

TOWNSHIP OF FALLS AUTHORITY  
REGULAR MEETING  
August 23, 2023

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, August 23, 2023 at 7:00 P.M.

Salute to the Flag

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

Solicitor's Report on the Executive Session – Mr. Levin reported that the Executive Session consisted of discussions regarding operational and business matters.

Approve Meeting Minutes for July 26, 2023 Meeting – Mr. Beier made a motion to approve the minutes as corrected for July 26, 2023. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Public Comment – No comment.

Solicitor's Report – Mr. Levin reported that the Aqua/Lower Makefield agreement has been sent back to counsel in its revised form. Mr. Levin is expecting to have the agreement back shortly.

Mr. Levin reported that he has been in contact with Evoquo's attorney, and they appear to be interested in resolving the matter regarding the pump replacement at Headley station. He noted he is waiting to hear back from them.

Engineer's Report –

Mr. Bulicki recommended the execution of the easement agreement for 957 Lincoln Highway.

Mr. Binney made a motion to approve the execution of the easement agreement for 957 Lincoln Highway. Mr. Beier seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Mr. Bulicki recommended the release of the escrow for 957 Lincoln Highway.

Mr. Beier made a motion to release the escrow for 957 Lincoln Highway.  
Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Mr. Bulicki reported that he is working with the TOFA staff on the 2024 Capital Improvement Plan and has provided the Board with the first draft. He noted that the two items listed for the Jockey station are items that need to be addressed. He stated that the pumps need to be replaced at Jockey as well as a study done for improvements to the operating of the system. Mr. Bulicki stated that he will be applying for Local Share Grants for both, and the grants should be awarded next July. Mr. Binney stated that he feels a study was conducted of all the stations when he was first on the Board and done again a few years back.

Mr. Binney asked what was budgeted this year for I/I. Mr. Hartman conferred with Mr. Bulicki and replied the budget included \$450,000 for Infiltration/Inflow and \$60,000 for manhole inspection.

Mr. Bulicki stated that he is in the process of getting the 3<sup>rd</sup> phase proposal from Duke's. He noted that more than 400 manholes have been identified however there is still probably another 500 left.

Executive Director's Report –

2023/2024 Administrative Staff Health Plan – Mr. Hartman reported to the Board that he has provided the Board with the information it had requested regarding the Personal Choice PPO Platinum Plan out-of-pocket limits and premium increase and eligible expenses under the Health Reimbursement Arrangement (HRA). Specifically, Mr. Hartman reiterated: 1). the individual out-of-pocket limit was \$5,000 and the family out-of-pocket limit was \$10,000, 2). Based on information received from the broker, the premium increase is 1%, and 3). Eligible expenses under the HRA include not only co-pays and deductibles but also a broad range of non-covered medical expenses such as over-the-counter medications, out-of-network treatments, mobility aids, eyeglass upgrades, etc.

Mr. Hartman recommended the Board approve the renewal of the Personal Choice PPO Platinum Preferred Plan.

Mr. Binney made a motion to renew the Personal Choice PPO Platinum Preferred Plan. Mr. Beier seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Executive Search Firm Selection – Mr. Hartman reported that the Authority has received four proposals from executive search firms to conduct the Executive Director replacement process and that two proposers were selected for virtual

interviews. He said these interviews were conducted on the evening of Monday, August 7. He added that the interviews were conducted by Chairman Goodwin, Vice Chairman Binney and himself. Mr. Hartman stated the two proposers were The Meyner Center at Lafayette College represented by Nicole Beckett and McGrath Consulting represented by Roseann McGrath. He said that while the firms were most impressive, the interviewers were unanimous in recommending the Meyer Center with Nicole Beckett as the lead.

Mr. Binney made a motion to retain Nicole Beckett from the Meyer Center at Lafayette College as the Executive Search firm. Mr. Beier seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Return-to-Work Policy – Mr. Hartman reported to the Board that after consulting with Labor Counsel Keith Bidlingmaier, he had recommended to the Union a simple language addition to the Collective Bargaining Agreement (CBA) that he believed would satisfy the intent of the CBA stipulation that a Return-to-Work Policy be adopted. He said he had not heard back yet from the union and that he had reminded it a response was expected. Mr. Hartman agreed to provide the Board members with the proposed language.

2022 Audit – Mr. Hartman informed the Board the 2022 Audit is in progress but had been delayed due to new auditing requirements pertaining to our multiple cell tower leases. He said the audit should be completed in a few



weeks and ready for presentation at the September 27 Board meeting.

2024 Budget – Mr. Hartman reiterated that a Draft Capital Improvement Budget has been presented to the Board and that any additions, deletions or comments would be reflected in the next draft. He added that he expected a complete draft budget to be presented to the Board in time for discussion at the September 27 Board meeting.

Cell Tower Lease Cancellation – Mr. Hartman reported that the Authority had received official notice from T-Mobile of cancellation of the cell tower lease at the Penn Warner Tank as of August 31, 2023. He added that the Authority's tank maintenance contractor Southern Corrosion would review demobilization plans and ensure the integrity of the Penn Warner Tank. Mr. Hartman said the lease cancellation would result in a potential annual lease revenue loss of approximately \$33,000.

Trailer-Generator Auction Payment – Mr. Hartman reported that the Authority received the winning bid payment of \$6,600 from GovDeals Auctions for the 2003 Trailer-Generator.

2024 Field Pickup Truck – Mr. Hartman reported he had sent the Board a quote in the amount \$59,757 for a 2024 Chevy Silverado 2500HD 4WD Double Cab work truck with tow package and utility body and a verbal estimate of \$50,000 for a 2024 Chevy Silverado 1500HD 4WD Double Cab work truck with tow package and bed mounted toolboxes (no aluminum utility bodies available for the 1500). He added he would also obtain a COSTARS quote for a Ford 150.

Advanced Metering Infrastructure Presentation – Mr. Hartman informed the Board that the Executive Session on September 27 would begin at 6:00 p.m. with a presentation on Advance Metering Infrastructure produced by the Utility Services Group.

Operation Manager's Report –

Mr. Ryba reported that the installation of the RAFA SCADDA system is completed. He noted everything went smoothly with the exception of a few minor issues at the interconnections but they are being worked on.

Mr. Ryba stated that 6 hydrants have been replaced that had been noted from when we did the annual flushing. He noted that there are still a few more in need of repairs and then staff will resume the replacement program.

Mr. Ryba reported that there was a water main break at 19 Martha Drive that the TOFA staff repaired utilizing the Vactor truck. He stated everything was up and running within a few hours.

Mr. Ryba discussed the Fat, Oils and Grease program. He stated that the updated checklist has been completed and shared with the TOFA staff. He noted that inspections will begin shortly, and proper records will be kept for follow-up.

Business Manager's Report –

Ms. Parmer reported that Cycle 3 bills will go out next week. She added Cycle 1 past dues went out and Cycle 2 bills are due on September 1.

Ms. Parmer stated that there are no customers who are turned off for non-payment.

Ms. Parmer reported that the summer help has all ended.

Ms. Parmer stated that she worked with Jason Lawson at Falls Township regarding taking over the township's free trash pick-up. She also noted that she has spoken with Waste management and suspended TOFA's trash service.

Ms. Parmer reported that CPR/AED Training is scheduled for September 19<sup>th</sup> for the TOFA staff.

Review of the Bill List –

Mr. Beier asked about the backhoe repairs in the amount of \$4,800.00. Mr. Ryba stated it was for hydraulic lines as well as a quick connect for the bucket, and for scheduled 2,000-hour maintenance.

Mr. Binney asked if the storage place on Stony Hill Road was moving forward. Mr. Bulicki stated that it is.

Bills for Payment – Mr. Beier made a motion to pay the bills in the amount of \$585,873.43 with the Morrisville bill removed. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 4-0

Board Comment

Mr. Miles – No comment.

Mr. Beier – Mr. Beier thanked everyone for their efforts. Mr. Beier commended John for his concern for his workers' safety with regards to the 10' dig on the hydrant replacement.



Mr. Binney – No comment.

Mr. Goodwin – No comment.

Adjournment – Mr. Goodwin suggested a motion be made to adjourn the meeting at 7:26 p.m. He noted that the next meeting will be held on Wednesday, September 27, 2023, at 7:00 p.m. The Board was unanimously in favor.

