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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April 22, 2026 REGULAR MEETING MINUTES

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, April 22, 2026, at 7:00 P.M.

<u>Salute to the Flag</u>

<u>Roll Call</u>

James Goodwin, Chairperson, William Beier, Vice Chairperson, Paul Hartzell, Treasurer, and Lolain Striluk, Secretary, was present. Patty Powers, Assistant Secretary/Treasurer was present via telephone. Justin Roberts, 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.

<u>Solicitor's Report on the Executive Session</u>

Mr. Roberts reported that the Executive Session consisted of discussions regarding personnel and operational matters as well as new business on the agenda.

<u>Public Comment</u>

No public comment.

<u>Approve Meeting Minutes for March 25, 2026 Board Meeting</u>

Mr. Beier made a motion to approve the minutes for March 25, 2026. Mr. Hartzell 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

Solicitor's Report

Mr. Roberts had nothing new to report.

Engineer's Report

Mr. Bulicki reported that the roofing contractor has been selected and working on getting appropriate permits with Township.

Mr. Bulicki reported that the Chapter 94 report was submitted last month.

Mr. Bulicki reported that quotes are being obtained for the parking lot. Mr. Kim stated that per the Boards direction he did reach out to the Township Manager and they discussed the parking lot. The Township Manager stated that they do not have the manpower or equipment needed and he asked that we obtain quotes. He also stated that the mechanics should be out of our space by mid-May. Mr. Goodwin stated that he spoke with Joe Arnao, and he was told that we did not want the lift. Mr. Goodwin stated that the lift being left behind was part of the agreement. He stated that we should keep the lift, it is probably worth $10-$15,000. Mr. Ryba stated that our staff was hoping to be able to park trucks in the garage, but he will inform them that the lift is staying. Mr. Ryba also noted that they offered to allow us to keep their storage container. Mr. Kim stated that we can keep that and use it. Mr. Ryba stated that he will speak with Joe Arnao. Mr. Goodwin stated he thinks we should keep the lift and that it could be an asset in the future.

Operation Manager's Report

Mr. Ryba reported that 2nd quarter samples have been taken to AQUA Labs.

Mr. Ryba reported there was a water main break at 143 Lebbie Lane. He noted that the 6" water main was leaking at the bell/spigot connection. Ms. Striluk commented that it was another break at the bell/spigot. Mr. Ryba stated he is not sure why this has been the case for the last couple of breaks other than the aging of infrastructure. Ms. Striluk asked if there is any way of preventing this and Mr. Ryba stated there is not but hopefully with the lining it will help since it is cheaper and less disruptive.

Mr. Ryba reported that pump #1 at Penns Place was not functioning and the impeller was jammed with rags and plastic. He stated that even after it was cleared the pump was not working so it was sent out for repair.

Mr. Ryba reported that on the lining project the access pits have been dug, the temporary line has been laid out, line has been disinfected and samples have been collected and sent to the lab. Mr. Ryba noted that the project should be finished next week other than restoration. He stated that a temporary main was hit the other night but other than that everything has been good.

Mr. Ryba stated that we are approved for Wind River Environmental in Lancaster for grease disposal. He stated that we did look into the portable tank but was minimal savings and we would be doing all the work. Mr. Kim stated the Lancaster site has less insurance requirements. He noted that our first run will be a trial since we are unsure how the cost is calculated. Mr. Ryba noted that Frank's cost TOFA about $12-$13,000/year.

Mr. Goodwin stated that both Mr. Kim and Mr. Ryba have requested to attend a conference. Mr. Ryba stated that he cannot attend due to a scheduling conflict. Mr. Goodwin stated that he doesn't think both should attend anyways. Mr. Kim responded that he wasn't sure but he does agree. Mr. Kim stated he has not registered yet and will look into it.

Mr. Beier asked with the Penns Place impeller all jammed do we have something to chop it up. Mr. Ryba stated that there is no grinder at this station and it does get a lot of grease, however this was piece of rubber that got stuck in it. He stated that to try and avoid this in the future they will be doing regular maintenance utilizing the vactor truck.

Business Manager's Report

Ms. Parmer stated that Cycle 2 bills will be sent out next week. She stated that Cycle 3 late notices went out and Cycle 1 late notices will go out 5/1.

Ms. Parmer stated that there are no customers off for non-payment. She noted that 62 shut-off notices did go out today.

Mr. Goodwin had a few questions about the bank balances. He stated there is an escrow account with over $1,000,000. Ms. Parmer stated yes that is an escrow only account. Mr. Goodwin stated that there is a separate account for payroll. Ms. Parmer responded that was correct. Mr. Goodwin asked what a merchant account is. Ms. Parmer stated that is for our credit card machine. She stated that we stopped using this machine about a month ago, but she has not transferred the money yet in case there were any disputes on any of the payments. She noted that it will be transferred out next month. Mr. Goodwin asked if the debit account is for a debit card. Ms. Parmer stated yes and we try to maintain $1500.00 in that account for purchases. Mr. Goodwin stated that there is a revenue account listed and Ms. Parmer stated yes and we always keep $10,000 in that account and then there are 2 sweep accounts under it. She noted one sweep account is the repurchase account underneath the revenue account with $1,000,000 and then there is the operating account with a repurchase account underneath it.

Executive Director's Report

Mr. Kim reported stated there was discussion on HR matters.

Mr. Kim stated he is reviewing quotes for office phones. He noted there was a small fire in the Verizon old copper line underground. He noted that Ms. Parmer called the Fire Marshall to come out and assist us in locating the smell of something burning. He noted we may need to move sooner than expected on the phone system as we are looking at cloud-based systems.

Mr. Kim reported he is reviewing upgrades to laptops, iPads and cellphones.

New Business

Mr. Goodwin stated that Cathy presented the 2025 audit and reviewed it and now we are looking for approval.

Mr. Beier made a motion to approve the 2025 audit. Mr. Hartzell 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

Mr. Goodwin stated as listed on the agenda looking to authorize the Executive Director to remove 3 accounts with FNBN and create 3 new accounts with TruMark Financial Credit union at 3% interest rate vs 1%.

Ms. Striluk made a motion to authorize the Executive Director to remove 2 savings and 1 escrow account with FNBN and create 2 savings and 1 escrow account with TruMark Financial Credit Union at 3% interest rate vs 1%. 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

Ms. Striluk asked if this is to get a better bang for our buck. Mr. Kim stated that he has been trying to get a better interest rate with FNBN since the day he started but he has had no luck. Mr. Kim stated that he is trying to get us 3% if not 3.5% on the repurchasing balance through TruMark.

Mr. Goodwin stated next on agenda for new business is authorization for Executive Director to execute contracts related to 2026 lining project consistent with 2026 approved budget and amount.

Mr. Kim stated that for the lining project grant reimbursement a contract is needed. He noted that this should have been done before the start of the project however due to the meeting date, the project had already begun, but Board approval is needed. Ms. Striluk asked if that is legal. Mr. Roberts stated he would need to look into it. Mr. Kim responded that this was already approved in the 2026 budget, however the grant reimbursement process is more extensive, so the dates need to be back dated. Ms. Striluk stated that since it has already been approved than back dating is ok? Mr. Bulicki replied that they have already been working with Mr. Levin on this so executing a contract is necessary. Mr. Kim noted that it is already a budget line item approved back in 2025. Ms. Striluk stated to Mr. Roberts that there should be no problem doing this and Mr. Roberts responded that is correct.

Ms. Striluk made a motion to authorize the Executive Director to execute a 2026 lining contract. 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

Mr. Goodwin stated that moving forward this should be done beforehand and Mr. Kim responded that he understood.

Questions on Bill List

Ms. Powers questioned overpayment and reimbursement to a customer. Ms. Parmer stated that the customer paid us instead of paying someone else.

Ms. Striluk stated she was going to question the payment of $12,000 to PA Dept of Transportation however she was informed that it was for manhole replacement. Mr. Ryba stated that it is cheaper to have them do it and bill us for it.

Ms. Striluk stated that there is a charge of $550 for the vactor garage door repair. She noted that one of our employees ran the vactor truck into it. Ms. Parmer replied that the invoice is for a broken chain and that we have not yet been invoiced for the other. Mr. Ryba responded that a chain had broke which had halted the automation of the door which is why the employee hit the top of the door with the vactor truck. Ms. Striluk asked if there was any damage to the Vactor truck and Mr. Ryba replied there was not. Ms. Striluk stated she knows it was William who hit the garage door. Mr. Goodwin asked Ms. Striluk how she would know all this. Ms. Striluk responded she didn't know, she asks questions. Mr. Goodwin stated that on that note he was informed that Mr. Kim contacted Ms. Striluk following a personnel meeting with Chris. Mr. Goodwin asked if any other Board members received a call. Mr. Goodwin stated that there are 5 Board members not just 1 and if there is something going on they should all be made aware. Mr. Kim stated that is gossip and that never happened. Ms. Striluk stated that she knows that the Township requires a drug test following an accident and asked if we do the same. Mr. Kim stated he was not made aware of the incident. Mr. Ryba stated he was also not informed until later, but he did have a conversation with the employee, and he did not appear impaired. Mr. Goodwin asked if there is a policy in place. Mr. Ryba stated he was not sure if it is mandatory, if it is then moving forward, they will be sent for a drug test.

Mr. Hartzel stated he had the same question regarding PennDOT. Mr. Ryba stated that they do send a price list beforehand.

Mr. Beier asked about the charge for Harris Computer and Ms. Parmer stated that it is billed once a year to maintain our software.

Mr. Goodwin wished Mr. Beier a happy birthday.

Ms. Powers questions the 3 checks for Grips Roofing. Ms. Parmer stated that the first check will be given tomorrow and the other 2 checks will be held until the job is completed.

<u>Bills for Payment</u>

Mr. Hartzell made a motion to pay the bills in the amount of $1,016,088.86. 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 – Ms. Powers asked Mr. Kim about the grease disposal and having finalized disposal. Mr. Kim responded that he is glad to finally have something in place. Ms. Powers asked about the portable disposal tanks and Mr. Kim stated that the price was too high so they will stick with the Lancaster site. Ms. Powers commented on obtaining a new phone service and asked if we know who the Township uses. Mr. Kim stated that we are obtaining 3 quotes and Ms. Parmer is working on a quote from our current provider Net Carrier.

Ms. Striluk – Ms. Striluk wished Mr. Beier a happy birthday.

Mr. Hartzell – Mr. Hartzell stated that he is glad the project is going well.

Mr. Beier – Mr. Beier had no comment.

Mr. Goodwin – Mr. Goodwin had no comment.

Adjournment

Mr. Goodwin suggested a motion be made to adjourn the meeting at 7:35 p.m. He noted that the next monthly Board meeting will be held Wednesday, May 27, 2026, at 7:00 p.m. The Board was unanimously in favor.