

TOWNSHIP OF FALLS AUTHORITY
REGULAR MEETING
December 20, 2023

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, December 20, 2023 at 7:00 P.M.

Salute to the Flag

Roll Call – James Goodwin, Chairperson, Brian Binney, Vice Chairperson, William Beier, Treasurer, John Haney, Assistant Secretary/Treasurer were present. Thomas Miles, Secretary, 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 McAnulty, Recording Secretary and Rachel Jardine were present.

Solicitor’s Report on the Executive Session – Mr. Levin reported that the Executive Session consisted of discussions regarding administrative, personnel and operational matters.

Approve Meeting Minutes for November 15, 2023 Meeting – Mr. Beier made a motion to approve the minutes for November 15, 2023. Mr. Haney seconded the motion.

Poll of the Board:

Mr. Haney	Yes
Mr. Miles	Abstain
Mr. Beier	Yes
Mr. Binney	Yes

Mr. Goodwin Yes

Motion Carried 4-0

Public Comment – No comment.

Solicitor’s Report – Mr. Levin stated that he spoke with the counsel for Aqua and they are in the final stages of reviewing the agreement. He is hopeful to have it for the next Board meeting. Mr. Levin will also reach out to Aqua regarding late payments, refusal to pay late fees and meter readings.

Mr. Levin discussed a delinquent customer that has not paid their sewer bill since 2017. He proposed two options for consideration by the Board. He stated that he can take the customer to District Court or foreclose on the municipal lien and file for foreclosure after the thirty-day notice. Mr. Levin’s recommendation is to send a letter first giving the customer 30 days before filing for foreclosure.

Mr. Haney made a motion to have Mr. Levin foreclose on the municipal lien and file for foreclosure. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Engineer’s Report – Mr. Bulicki stated that the I/I project work will be

advertised a week from today.

Mr. Bulicki reported that the structural improvements of the vector bay are completed.

Mr. Bulicki is recommending Board approval for Payment Certificate I to Mecco Constructors in the amount of \$63206.42.

Mr. Beiers made a motion to approve Payment Certificate I to Mecco Constructors in the amount of \$63206.42. Mr. Miles seconded the motion.

Mr. Bulicki reported that the Authority has been awarded 3 of the PA Small Water and Sewer Grants in the amount of \$836,000.00. Mr. Binney asked Mr. Ryba if we can get the next lining project scheduled. Mr. Ryba replied that it is already scheduled.

Executive Director's Report -

2024 Work Vehicle Delivery Schedule - Mr. Hartman related Fred Beans' report that the ordered 2024 F-150 was still on schedule to be built in the second week of January, 2024.

Executive Search - Mr. Hartman reported that the conditional job offer tendered to the leading candidate for the Executive Director position has been accepted and the background check has been authorized.

Return-to-Work Policy - Mr. Hartman reported that work continues to finalize the Return-to-Work Policy called for in the CBA. Once a final draft is ready for circulation, he added, it will be provided to the Board and then to the union for review and comment. Mr. Haney added that Labor Counsel Bidlingmaier had produced an email with additional considerations for the policy and requesting assistance from the TOFA staff in providing additional

information. Mr. Hartman said he would provide whatever assistance was needed.

Property and Liability Insurance Proposals – Mr. Hartman reported that the Weiss-Schantz Agency’s (WSA) solicitation Property/Liability/Cyber insurance resulted in five (5) proposals. He added that the proposal with the lowest premium of \$66,255 was submitted by the Authority’s existing carrier, McKee Risk, and was \$5,900 less than the previous year’s premium of \$72,155. Mr. Hartman said the McKee Risk proposal was recommended by WSA for acceptance by the Board.

Mr. Beier made a motion to approve the proposal for McKee Risk in the amount of \$66,255.00. Mr. Haney seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Current Executive Director’s Salary – Mr. Hartman reported that during the Executive Session prior to the Public Meeting, the Board had decided that the annual salary of the current Executive Director be raised from \$109,632 to \$130,000 as of January 1, 2024. He added that the Solicitor had advised that the decision to raise the Executive Director’s salary be made a matter of public record by a vote in the Public Meeting.

Mr. Haney made a motion to raise Mr. Hartman’s annual salary to

\$130,000.00 beginning on January 1, 2024. Mr. Beier seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Executive Director Longevity Payments – Mr. Hartman advised the Board that inadvertently four annual (2020, 2021, 2022, 2023) longevity payments of \$2,500 due to him had not been paid after his fifth anniversary of employment (February 17, 2020) as is provided for in paragraph 13 of his employment agreement with the Authority. Mr. Hartman asked that the Board consider authorizing a payment of \$10,000 to him for the non-payments.

Mr. Haney made a motion to authorize payment of \$10,000.00 to Mr. Hartman for missed longevity payments. Mr. Beier seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Operation Manager's Report – Mr. Ryba reported that Blooming Glen was out last week to install the muffin monster at Tyburn station. He noted that the electrical work is scheduled for the next couple of weeks and then it will be in service.

Mr. Ryba stated that he had Penn Power out for the Oxford Valley Lift station generator, and we are in need of a new generator. He noted that he received a quote of \$31,000.00 for a larger diesel generator. Mr. Binney asked if this price includes installation. Mr. Ryba stated that he believed it does. Mr. Binney stated that if we have the opportunity, we should be putting in a natural gas generator. Mr. Ryba commented that he would need to check with Penn Power on pricing for a natural gas generator and check with WAWA to see if they have natural gas lines. Mr. Bulicki stated that if there is natural gas onsite, we will need easements which he will look into. Mr. Ryba stated that Penn Power has a diesel generator that would be about 5 weeks out however a natural gas generator may take longer. Mr. Haney suggested that maybe Mr. Ryba could see if they have a temporary generator until a gas one comes in. Mr. Ryba said that there is a bypass pump there that they can run off if power is lost.

Mr. Ryba reported that the garage bay is finished and the vector truck will come back tomorrow (December 21, 2023). Mr. Goodwin asked if there is heat in there. Mr. Bulicki responded that there is heat.

Mr. Ryba stated that the FOG inspection forms have been updated and we will begin the inspection around Hart Plaza shopping center since there seems to be the biggest grease issues there.

Business Manager's Report – Ms. Parmer reported that Cycle 1 bills will be sent out tomorrow. She added Cycle 2 past due notices went out and Cycle 3 bills are due on January 2nd.

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

non-payment.

Ms. Parmer noted that she has been working with Morrisville Authority on two large accounts that they have not been billing and that they have missed revenue on. Ms. Parmer stated she has been gathering the information needed so they can try and collect the missed revenue.

Review of the Bill List –

Mr. Binney questioned the bill for the TOFA Easement Appraisal. Mr. Bulicki stated it was for the Local Share Grant application and the Rt. 13 pump station appraisal of land.

Mr. Binney, with regards to the DOC IT Consulting invoice, asked if everyone has a desktop and laptop. He noted that typically with a laptop just a docking station is needed not both the laptop and desktop. Mr. Ryba stated he would look into this further.

Bills for Payment – Mr. Beier made a motion to pay the bills in the amount of \$870,744.29. Mr. Miles seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Board Comment

Mr. Haney – Mr. Haney stated it has been a great year and wished everyone Happy Holidays and a Happy New Year.

Mr. Miles – Mr. Miles stated that his 2nd term is coming to an end, and he will not be seeking reappointment to the Board.

Mr. Beier – Mr. Beier thanked everyone for their efforts and wished everyone a Happy Holidays. Mr. Beier also stated that he appreciated all of Mr. Miles' efforts.

Mr. Binney – Mr. Binney stated that the bank balances in escrow are quite different from the monthly Board escrow Report and requested that Ms. Parmer continue working on bringing the amount down. Mr. Binney wished everyone a happy holiday season and thanked Mr. Miles for his service on the Board.

Mr. Goodwin – Mr. Goodwin thanked Mr. Miles and wished everyone a Happy Holidays.

Adjournment – Mr. Goodwin suggested a motion be made to adjourn the meeting at 7:26 p.m. He noted that the reorganization meeting will be held on Wednesday, January 3, 2024, at 6:00 p.m. and the next Board meeting will be held on Wednesday, January 24, 2024, at 7:00 p.m. The Board was unanimously in favor.