

TOWNSHIP OF FALLS AUTHORITY
REGULAR MEETING
March 27, 2024

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, March 27, 2024 at 7:05 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. Timothy Hartman, Peter Kim, Executive Directors, 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, operational, and legal matters.

Approve Meeting Minutes for February 28, 2024 Meeting – Mr. Beier made a motion to approve the minutes for February 28, 2024. Mr. Binney seconded the motion.

Poll of the Board:

Mr. Hartzell	Yes
Mr. Haney	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 received the final Aqua draft agreement, and he has approved the agreement, however he is waiting for RVE to review.

Engineer's Report – Mr. Bulicki requested Board approval for Payment #2 to S.J. Thomas in the amount of \$17,804.14.

Mr. Haney made a motion to approve Payment #2 to S.J. Thomas in the amount of \$17,804.14. 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

Mr. Bulicki updated the Board on the Lead & Cooper Inventory. He stated that we will not be utilizing the computer modeling program. Mr. Bulicki reported that Mr. Kim has put together a questionnaire that will be utilized.

Mr. Bulicki noted that 200 customers are required. Mr. Hartman stated that the Authority field staff will be conducting the inspection. Mr. Ryba noted

that a visual must be made at the meter of the inside plumbing. Mr. Kim stated that the 200 customers are randomly selected by the company. Mr. Kim requested Board approval to send out a mailer for the Lead & Cooper questionnaire which will cost about \$6400.00.

Mr. Binney made a motion to approve the Lead & Cooper questionnaire mailer in the amount of \$6400.00. Mr. Goodwin 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 he is working on Procurement procedures as well as requiring of 3 quotes for needed work. He also noted that the office has been closing weekly for staff meetings with the closing posted on the window and door.

Mr. Kim reported that he is looking into the emergency notification renewal.

Mr. Kim stated that he is looking to change our cell phone provider from Verizon to T-Mobile which would be a \$200.00 savings a month. He also stated that he is looking into the lawn maintenance as well as Cintas expenses.

Mr. Kim noted that he is reviewing the stopping of taking home of the work vehicles.

Mr. Kim reported that the current Neptune NGO app for meter reads is not working. Neptune is now going to a subscription-based service which will result in an increase of about \$10,000.00 to upgrade.

Mr. Kim is reviewing the payroll process.

Mr. Kim reported that the roof at the building has 21 spots that require immediate attention. He reported that he still needs to gather two additional quotes.

Mr. Hartman stated that the 2024 Ford F150 is due this week.

Mr. Hartman reported that Mr. Bidlingmaier and Mr. Haney completed the Return-to-Work policy. It was the sense of the Board to move forward with the policy.

Mr. Hartman noted that he is working on proposals for HVAC maintenance contract for the TOFA building.

Operation Manager's Report – Mr. Ryba reported that the lining crew have been performing operational tests on the curb stops and making the necessary repairs. Mr. Ryba stated that the lining project is due to begin on April 15th. He noted that he plans on holding an informational meeting for the affected residents on April 10th at the TOFA building at 6pm.

Mr. Ryba stated that the FOG program is being revamped. He noted that he has a scheduled meeting with LBJMA to discuss their implementation of the FOG program as well as their enforcement procedures. Mr. Goodwin asked if we could just notify the Board of Health. Mr. Kim stated that he asked Bucks County

Water & Sewer how they handle enforcement and they stated that they contact the Board of Health however they stated that it is a timely process.

Mr. Ryba stated that he received his third quote today for the Oxford Valley generator replacement and he will review it with Mr. Kim.

Mr. Ryba stated that he has a site meeting scheduled with Mr. Bulicki about the Tyburn station drying bed. Mr. Binney stated that he has some hesitation that this will cause bugs and an odor. Mr. Ryba stated that the staff would immediately be liming the area and once it is dry it would go through the muffin monster.

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 April 1st.

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

Review of the Bill List –

Mr. Haney questioned the Armour Electric bill which has problem noted on it. Mr. Binney asked where all these lights went. Mr. Kim stated that he was going to reject the bill, but it had already been approved. Mr. Ryba stated that the lights were all replaced in the office and back hallway.

Bills for Payment – Mr. Beier made a motion to pay the bills in the amount of \$719,062.82. Mr. Haney 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 – No comment.

Mr. Haney – Mr. Haney asked if we provide the field staff with their fluorescent shirts. Mr. Ryba replied that we do. Mr. Haney would like to see the shirts with reflecting stripes.

Mr. Beier – Mr. Beier thanked everyone for their efforts. Mr. Beier stated that operations need to run smoothly he requested Mr. Kim as the boss be sensitive to the staff's needs and concerns.

Mr. Binney – Mr. Binney stated that on the Profit and Loss last year versus this year is a large difference with the building heat. Ms. Parmer stated that it is for the min split that Ray Litwin's put in and should be under capital improvements.

Mr. Goodwin – No comment.

Adjournment – Mr. Goodwin suggested a motion be made to adjourn the meeting at 7:35 p.m. He noted that the next Board meeting will be held on Wednesday, April 24, 2024, at 7:00 p.m. The Board was unanimously in favor.