

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*

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## May 22, 2024 REGULAR MEETING MINUTES

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, May 22, 2024, at 7:00 P.M.

### Salute to the Flag

### Roll Call

James Goodwin, Chairperson; Brian Binney, Vice Chairperson; William Beier, Treasurer; John Haney, Secretary; were present and Paul Hartzell, Assistant Secretary/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 matters.

### Approve Meeting Minutes for April 24, 2024 Meeting

Mr. Haney made a motion to approve the minutes for April 24, 2024. Mr. Beier seconded the motion.

#### Poll of the Board:

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

Motion Carried 4-0

### Public Comment

No public comment.

### Solicitor's Report

Mr. Levin stated that he has no action items for the Board.

Mr. Levin stated that he is getting closer to a final approval from Aqua.

### Engineer's Report

Mr. Bulicki reported that the 2023 I/I project will begin soon.

Mr. Bulicki stated that the GIS and inspections of phase III are almost complete with Dukes.

### Executive Director's Report

Mr. Kim reported that the customer portal and AR/AP are in review. He noted that the last demo with Edmunds was held, and we are waiting for the proposal.

Mr. Kim stated that Ms. Parmer and Mr. Ryba attended excel training on May 16<sup>th</sup>.

Mr. Kim stated that he will need Mr. Levin to look into the escrows further to see how long the customer has to respond to receive their escrow back before it defaults back to TOFA.

Mr. Kim noted we have stopped receiving proposals for the HVAC.

Mr. Kim reported that three quotes have been received for the payroll processor. He noted that it will be included in next months Board packet.

Mr. Kim reported that he and Mr. Bulicki are looking at the Cabot Diesel Station as a possible location for an EV station.

Mr. Kim stated that the Ford F250 has been ordered and received from John Kennedy Ford.

Mr. Kim stated that the customer service windows will remain closed on Tuesdays from 1pm-2pm for staff meeting/training.

Mr. Kim reported that he has removed the sale listing of truck 314 and 319. He noted the vehicles are being reviewed further before being re-listed for sale.

Operation Manager's Report

Mr. Ryba reported that the second quarter TTHM/HAA5 samples came back even better than the first quarter.

Mr. Ryba reported that the first street has been completed on the lining project. Mr. Ryba stated the next street should have the cleaning completed by the end of this week. He noted that the lining should be completed by the end of June.

Mr. Ryba stated that all the crew members have been given an email address for communication and time management. He noted that once all the field staff respond to his weekly test email, we will be ready to proceed with the next step.

Mr. Ryba reported that the Oxford Valley generator should arrive in the next few weeks. He stated that once it arrives Penn Power will install it.

Mr. Ryba stated that RVE has sent over the plans for the drying bed at Tyburn Station. He noted that RVE is sending the plans over to DEP to make sure it meets requirements before we proceed.

Mr. Ryba stated there was an issue with Cabot Diesel/Jockey not syncing properly. He noted that he met with a few field staff and came up with a quick plan to make changes to get everything to re-sync.

Business Manager's Report

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

Ms. Parmer reported that there are no customers off at this time for nonpayment.

Review of the Bill List

Mr. Haney asked how we obtain fuel for the field staff vehicles. Mr. Ryba stated that we typically use the Township, however the pumps have been down, and we have been utilizing WAWA. Mr. Binney suggested a fleet card through COSTAR which will take off the tax. Mr. Kim stated he will look into this option for the future.

Bills for Payment

Mr. Beier made a motion to pay the bills in the amount of \$836,913.14. Mr. Haney seconded the motion.

Poll of the Board:

Mr. Hartzel	Absent
Mr. Haney	Yes
Mr. Beier	Yes

Mr. Binney Yes

Mr. Goodwin Yes

Motion Carried 4-0

Board Comment

Mr. Haney

Mr. Haney stated that he is pleased with the progress we are making on the administrative side as well as the execution.

Mr. Beier

Mr. Beier thanked everyone for their efforts.

Mr. Binney

Mr. Binney stated that he appreciates the work being done on the lining project as well as the efforts being made to move us into the 21<sup>st</sup> century, which will make everyone's life easier in the end.

Mr. Goodwin

Mr. Goodwin wished everyone a Happy Memorial Day.

Adjournment

Mr. Goodwin suggested a motion be made to adjourn the meeting at 7:16 p.m. He noted that the next Board meeting will be held on Wednesday, June 26, 2024, at 7:00 p.m. The Board was unanimously in favor.

