

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

June 26, 2024 REGULAR MEETING MINUTES

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, June 26, 2024, at 7:08 P.M.

Salute to the Flag

Roll Call

James Goodwin, Chairperson; Brian Binney, Vice Chairperson; William Beier, Treasurer; John Haney, Secretary; and Paul Hartzell, Assistant Secretary/Treasurer were present. 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 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 May 22, 2024 Meeting

Mr. Haney made a motion to approve the minutes for May 22, 2024. Mr. Beier seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Public Comment

No public comment.

Solicitor's Report

Mr. Levin requested Board approval for Resolution 2024-4 to add First Citizen Bank as an additional depository bank.

Mr. Beier made a motion to approve Resolution 2024-4 adding First Citizen Bank as an additional depository bank. Mr. Hartzell seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Mr. Levin requested Board approval for Resolution 2024-5 revising the water and sewer surcharge of \$3.00 for each credit card transaction to 3% surcharge imposed and collected by the credit card company for each transaction.

Mr. Beier made a motion to approve Resolution 2024-5 changing from the \$3.00 per credit card transaction fee to a 3% surcharge per transaction imposed and collected by the credit card company. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Mr. Levin requested Board approval for Resolution 2024-6 to enter into a revised agreement with Aqua for Lower Makefield.

Poll of the Board:

Mr. Hartzell	Yes
Mr. Haney	Yes

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

Motion Carried 5-0

Engineer's Report

Mr. Bulicki requested Board approval for a water agreement for 10 Makefield Road, He noted that the customer has already signed the agreement. Mr. Binney asked if there was anything they should be aware of since there were a few revisions. Mr. Bulicki stated there was some changes on their end but nothing major.

Mr. Beier made a motion to approve the water agreement for 10 Makefield Road. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Mr. Bulicki requested Board approval for a water and sewer agreement for 935 Lincoln Highway. Mr. Binney asked if there are still spaghetti lines there and Mr. Ryba stated there is, however they will tie in from the back at Penns Place.

Mr. Beier made a motion to approve the water and sewer agreement for 935 Lincoln Highway. Mr. Hartzell seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Mr. Bulicki stated that he is working on the proposal for the study of Cabot Blvd. He noted that there will be a pre-construction meeting the second week of July.

Mr. Bulicki requested Board approval for HVAC maintenance agreement with Hongs Refrigeration at the rate of \$3500.00 for the year.

Mr. Beier made a motion to approve the HVAC yearly maintenance agreement with Hongs Refrigeration. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Mr. Bulicki reported that he would like to make changes to the connection application by raising the initial escrow amount and adding a clause that if the balance falls below the original amount the customer will need to replenish with the initial amount they started with. Mr. Binney stated he would like to keep 1 EDU for a single-family home at an escrow amount of \$1500.00 and 2-5 EDU increased to \$3000.00.

Mr. Binney made a motion to approve the TOFA connection application with the amendment that a single-family with 1 EDU will remain \$1500.00 and 2-5 EDU's will increase to \$3000.00. Mr. Beier seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Executive Director's Report

Mr. Kim reported that the TOFA Admin System is in review and in progress.

Mr. Kim has the final draft for the Return-to-Work Policy and requested Board approval.

Mr. Haney made a motion to approve the final draft of the Return-to-Work Policy. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Mr. Kim stated that the payroll processor has requested some extensive information that is required from TOFA. He noted that the information is being compiled.

Mr. Kim reported that the process to upgrade from NGO to Neptune 360 for meter reading software is underway.

Mr. Kim stated that the CCR's are out for print so with printing and postage the cost is \$2000.00.

Mr. Kim will be looking into some lawn equipment keeping it under \$5000.00 as directed by the Board.

Mr. Kim reported that the new truck upfitting with emergency lighting and headache rack will be \$2041.00.

Mr. Kim reported that the soffit work on the building has been completed.

Mr. Kim stated that an Amazon Business Account as well as a BJ's account will be established for TOFA as directed by the Board.

Mr. Kim stated that the one-on-one meetings with the crew members are ongoing. Mr. Beier stated that he likes the fact that he is doing these meetings.

Mr. Kim stated that on July 3rd at 12:30 we will be holding an employee barbeque (team building event). He invited the Board members to attend if they would like.

Operation Manager's Report

Mr. Ryba reported that the lining project is almost complete on the last road. He stated that they are just waiting for the bacteria test results to come back before reinstating the main. Mr. Ryba noted that restoration will begin once the work is all completed. Mr. Ryba stated that he has already established the dates for next April with Gary. Mr. Binney requested a final cost sheet from this year's project. Mr. Ryba will work on providing that information. Mr. Ryba stated they finished 3 weeks ahead of schedule and he commended the job the lining crew did.

Mr. Goodwin asked when hydrant flushing would begin. Mr. Ryba stated that flushing will begin the week following the 4th of July and will last 2-3 weeks.

Mr. Ryba stated with the completion of the lining project we will begin work on the Tyburn drying bed as well as replacing about 10 hydrants in the system.

Mr. Ryba reported that all field staff have replied to the TOFA email which will be used for the time clock functions as well as time off requests.

Mr. Ryba reported that 5 emergency eye wash stations provided by Cintas have been replaced by TOFA and will be maintained in-house, which is a savings of about \$250.00 per station, per quarter.

Business Manager's Report

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

Ms. Parmer reported that there are no customers off at this time for nonpayment. However, this is the first cycle that will be charged the \$100.00 if they are tagged for shut-off.

Ms. Parmer reported that she is working on the paperwork for PCI compliant.

Mr. Binney asked about the balance sheet on the profit and loss vs actual and why it is showing a zero balance. Ms. Parmer stated she will look into this. Mr. Binney also asked why routine maintenance and emergency shows zero dollars. Mr. Ryba stated he is working with Mr. Kim to reallocate items that are currently listed in other categories.

Review of the Bill List

No comments.

Bills for Payment

Mr. Beier made a motion to pay the bills in the amount of \$818,753.34. Mr. Binney seconded the motion.

Poll of the Board:

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

Motion Carried 5-0

Board Comment

Mr. Hartzell

Mr. Hartzell asked if we offer safety training for the field staff. Mr. Ryba stated that they do safety training provided by Pendott and we also use arrow boards for road safety.

Mr. Haney

Mr. Haney asked Mr. Ryba to make sure the field staff have their safety vests on and lights on when working on the roads. Mr. Haney also stated he understands this transition can be a long process, but he appreciates everyone's efforts.

Mr. Beier

Mr. Beier thanked everyone for their efforts. He also stated he likes that we are keeping on top of our water samples.

Mr. Binney

Mr. Binney thanked Mr. Ryba and stated the guys are doing a great job. He also stated he appreciates everyone hanging in when things are different but good. He also wished everyone a Happy 4th of July.

Mr. Goodwin

Mr. Goodwin wished everyone a Happy 4th of July and he stated he hopes everything goes well with the barbeque.

Adjournment

Mr. Goodwin suggested a motion be made to adjourn the meeting at 7:37 p.m. He noted that the next Board meeting will be held on Wednesday, July 24, 2024, at 7:00 p.m. The Board was unanimously in favor.

