

Board Members:
James Goodwin, Chairperson
Brian Binney, Vice Chairperson
John Haney, Secretary
William Beier, Treasurer
Paul Hartzell, Assistant Secretary-Treasurer



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Township of Falls Authority

April 24, 2024 REGULAR MEETING MINUTES

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, April 24, 2024, at 7:00 P.M.

Salute to the Flag

Roll Call

James Goodwin, Chairperson; Brian Binney, Vice Chairperson; John Haney, Secretary; and Paul Hartzell, Assistant Secretary/Treasurer, were present. William Beier, Treasurer, was absent. Michael Levin, Authority Solicitor, and James Bulicki, Authority Engineer, were present. Peter Kim, Executive Director, John Ryba, Operations Manager; Megan Parmer, Business Manager; 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 and operational matters.

Approve Meeting Minutes for March 27, 2024 Meeting

Mr. Haney made a motion to approve the minutes for March 27, 2024. Mr. Binney seconded the motion.

Poll of the Board:

Mr. Hartzell	Yes
Mr. Haney	Yes
Mr. Beier	Absent
Mr. Binney	Yes
Mr. Goodwin	Yes

Motion Carried 4-0

Public Comment

No comment.

Solicitor's Report

Mr. Levin stated that he is waiting on the president of Aqua to sign the agreement. He also stated that it was brought to his attention that there appears to be some discrepancies with the Big Oak readings. Mr. Levin, however, does not believe that we should make any changes to the agreement at this point with regards to the Big Oak readings since it will most likely push the signing of the agreement back months.

Mr. Levin is requesting Board approval to Resolution 2024-2 which will allow TOFA to charge an additional fee of \$100.00 for delinquent customers who receive a white shut-off tag on their door. He stated that an additional \$100.00 fee will also be charged when the water service is turned off.

Mr. Binney made a motion to approve Resolution 2024-2 which will allow a charge of \$100.00 when a shut-off tag is placed on the delinquent customer's door with an additional \$100.00 fee once the water is turned off. Mr. Haney seconded the motion.

Poll of the Board:

Mr. Hartzell	Yes
Mr. Haney	Yes
Mr. Beier	Absent
Mr. Binney	Yes
Mr. Goodwin	Yes

Motion Carried 4-0

Engineer's Report

Mr. Bulicki requested Board approval for Change Order #1 for the 2023 On-Call paving to extend the contract by one year and raise the pricing by 4%, \$115,466.35.

Mr. Binney made a motion to approve Change Order #1 for the 2023 On-Call paving to extend the contract by one year with a rise in pricing by 4%, \$115,466.35. Mr. Haney seconded the motion.

Poll of the Board:

Mr. Hartzell	Yes
Mr. Haney	Yes
Mr. Beier	Absent
Mr. Binney	Yes

Mr. Goodwin Yes

Motion Carried 4-0

Mr. Bulicki requested Board approval for Payment Certificate #2 to Meco Constructors, Inc. in the amount of \$1289.93 releasing the retainage for the first year.

Mr. Binney made a motion to approve Payment Certificate #2 to Meco Constructors, Inc. in the amount of \$1289.93. Mr. Haney seconded the motion.

Poll of the Board:

Mr. Hartzell	Yes
Mr. Haney	Yes
Mr. Beier	Absent
Mr. Binney	Yes
Mr. Goodwin	Yes

Motion Carried 4-0

Mr. Bulicki Lincoln Highway

Mr. Bulicki informed the Board that Ms. Nedrick will be presenting at the Tri-Con Convention.

Executive Director's Report

Mr. Kim noted that the customer window is closed for training and staff meetings every Tuesday from 1pm-2pm. He also noted that Ms. McAnulty and Ms. Jardine will be attending excel training on Thursday.

Mr. Kim reported that he went to Bucks County Emergency Operations to discuss utilizing their alert system in the case of emergencies. He stated that he will be terminating the RAVE alert system and utilizing the county's at no cost.

Mr. Kim stated that he has discontinued WBD Lawn Service, and the lawn maintenance will be handled internally.

Mr. Kim discussed selling trucks 314 and 319. He stated that he would like to just put a for sale sign on the trucks facing Lincoln Highway with sealed bids. He has already checked the fair asking price of the vehicles.

Mr. Binney requested a list of vehicles along with their year and mileage to be sent to him by the next Board meeting. Ms. Parmer stated that she will send it to you following this meeting.

Mr. Goodwin asked about the status of the new truck. Mr. Ryba stated that we have not received it yet. He noted that Fred Beans is directing the delay to Ford.

Mr. Kim stated that NGO applications through Neptune are no longer supported. He noted the new software is called Neptune 360 which does require a subscription and new hardware at a cost of about \$10,600.00/year.

Mr. Kim reported that he has received one proposal for a payroll system, and he is waiting for two more proposals.

Operation Manager's Report

Mr. Ryba stated that the second quarter TTHM/HAA5 samples were collected and submitted.

Mr. Ryba updated the Board on the lining project. He stated that the work had begun on Dunbury Road. He noted that the access pits have been dug and a new line valve was installed. Mr. Ryba stated that sampling has been done and passed so the crew will begin to hook up the houses tomorrow to the temporary line. He reported that the first street should be completed in a week.

Mr. Ryba reported that Management and RVE met with Vijay Rajput from LBCJMA to discuss their FOG program and enforcement. He stated that LBCJMA passed a resolution for enforcement. Mr. Ryba noted that Mr. Bulicki, Mr. Levin, and himself are working on a resolution which will help with enforcement of the problem areas. Mr. Goodwin requested a resolution be ready for the next meeting. Mr. Ryba stated that along with the FOG resolution he would like something for illegal sump pump connections. He stated that our system is struggling to keep up.

Mr. Ryba stated that we received three quotes for the Oxford Valley generator. He noted that based on quality and price they have accepted the quote for Penn Power. He stated that the Penn Power's quote met the TOFA requirements and should arrive in 4-6 weeks.

Mr. Ryba reported that he met with Mr. Bulicki at the Tyburn Station to review the drying station. He stated that Mr. Bulicki presented a sketch, and the plan is to have most of the work done in-house.

Mr. Ryba stated that the Vermillion Interconnection meter is in, and we are now just waiting for the electrical work to be done. He stated that once the electrical work is completed then RAFA will complete the installation of the SCADA system. Mr. Goodwin asked if we are still using regular landline phones at the stations. Mr. Ryba replied that all the landlines at the stations have been disconnected.

Business Manager's Report

Ms. Parmer reported that Cycle 2 bills will be sent out tomorrow. She added that Cycle 3 past due notices went out, and Cycle 1 bills are due on May 1st.

Ms. Parmer noted that there are 50 shut-off tags that will go out tomorrow.

Ms. Parmer stated that she provided Mr. Goodwin with a letter to the bank that requires his signature so she and Ms. McAnulty can access the bank safety deposit box to close it.

Ms. Parmer reported that Ms. McAnulty and Ms. Jardine will be attending an Excel training class tomorrow.

Ms. Parmer stated that the office has had two billing software demos and another one is expected to be set up shortly.

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

Review of the Bill List

Mr. Hartzell asked about the Sander Power Equipment rental. Mr. Ryba responded that it is rent to buy since a brand new one costs \$32,000-\$35,000. Mr. Kim responded that the pricing from Sanders is good but he is working on obtaining more warranty. Mr. Hartzel asked if the vactor truck has an air compressor and Mr. Ryba responded it does not.

Mr. Haney asked about the work being on South Olds near the daycare. Mr. Ryba replied that there is a leak at the property however it is a private line. He stated that the water has been turned off, however the customer is having some issues with the Township regarding permits.

Mr. Haney asked if we purchase work boots through Amazon. Ms. Parmer responded that we do. Mr. Haney also asked about shovel purchases. He wanted to know if we keep an inventory of tools and equipment. Mr. Ryba responded that Charlie keeps an inventory as well as keeping stock of items. Mr. Haney suggested looking at an Asset Management System and possibly tagging the tools and equipment.

Mr. Binney stated that the profit and loss statement shows that the disposal costs were higher, but the income was less. Mr. Ryba stated that the amount of rain we have had plays a large part in that. Mr. Kim stated that the climate change and crazy weather are to blame.

Mr. Binney asked why there is \$17,000.00 in the miscellaneous account. He noted that he would prefer the items to be properly allocated.

Bills for Payment

Mr. Binney made a motion to pay the bills in the amount of \$1,051,276.35. Mr. Haney seconded the motion.

Poll of the Board:

Mr. Hartzel	Yes
Mr. Haney	Yes
Mr. Beier	Absent
Mr. Binney	Yes
Mr. Goodwin	Yes

Motion Carried 4-0

Board Comment

Mr. Hartzell

No comment.

Mr. Haney

Mr. Haney stated that he has large changes going on at his job and he understands that there is always some discomfort in the beginning, however the results are already coming through. He thanked everyone for their patience.

Mr. Binney

Mr. Binney stated he agrees with Mr. Haney's comment. He also stated that he hasn't had an opportunity to review the preliminary budget yet.

Mr. Goodwin

No comment.

Adjournment

Mr. Goodwin suggested a motion be made to adjourn the meeting at 7:40 p.m. He noted that the next Board meeting will be held on Wednesday, May 22, 2024, at 7:00 p.m. The Board was unanimously in favor.

