. LBCJMA has recently completed a water main replacement project in the Vermillion Hills section. **The Board advised staff to use this joint effort to foster improve cooperation from LBCJMA on communication and improve water quality.**

3. PERSONNEL MATTERS

TOFA operations staff continues to rotate in to complete an online Defensive Driving Course.

4. WATER QUALITY INVESTIGATIONS

- a. The Operations Manager and Executive Director have reached out to Don Detweiler of the PADEP to ascertain the consequences of the NOV for Iron exceedances. We were told that the consequences depend on the results of the water main lining project and the anti-corrosive boosting project. Don has asked for residential sampling results since January 12. TOFA will, of course, comply.
- b. As soon as the signed contracts are received from J. Fletcher Creamer and Sons for the water main lining project, a public meeting will be arranged to inform customers of the project scope and schedule and what they can expect. A pre-construction meeting with the contractor was held on May 6 and a public information meeting was held on the evening of May 19. The contractor, J. Fletcher Creamer & Son (JFC) has mobilized and has positioned equipment and materials in the TOFA parking lot. JFC has also begun to mark pits and to lay out the temporary water supply lines. Some customers in the project area are now on the temporary water supply with water main cleaning and lining about to get underway. The water main lining project is substantially completed and all the affected customers have been reconnected.
- c. The Operations Manager will update the Board on the most recent actions in response to the PADEP NOV stemming from reported 4th quarter 2015 sample results. The Engineer has also provided a report on actions to be taken to mitigate water quality issues associated with the violation. The required Public Notice was mailed to every TOFA water customer resulted in very few phone calls. These were expertly handled by John Ryba. A meeting with PADEP in Norristown to discuss drinking water quality issues **was convened on July 28**. The TOFA Engineer, Operations Manager and Executive Director met with the PADEP as planned resulting in guidance for a TOFA mitigation plan which has been developed and provided to PADEP.

- d. The latest THM/HAA5 samples have been submitted for analysis. RVB will report on the chemical additive pilot program. **The specific results were within permitted limitations as is the rolling quarterly average levels. The Board advised staff that the permitted limitations should not be the goal rather we should strive for the best possible water quality.**

5. HOMESERVE USA PARTNERSHIP

Quarterly statistics on the success of the HomeServe USA partnership are being forwarded to the Board as they are received. Home Serve is pleased with the TOFA customer response.

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

Surcharge Lawsuit – The TOFA Executive Director met with the BCWSA management on December 9 at its invitation where a settlement to the surcharge lawsuit was discussed involving a joint effort by BCWSA and TOFA to reduce biological oxygen demand (BOD) and total suspended solids (TSS) in the TOFA sewage flow. The BCWSA Board has informally approved the settlement and its Solicitor has drafted a settlement agreement for TOFA review. The TOFA Board has authorized the Solicitor and Executive Director to continue working toward a settlement agreement with certain protective clarifications made to the BCWSA draft agreement. The Solicitor, Engineer and Executive Director are working on a response to the most recent BCWSA changes. A negotiated settlement agreement will be presented to the TOFA Board for execution on August 24th. The settlement agreement has been executed by both TOFA and BCWSA and the \$50,000.00 escrow account with access procedures is being established.

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.

Mandated Agreement with BCWSA (Mid-January, 2016 deadline) – With input from the Authority Engineer, the Authority Solicitor has developed a draft agreement for TOFA and Falls Township. Per the August 18, 2015, meeting with Falls Township representatives, the TOFA Solicitor will request comments on the draft from Falls Township before submitting the draft to BCWSA for review. The October 1 deadline was not met. No comments on the draft have been forthcoming from Falls Township. A new deadline of January 15, 2016, was set by the PADEP for execution of the agreement. No agreement has yet been signed and forwarded by either TOFA or Falls Township.

A technical meeting was held on November 12 at the PADEP Southeast Regional Office to discuss BCWSA's recent revision to its Neshaminy Interceptor Evaluation. The TOFA Engineer and Executive director attended this meeting where additional comments were received by BCWSA. TOFA staff had requested that Falls Township also participate in the meeting. The TOFA Executive Director and Engineer attended another technical session convened by the PADEP at the BCWSA office on December 14. At that meeting, the PADEP Regional Manager made it clear that 2016 connections would be withheld from any municipality that was not making significant progress by mid-January toward executing a supplemental agreement with BCWSA. Following the meeting, PADEP indicated it would support removing Falls Township

as a signatory to the supplemental agreement. An amended agreement has not been sent to TOFA.

BCWSA and PADEP are not releasing TOFA's 2016 connections. PADEP has offered to act as intermediary between TOFA and BCWSA to resolve outstanding issues. Other municipalities have taken PADEP up on this offer. Results are pending. TOFA has accepted a PADEP offer to facilitate an agreement with BCWSA. A general meeting among PADEP, BCWSA and the tributary organizations is scheduled for September 8. The meeting occurred as scheduled. Meetings among Falls Township, TOFA, BCWSA and PADEP are anticipated.

At an October 3 meeting between representatives of TOFA and Falls Township, it was decided that the TOFA Solicitor would circulate a draft Supplemental Agreement for discussion at a second meeting to be held during the week of November 7. Once TOFA and Falls Township concur on an acceptable Supplemental Agreement, a meeting with PADEP is anticipated.

The court case filed by BCWSA against TOFA for failure to pay surcharges on alleged BOD and TSS exceedances was settled and a \$50,000 escrow account was established by TOFA to address the issue. RVB has drafted a study plan.

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 to discuss MMA options. MMA agreed to provide TOFA cost sharing estimates should TOFA decide to contribute flows to a new MMA system.

8. TOFA BUILDING SPACE RENTAL

The Board has approved a one-year listing agreement with Heritage Homes Realty and its broker Dick Trimble to lease approximately 2,500 sq. ft. of its building at 557 Lincoln Highway. Mr. Trimble has recommended that a fire wall be constructed to separate the lease space from TOFA operations and that other, mostly cosmetic, improvements be made. To that end, five quotes were obtained from area contractors.

A Falls Township permit will be required to build the non-load-bearing wall segregating the rental space. The TOFA Engineer has been tasked with developing the permit application and estimating the cost to determine whether the work to construct the wall needs to be bid. To the end engineering staff visited the TOFA office on March 30 along with a Falls Township code official. A cost estimate and bid determination will be forthcoming from the TOFA Engineer. The Board has directed staff to assess its space needs to see if the center space could be used to satisfy those needs. The Operations Manager, Foreman and Executive Director have met and determined that the center space could be put to use for workshops, storage, a kitchen and possibly the expansion/relocation of the operations staff locker room and an office for the Foreman. Heritage Homes Realty continues to solicit the center space for rental.

Heritage Homes Realty has been released from its agreement. RVB is drafting a space utilization plan. RVB has presented a draft plan to TOFA staff which has provided comments.

An updated space layout and construction estimates have been provided to TOFA staff. The new

construction estimate for phase 1 is \$15,755.00 and for phase 2 is \$150,799.50. **Modifications to the plans were proffered at the September 28 Board meeting. RVB will revise plans and cost estimates.**

9. WATER STORAGE TANK MAINTENANCE

A separate report and recommendation on water storage tank maintenance has been prepared and submitted to the TOFA Board of Directors. Essentially the report recommends bidding out the minor repairs identified by the TOFA Engineer for the Austin and Cabot tanks along with the comprehensive work on the Collingswood tank identified in the 2015 assessment performed by Southern Corrosion, Inc.

The Board has directed the Engineer to solicit quotes for the water tank management/maintenance contract with annual payments.

On August 24, 2016 the Board approved a ten-year maintenance agreement with Southern Corrosion for the Collingswood tank.

Discussions are occurring to schedule the work with the possibility of adding a mixer to the tank early in the maintenance schedule to improve water quality.

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 – After consultation with the TOFA Engineer, I understand that the Aria Health physical therapy operation resulting from the Auto Zone subdivision will likely require the purchase one additional water and sewer EDU. 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.**

11. Developer Agreement Revision

The TOFA Solicitor has circulated a revised Developers Agreement for comment. Comments have been provided by the Authority Engineer and Executive Director. Staff will present these changes to the Board for approval at a future Board meeting. The mechanism for maintaining sufficient escrow funds should be revisited.

12. TOFA RULES AND REGULATIONS UPDATE AND CONSOLIDATION

The plan for this assignment is to begin with the Developers Agreement and then expand that effort to all rules and regulations dealing with developers and development projects. Then staff and consulting staff will assess and prioritize the remaining rules and regulations areas. This task will be undertaken in 2016. The Executive director will coordinate this effort with management and consulting staff.

13. CONTRACTOR SERVICES AGREEMENT – BCWSA

The three-year discretionary Contractor Services Agreement between TOFA and the BCWSA has been executed. BCWSA has recently successfully completed a very sensitive fire hydrant and valve project on Cabot Blvd. under budget. BCWSA has also replaced two fire hydrants on Beaumont Rd. in support of the two water main cleaning pilots and has excavated the pit for the December 9-10 Hyper-Flush pilot. On Saturday, December 12, 2015, a BCWSA crew replaced a leaking valve at Queen Anne Blvd. and Warwick Rd. and, since then, has also responded to assistance on water main leaks TOFA expects to continue to exercise the agreement through 2016. BCWSA continues to support the TOFA staff in preparation for the water main lining project by excavating and repairing faulty curb boxes identified by TOFA staff. Staff has requested that BCWSA describe its evening, weekend and holiday response capabilities and reconfirm or update its rates. This information has been received. In most instances the BCWSA emergency response mobilization is under two hours.

14. SAFETY

As the result of staff feedback, the safety committee is moving forward with the following items:

- The purchase of a shelter for a lift station control panel. The shelter has been received but not yet installed. - PENDING
- The purchase of reflective rain gear. – COMPLETED
- The replacement of the stair case inside the Bargain City lift station. – 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 – PENDING
- Purchase and distribution of HI-VIZ tee shirts and vests – COMPLETED
- Exploration of GPS vehicle tracking for safety and productivity – COMPLETED
- TOFA has received a grant of \$3,000.00 to the Delaware Valley Insurance Trust (DVIT) for the partial reimbursement of these completed projects. A new two-year grant cycle will begin in January, 2016. Staff has notified DVIT of its intent to file a grant application.
- A motor vehicle accident involving a TOFA vehicle (#316) and two TOFA employees occurred on the afternoon of September 19. Accident details were provided to the Board in a separate memo.

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. DVIT conducted its annual visit to TOFA on August 18. A separate report will be provided to the Board.

15. SECURITY

The installation of eight surveillance (four inside and four outside) cameras is complete. The two most recent additional cameras cover the Board room and the service vehicle parking area. Access by operational personnel to the administrative portion of the building has been reduced by moving the work assignments pickup location including the One-Call printer to the kitchen. A work station for the Foreman has also been established in the kitchen area.

16. TOFA VEHICLE FUEL PROVIDER CHANGE (WAWA)

TOFA vehicle operators have been issued the Wawa cards and have been using them for nearly three months. Staff has noted a significant decrease to same period in 2014. The largest portion of this decrease is probably due to lower gasoline prices, but the change in vendors has also lowered TOFA's fuel costs. TOFA's gasoline purchase costs in 2015 were \$16,219 compared to \$25,762 in 2014 – a \$9,543 or a 37% reduction.

A report was prepared for the Board comparing vehicle fuel expense for WAWA and Suburban Propane. It showed a 33.5% reduction in fuel costs for the first seven (7) months of 2016.

17. ULTRASONIC WATER METERS

As a follow-up to an earlier email to the Board on this topic, staff continues its due diligence with regard to other organizations experiences with this technology. Most notably, the Washington (DC) Suburban Sanitary Commission (WSSC) is two months into an exhaustive test of the Kamstrup meters. So far the performance indicators are positive. The WSSC system has approximately 450,000 accounts and operates its own meter laboratory. The WSSC will not allow bids with meters it has not tested first. TOFA's own bench testing has shown the capture of greater water flow by the Kamstrup meters than by the Neptune meters. The Operations Manager will provide the data. The Board approved a 20-meter ultrasonic technology pilot. The meters have been received and will be installed in customer homes in the September-October, 2016 timeframe. **The installation of the ultrasonic meters is completed and they are accurately recording water usage.**

18. CAPITAL EQUIPMENT

Backhoe/Loader– The Operations Manager and/or the Executive Director have visited four backhoe dealerships representing Kubota, JCB and CAT and Case manufacturers. All offer similar size models of varying quality and applicability through the PA COSTARS buying program with prices ranging from \$67,000 to \$92,000. John Ryba and I believe the JCB 3 CX compact backhoe at \$77,400 best meets TOFA's needs. Already this year TOFA has paid out nearly \$35,000 for emergency repairs it could have performed itself. With Board approval, the JCB 3CX compact backhoe has been purchased, staff training conducted and the backhoe is in use. Many curbstops have been repaired using the new backhoe.

Portable Pump – The Gorman Rupp 4 inch diesel portable pump introduced to the Board previously via email is not available through COSTARS and will need to be bid. We have a price from Sander Power that discounts the recent seasonal TOFA rental fees. Sander will also provide pricing for the required hosing, floats, connections, etc. Based on Sander's pricing, staff expects the pump et al to cost less than \$40,000. TOFA has budgeted \$50,000 in the 2016 budget for this

capital item. The Board has directed the Engineer to bid out the pump. Sanders Power Equipment submitted the apparent low bid of \$36,247.00. The Board approved the purchase of the pump. The pump has been delivered and setup training has been conducted. Camera Truck and Equipment - Bristol Township has indicated it will consider a \$100,000 offer for its 5 ½ year-old truck and camera equipment. At a minimum, it would cost TOFA an additional \$30,000 for the software license and repairs. TOFA countered with a \$35,000 offer. **There is no money budgeted in 2017 for camera equipment. At its October 26 Board meeting, the Board authorized the purchase of a 2017 GMC Sierra for an amount not to exceed \$45,000. An order has been placed with Penske GMC under the PA COSTARS program for a 2017 GMC Sierra truck at a cost of \$39,058.**

Golden Equipment and Aries Industries visited the TOFA office together to demonstrate their state-of-the-art equipment and software. They will provide TOFA with three configuration quotes: 1) using the Bristol Township truck as the platform, 2) using a Ford Transit purchased by TOFA, 3) using an existing Golden demonstration truck. Staff also witnessed a demonstration of a more basic portable system costing under \$60,000.00. The Board authorized staff to offer Bristol Township \$35,000.00 for its camera truck. The offer was made and acknowledged.

