

TOWNSHIP OF FALLS AUTHORITY
REGULAR MEETING
August 26, 2020

The regular monthly meeting of the Township of Falls Authority Board of Directors was held virtually due to the Covid-19 pandemic on Wednesday, August 26, 2020 at 7:00 P.M.

Salute to the Flag

Roll Call – Anthony Rosso, Chairperson, James Goodwin, Vice Chairperson, Brian Binney, Secretary, William Beier, Treasurer was absent, and Thomas Miles, Assistant Secretary/Treasurer, was present. Michael Levin, Authority Solicitor and James Bulicki, Authority Engineer, Vanessa Nedrick were present. Timothy Hartman, Executive Director, John Ryba, Operations Manager, Megan Parmer, Business Manager and Tammy McAnulty, Recording Secretary, were present.

Solicitor's Report on the Executive Session – Mr. Levin reported that the Executive sessions consisted of ongoing projects as well as operational issues related to COVID-19. Mr. Levin also reported an Executive session was held August 12, 2020 via phone conference regarding the annual audit as well as some personnel issues.

Approve Meeting Minutes for July 29, 2020 Meeting – Mr. Rosso made a motion to approve the July 29, 2020 meeting minutes. Mr. Binney seconded the motion. Mr. Binney also made a motion to approve the minutes from the Special Meeting held on August 12, 2020. Mr. Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Public Comment – No public comment.

Solicitor's Report – Mr. Levin reported that he is working on some issues with Philadelphia Water Department to address some discrepancies between certain limits between Falls and PWD.

Engineer's Report –

TOFA Building Center Space Fit Out – Mr. Bulicki requested Board approval to pay Payment Certificate #2 in the amount of \$15,885.00 to MJF Electric.

Mr. Binney made a motion to approve Payment Certificate #2 in the amount of \$15,885.00 to MJF Electric. Mr. Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Headley sewage Pump Station Generator and Fence Project – Mr. Bulicki requested Board approval to pay Payment Certificate #1 in the amount of \$73,237.50 to MJF Electric.

Mr. Binney made a motion to approve payment Certificate #1 to MJF Electric in the amount of \$73,237.50. Mr. Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

2019-2020 Inflow and Infiltration Project – Mr. Bulicki requested Board approval of Payment Certificate #1 in the amount of \$13,676.24 to Mobile Dredging and Video.

Mr. Binney made a motion to approve Payment Certificate #1 to Mobile Dredging and Video in the amount of \$13,676.24. Mr. Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

2020/2021 Inflow and Infiltration Project – Mr. Bulicki reported that the project was re-advertised today and the bid opening will be on September 16, 2020. He noted that this is the project that was awarded the grant funding.

Viking Associates – Mr. Bulicki requested the Boards approval for the Authority to release of \$257,031.00 escrow for the completion of required site improvements leaving \$40,000.00 after the release.

Mr. Rosso made a motion to release \$257,031.00 escrow for Viking Associates leaving \$40,000.00 after the release. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Executive Director's Report –

Quarterly Operations Funding Requisition – Mr. Hartman requested Board approval for Requisition RF-3 in the amount of \$3,428,201 to U.S. Bank for release of third quarter operating funds to the Authority.

Mr. Binney made a motion to approve Requisition RF-3 in the amount of \$3,428,201 to U.S. Bank for release of third quarter operating funds to the Authority. Mr. Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Capital Improvement Fund (CIF) Requisition Number 2 – Mr. Hartman requested approval for CIF Requisition #2 in the amount of \$36,468.58 to U.S. Bank to reimburse the Authority for expenses associated with construction of the Fallsington Interconnect.

Mr. Binney made a motion to approve CIF Requisition #2 in the amount of \$36,468.58 to U.S. Bank to reimburse the Authority for expense associated with construction of the Fallsington Interconnect. Mr. Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Capital Improvement Fund (CIF) Requisition Number 3 – Mr. Hartman requested approval for CIF Requisition #3 in the amount of \$170,921.48 to U.S. Bank to reimburse the Authority for expenses associated with the construction

and engineering expenses for upgrades to the Penn's Place Sewage Lift Station.

Mr. Binney made a motion to approve CIF Requisition #3 in the amount of \$170,921.48 to U.S. Bank to reimburse the Authority for expenses associated with the construction and engineering upgrades to the Penn's Place Sewage Lift Station. Mr. Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Authority Administration and Operations Pandemic Adjustments – Mr. Hartman advised the Board that more than half of the operation staff remain available for in-building duty assignments and that that backlog of this work is dwindling. He added that the office lobby remains closed pending the installation of sliding drawer to minimize staff/customer exposure.

2019 Audit – Mr. Hartman noted that all Board members should have received a hard copy of the final 2019 Audit at their homes. He added that all the official entities required to receive the audit have also received it.

2021 Budget – Mr. Hartman reported that the draft 2021 Budget has been completed and is under review by the Authority's Financial Advisor. He added that there may be a few changes prior to its distribution to the Board. It was the sense of the Board that the Authority's 2021 Budget be mindful of the financial hardships being endured by its customers as a result of the pandemic.

Small Water and Sewer Grants – In light of the \$215,000 state grant for the Penn Valley lining project, Mr. Hartman asked the Board to authorize staff to notify Bucks County Water and Sewer Authority to commence the project. It was the sense of the Board that the project commence pending the Solicitor's determination that the project would be in compliance state and local requirements.

Delaware Valley Trust Safety Grant – Mr. Hartman advised the Board that an application for the maximum amount of \$500.00 was submitted to the Delaware Valley Trust to cover part of the cost of the two recently purchased manhole lifters.

Station SOPs – Messrs. Hartman, Ryba and Bulicki (RVE) presented to the Board a \$25,000 proposal to develop detailed PADEP required Standard Operating Procedures for each of the Authority's twenty-one water and sewer stations. It was noted that RVE has done this for other municipalities. It was the sense of the Board that the Authority staff should do more of the work to reduce the cost of the effort.

Mr. Binney asked Mr. Hartman if it is taking a lot of the Authority's time acting as negotiators for HomeServe. Mr. Hartman responded that it typically does not consume a lot of time just an occasional phone call on behalf of the customer.

Mr. Binney asked Mr. Ryba what the doppler valves are for and if they are working. Mr. Ryba explained that they are working and proceeded to explain that when the flow meter was installed at Tyburn station and each needed a separate meter.

Mr. Binney asked about the manhole repair cost and Mr. Ryba explained that when the contractor is doing the road repairs in Morrisville/Bristol they repair the manholes if needed and bill us for the repairs.

Mr. Binney questioned Mr. Bulicki as to what the cost of \$2700.00 for I/I inspection work is for. Mr. Bulicki will look into this for a Board explanation. The Board has decided to pull that bill out of the bill payments at this time.

Mr. Binney asked what the hydrant test at 600 Tyburn Rd. was for and why would RVE be present for it. Mr. Ryba stated it was for a flow test and since he was out they were brought in to witness the test.

Bills for Payment – Mr. Binney made a motion to pay the bills in the amount of \$887,490.40. Mr. Goodwin seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Board Comment

Mr. Miles – No comment.

Mr. Binney – No comment.

Mr. Goodwin – Mr. Goodwin asked Mr. Ryba if everything is now back to normal operations. Mr. Ryba stated that the Field Staff is not punching in each day however all work assignments are back to normal operations.

Mr. Rosso – Mr. Rosso stated that he is excited to hear we are receiving

the two grants. Mr. Rosso also asked what the Board would like to do for next month's meeting. Mr. Goodwin would prefer to meet in person and Mr. Binney agreed. Mr. Rosso asked that the Board email Mr. Hartman their opinions.

Adjournment – Mr. Rosso made the motion to adjourn the meeting at 7:43 p.m. He noted that the next meeting will be held on Wednesday, September 23, 2020 at 7:00 p.m. The Board was unanimously in favor.

