

Township of Falls Authority

Board Members:

James Goodwin, Chairperson
William Beier, Vice Chairperson
Paul Hartzell, Treasurer
Lolain Striluk, Secretary
Patty Powers, Assistant Secretary-Treasurer



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December 17, 2025 REGULAR MEETING MINUTES

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, December 17, 2025, at 7:00 P.M.

Salute to the Flag

Roll Call

James Goodwin, Chairperson, William Beier, Vice Chairperson; Paul Hartzell, Treasurer, and Lolain Striluk, Secretary, and Patty Powers, Assistant Secretary/Treasurer were present. Mike Levin, Authority Solicitor, and James Bulicki, Authority Engineer, were present.

Peter Kim, Executive Director, John Ryba, Operations Manager, Megan Parmer, Business Manager and 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 November 19, 2025 Meeting

Mr. Beier made a motion to approve the minutes for November 19, 2025. Ms. Striluk seconded the motion.

Poll of the Board:

Ms. Powers	Yes
Ms. Striluk	Yes
Mr. Hartzell	Yes
Mr. Beier	Yes
Mr. Goodwin	Yes

Motion Carried 5-0

Public Comment

No public comment.

Solicitor's Report

Mr. Levin stated that there is a delinquent sewer customer on Woolston Drive that he has placed a municipal lien on, however there has been no response so he will move forward on foreclosing the lien.

Mr. Levin recommended Board approval of the Resolution 2025-12 adopting the 2026 budget.

Mr. Hartzell made a motion to approve Resolution 2025-12 adopting the 2026 budget. Mr. Beier seconded the motion.

Poll of the Board:

Ms. Powers	Yes
Ms. Striluk	Yes
Mr. Hartzell	Yes
Mr. Beier	Yes
Mr. Goodwin	Yes

Motion Carried 5-0

Engineer's Report

Mr. Bulicki stated he has no new actions for the Board.

Mr. Bulicki reported that the Vermillion and Twin Oaks Interconnection construction should be completed by the end of the year.

Mr. Bulicki stated that the 4 Local Share Grant applications have been submitted.

Mr. Bulicki reported that the Post Road construction is completed and he is working with PECO to replace electrical service at Bargain City.

Operation Manager's Report

Mr. Ryba reported that Sanders Pump completed the repair of the pumps at Penns Place Pumping Station and pumps are now running.

Mr. Ryba stated that there was a water main break at 533 Elford Road. He noted that the TOFA staff made the repair and restoration will be done in the spring.

Mr. Ryba reported that there was a service line break at Tyburn. He stated that the 2' line was isolated and this line will be abandoned.

Mr. Ryba reported that DELCORA has requested a Certificate of Insurance and the office staff are in the process of obtaining the necessary paperwork.

Mr. Ryba reported that a new discharge valve was installed at Cabot Diesel Pumping Station and works great. He stated that it should be integrated into the control panel in the next week or two.

Mr. Ryba stated that the Vermillion electric upgrades were completed today and now SCADA can be installed.

Mr. Ryba wished everyone a Happy Holiday. Mr. Goodwin stated that Mr. Ryba is doing a great job.

Business Manager's Report

Ms. Parmer reported that cycle 2 past dues went out, cycle 1 bills will be sent out next week and cycle 3 bills are due January 2nd.

Ms. Parmer reported that there are no customers off for non-payment.

Executive Director's Report

Mr. Kim stated that he is still waiting on the prop studies for the towers.

Mr. Kim stated that he is reviewing a new office phone service and is gathering 2 more quotes.

Mr. Kim reported that he is in the process of renewing the credit card processor. He noted that there will be no charge in-house with renewal, however the customer will be charged 2.75% or a minimum of \$2.95 per credit card transaction.

Mr. Kim reported that 38 Cabot Blvd has made complaints about the water. He stated that Mr. Ryba has done 5 weeks of samples and everything is fine. Mr. Kim stated that the customer has been made aware that if they require any further sampling it would be at their expense.

Mr. Kim stated that we are moving along with the time clock/payroll. He stated that Ms. Parmer tried it today. Mr. Goodwin asked if the new system will be up and running January 1st. Mr. Goodwin stated that it has been a year. Mr. Kim responded that the first company quit and we had to re-start the process. He noted that we are aiming for January 1st but he doesn't think it will be ready. Mr. Ryba stated that the timekeeping is good, but the tax calculations are not meshing 100%.

Mr. Kim stated that the employee holiday lunch will be on December 23rd at Puss & Boots at 12:30pm.

Mr. Kim stated that the office will be closed on December 26th and the office staff will utilize their time.

Mr. Kim stated that he is waiting on a date from Wheelabrator for a meeting but has not had a response.

Mr. Kim reported that Harris data clean-up is ongoing.

Review of the Bill List

Mr. Hartzell asked Mr. Kim if we use Amazon Business for purchases. Mr. Kim stated we do not because there is an annual fee of \$500.00.

Mr. Hartzell questioned the K3 Heating invoice. Mr. Ryba responded that when our staff were out for a meter change, they broke a pipe and K3 Heating was called out to make the repair.

Mr. Beier stated that BJ's credit card has a limit of \$35,000. He noted that the previous balance was \$8756.00 and we paid \$6369.00. He wanted to make sure we were not carrying a balance. He also asked what will be done with the reward points. Mr. Kim stated that the points will be used for the annual membership as well as for paper.

Bills for Payment

Mr. Hartzell made a motion to pay the bills in the amount of \$676,042.14. Mr. Beier seconded the motion.

Poll of the Board:

Ms. Powers	Yes
Ms. Striluk	Yes
Mr. Hartzell	Yes
Mr. Beier	Yes
Mr. Goodwin	Yes

Motion Carried 5-0

Board Comment

Ms. Powers – No comment.

Ms. Striluk – Ms. Striluk wished everyone a Merry Christmas and a Happy New Year.

Mr. Hartzell – Mr. Hartzell wished everyone a Happy Holidays and stated he will see everyone on January 6th at 6pm.

Mr. Beier - Mr. Beier thanked everyone for their efforts and wished everyone a Happy Holidays.

Mr. Goodwin – Mr. Goodwin asked Mr. Levin if the annual increase for the administrative staff needs to be voted on. Mr. Levin stated it is not necessary since it is in the 2026 budget.

Adjournment

Mr. Goodwin suggested a motion be made to adjourn the meeting at 7:20 p.m. He noted that the Reorganization meeting will be held on Tuesday, January 6, 2026, at 6:00 p.m., and the monthly Board meeting will be held Wednesday, January 28, 2026, at 7:00 p.m. The Board was unanimously in favor.