

TOWNSHIP OF FALLS AUTHORITY
REGULAR MEETING
November 16, 2022

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, November 16, 2022 at 7:00 P.M.

Salute to the Flag

Roll Call – Anthony Rosso, Chairperson was absent. James Goodwin, Vice Chairperson, Brian Binney, Secretary, Thomas Miles, Assistant Secretary/Treasurer, William Beier, Treasurer, was present. Michael Levin, Authority Solicitor, was present. Vanessa Nedrick, Authority Engineer was absent and James Bulicki, Authority Engineer, was 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 Executive Session consisted of discussions regarding labor and budgetary matters.

Approve Meeting Minutes for October 26, 2022 Meeting – Mr. Binney made a motion to approve the minutes for October 26, 2022. Mr. Beier seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Public Comment – No comment.

Solicitor's Report – Mr. Levin requested Board approval for a water agreement for 2-yard hydrants for SMS Railyard.

Mr. Beier made a motion to approve the water agreement for SMS Railyard to add 2-yard hydrants. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Engineer's Report –

2023 On-Call Paving – Mr. Bulicki recommended Board approval for the Notice of Intent to Award to Meco Constructors, Inc.

Mr. Binney made a motion to approve the Notice of Intent to Award to Meco Constructors, Inc. for the 2023 On-Call Paving. Mr. Beier seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Binney	Yes

Mr. Beier Yes
Mr. Goodwin Yes

Motion Carried 4-0

Structural Improvements Phase III -

Mr. Bulicki requested Board approval for the Engineering proposal of \$25,000.00 to expand the vehicle bay for the new vector truck.

Mr. Beier made a motion to approve the Engineering proposal of \$25,000.00 to expand the vehicle bay for the new vector truck. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Small Water and Sewer Grant Applications – Mr. Bulicki recommended Board approval for grant submissions for 2022 I/I project, 2022 Water Main Lining Project and the Vermillion/Twin Oaks Interconnections project.

Mr. Binney made a motion to approve grant submissions for 2022 I/I project, 2022 Water Main Lining project and the Vermillion/Twin Oaks Interconnections project. Mr. Beier seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Executive Director's Report -

COVID - 19 Update - Mr. Hartman Reported to the Board that there have been no reported cases of COVID - 19 reported among the Authority staff since the October 26 Board meeting and that there have been no reports of COVID - 19 exposures.

CBA Renewal Negotiations - Mr. Hartman reported that negotiations with the union toward renewal of a Collective Bargaining Agreement are continuing and that the Board members have been kept apprised of progress and have offered advice and direction.

Business Section Organizational Assessment - Mr. Hartman reported that the Final Business Section Organizational Assessment Report has been issued and distributed and that staff has begun to implement its recommendations. He added that the Business Manager has begun to develop standard operating procedures (SOPs) for the Business Section functions and that he is working on a performance evaluation system. Mr. Binney asked about purchase orders and added that his business uses the QuickBooks program to generate purchase orders. Mr. Hartman reported that he approves all major purchases and purchase order numbers are assigned when requested by vendors. He added that the Business Section would develop an SOP for producing purchase orders.

2023 Budget Approval – Mr. Hartman presented the 2023 Budget for approval. He noted that the budget was balanced, relied on state grants to fully fund water and sewer capital improvements and accounted for additional revenues and expenses associated with the 16.6% Bucks County Water and Sewer Authority sewage disposal rate increase. Mr. Hartman added that the final version of the budget included a \$75,000 addition to the Sewer Capital Improvement Budget to upgrade the comminutors at the Tyburn Lift Station.

Mr. Beier made a motion to approve the 2023 Budget as presented, with potential 10% increase in customer rates for 2023. Mr. Goodwin seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Mr. Ryba stated that the TOFA field crew did a great job clearing the center bay for the Township. He noted that one lift will be installed to the left side of the bay.

Mr. Ryba reported that there was an emergency valve break Monday evening, (November 14) on Hood Blvd. across from the firehouse. He stated that there was a hydrant there that was hit and just replaced and was leaking in the middle of the street.

Mr. Ryba reported that it has been a good transition between the administrative staff and the new foreman.

Mr. Ryba noted that he has begun making plans for the next lining project.

Ms. Parmer reported that penalty has been applied to Cycle 1 that is past due. She added that certified letters have already been sent out for Cycle 2 that are past due and that the Business Section is preparing to bill Cycle 3 by the end of the month.

Ms. Parmer reported that currently there are no customers turned off for nonpayment.

Ms. Parmer stated that there are still 36 people with on-lot septic that need to comply with the submission of inspection reports.

Ms. Parmer reported the office will be closed Thursday and Friday, November 24 and 25, for Thanksgiving and she reminded the Board the holiday party will be December 2nd at the Five Four at 7:00 p.m.

Review of the Bill List -

Mr. Binney questioned the cost of \$845.00 to fix a hose bib. Mr. Ryba responded that those charges were from the lining project to replace the customer's hose assembly.

Mr. Binney asked why we needed to rent of forklift. Mr. Ryba stated that it was needed to move all our items from the center space.

Mr. Binney pointed out to Mr. Levin that he is not charging the escrow account for Mission Barbecue. Mr. Levin stated that it was an error that he will look into.

Mr. Binney requested that Ms. Parmer clean up all the old escrow

accounts still listed on the report and have them closed out.

Mr. Miles questioned all the generator work. Mr. Ryba stated that we do have a maintenance agreement. Mr. Binney stated that one of the bills has a recommendation from the summer, for work that is needed, and it was restated on this last bill. Mr. Binney would like to know why it hasn't been replaced. Mr. Ryba stated that the part needed has been ordered and he is waiting on it to come in.

Bills for Payment – Mr. Beier made a motion to pay the bills in the amount of \$382,124.75. Mr. Miles seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Board Comment

Mr. Miles – Mr. Miles stated that with the holidays approaching traffic gets heavy. He would like the field staff to be reminded to drive cautiously.

Mr. Binney – Mr. Binney wished everyone a Happy Thanksgiving.

Mr. Beier – Mr. Beier thanked everyone for their efforts and wished everyone a Happy Thanksgiving.

Mr. Goodwin – Mr. Goodwin wished everyone a Happy Thanksgiving.

Adjournment – Mr. Goodwin suggested a motion be made to adjourn the meeting at 7:25 p.m. He noted that the next meeting will be held on Wednesday, December 14, 2022, at 7:00 p.m. The Board was unanimously in favor.

