

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

April 27, 2016

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, April 27, 2016, in the Board Room at 557 Lincoln Highway, Fairless Hills, PA, at 7:00 P.M.

Salute to the Flag

Roll Call – Anthony Rosso, Chairperson, James Goodwin, Vice Chairperson, Brian Binney, Secretary and William Beier, Assistant Secretary/Treasurer were present. Edward Zanine, Authority Solicitor, Vanessa Nedrick, Authority Engineer, Timothy Hartman, Executive Director, John Ryba, Operations Manager, Megan O'Neill, Deputy Business Manager and Tammy McAnulty, Recording Secretary, were also present.

Solicitor's Report on the Executive Session – Edward Zanine reported the Executive Session consisted of personnel matters.

Approve Meeting Minutes for March 30, 2016 – Mr. Beier made a motion to approve the March 30, 2016 minutes with changes made. Mr. Binney seconded the motion.

Poll of the Board:

William Beier	Yes
Brian Binney	Yes
James Goodwin	Yes
Anthony Rosso	Yes

Motion Carried 4-0.

Public Comment – No one signed up for public comment

Solicitor's Report – Edward Zanine presented to the Board Resolution 2016-5, Adopting Post-issuance Compliance Procedures Relating to the 2016 Bond Issued.

Mr. Rosso made a motion to adopt Resolution 2016-5. Mr. Beier seconded the motion.

Poll of the Board:

William Beier	Yes
Brian Binney	Yes
James Goodwin	Yes
Anthony Rosso	Yes

Motion Carried 4-0.

Edward Zanine presented to the Board the Private Sanitary Sewer Maintenance agreement between Falls Township, TOFA and Morrisville Commons, LP, concerning the property owner's obligations under the Township grinder pump ordinance.

Mr. Rosso made a motion to approve the Private Sanitary Sewer Maintenance agreement with Morrisville Commons, LP. Mr. Goodwin seconded the motion. Motion Carried 4-0.

Engineer's Report –

TOFA Flow Diversion Study –Vanessa Nedrick informed the Board that the Lower Bucks County Joint Municipal Authority (LBCJMA) disposal rates were higher than what is currently being charged to Bucks County Water & Sewer Authority. She reported the LBCJMA Executive Director indicated he wants to renegotiate the expired TOFA agreement. Vanessa Nedrick will report back with update.

Chatham Road Water Investigation – Vanessa Nedrick informed the Board that the PADEP asked for updates on iron issues and sampling for residential properties. Letter report was sent. The Engineer will continue to check on iron levels and update the PADEP.

2016 Water Main Cleaning and Lining Project -Vanessa Nedrick stated the pre-construction meeting will be held next week. At that meeting a public information meeting will be discussed.

Trenton Road (Bargain City) PS Evaluation – Vanessa Nedrick stated that there is a possible option to eliminate the pump station but that a grinder pump would be needed. This could cause maintenance issues for the Authority. A cost analysis is needed prior to a recommendation.

Austin Tank Evaluation/Cabot Diesel Standpipe Evaluation - Vanessa Nedrick stated an Inspector went out with John Ryba to evaluate the Austin tank and Cabot Diesel Standpipe. It was noted that a light is out and needs replacing. Also the base plate will need to be replaced in a few years. She reported the paint on both the tank and standpipe is in good shape with a few rust spots that will need to be addressed. She added the abandoned cellular equipment and wiring on the Austin tank needs to be removed. Ms. Nedrick said it will be a couple of years before major repairs will be needed.

TOFA Building Center Space Fit Out – Vanessa Nedrick stated she is wrapping up this week. Tim Hartman requests approval to bid out.

Mr. Rosso made motion to put job out for bidding. Mr. Beier seconded the motion. All were in favor. Motion carried 4-0.

AM Gatti Project –Vanessa Nedrick stated plans have been reviewed and are good to go. They will be a water customer with TOFA. Vanessa requested the Board approve the plan so they can move to the next step.

Mr. Binney made motion to approve the plans for AM Gatti Project. Mr. Beier seconded the motion.

Poll of the Board:

William Beier

Brian Binney

James Goodwin

Anthony Rosso

Motion Carried 4-0

Executive Director's Report – Tim Hartman reported that Phoenixville Federal Bank & Trust loan settlement will take place on May 4, 2016. A drawdown of \$500,000.00 has been requested. The financial advisor recommends TOFA use the remainder of the construction fund first. \$75,213.19 of the initial loan drawdown is closing fees. The Board directed Mr. Hartman to limit the initial loan drawdown to the closing fees.

Mr. Hartman informed the Board two new employees came on board April 6, 2016 and that a number of in-house promotions have been made.

Mr. Hartman would like to look into the purchase of a 4" portable pump for Nottingham Station and other applications. He informed the Board \$50,000 was budgeted for this possibility.

Mr. Hartman stated he will also be looking into the cost of an excavator for staff to perform routine excavations.

Review of Bill List – Mr. Beier made a motion to approve the bill list for April 27, 2016, in the amount \$1,366,610.74. Mr. Binney seconded the motion.

Poll of the Board:

Brian Binney	Yes
William Beier	Yes
James Goodwin	Yes
Anthony Rosso	Yes

Motion Carried 4-0.

Board Comment – Mr. Beier commented that he is happy with how everything is going.

Mr. Goodwin thanked everyone and is looking forward to getting the road project underway.

Adjournment – Mr. Rosso made the motion to adjourn the meeting at 7:43

# **Township of Falls Authority Executive Director's Report April, 2016 (Updates are in Boldface)**

## **1. CAPITAL IMPROVEMENT FINANCING**

At its April 4, 2016, public meeting, the Falls Township Board of Supervisors unanimously voted to guaranty TOFA's \$3,026,000 loan from Phoenixville Federal Bank & Trust. In accordance with Pennsylvania's Local Government Unit Debt Act, the TOFA Engineer has prepared, signed and submitted a Self-Liquidating Debt Report. TOFA Bond Counsel will attend the April 27 Board meeting to obtain Board member signatures on various loan related documents. We are still on track to close on May 4 per the financing schedule.

## **2. TOFA SEWAGE FLOW DIVERSION**

TOFA staff and Engineer met with Lower Bucks County Joint Municipal Authority (LBCJMA) Executive Director Vijay Rajput on April 12. Although Dr. Rajput believes the LBCJMA can accept an additional 500,000 gallons per day of flow from TOFA, he does not want to receive it directly from the Neshaminy interceptor out of concern for LBCJMA plant upsetments primarily due to grease. Instead, he would prefer that the TOFA flow be directed to LBCJMA from residential neighborhoods. Also, initially, Dr. Rajput would like to receive additional TOFA flows on a trial basis. More on this topic will be contained in the Engineers Flow Diversion Study.

## **3. PERSONNEL MATTERS**

The following personnel actions all went into effect on April 6, 2016:

**Megan O'Neill – Promotion to Deputy Business manager (Management)**

**Christopher Diesenbruch – Promotion to Operator 4 (Union)**

**Edward Wiseley – Promotion to Operator 3 (Union)**

**Tammy McAnulty – Hired as Assistant Business Manager (Management)**

**John Palmer – Hired as Meter Reader (Union)**

The Operations Manager, Deputy Business Manager and Assistant Business Manager will be covered by or eligible for (Tammy McAnulty) the same health insurance coverage as is the Business Manger until August 1. Management is exploring other less costly coverage plans to take effect after then.

## **4. WATER QUALITY INVESTIGATIONS**

- a. **The Operations Manager and Executive Director have reached out to Don Detweiler of the PADEP to ascertain the consequences of the NOV for Iron exceedances. We were told that the consequences depend on the results of the water main lining project and the anti-corrosive boosting project. Don has asked for residential sampling results since January 12. TOFA will, of course, comply.**
- b. **As soon as the signed contracts are received from J. Fletcher Creamer and Sons for the water main lining project, a public meeting will be arranged to inform customers of the project scope and schedule and what they can expect.**
- c. **A third round of sampling to gauge the effectiveness of the anti-corrosive booster project is planned for the week of April 25.**

## **5. HOMESERVE USA PARTNERSHIP**

**Monthly commission checks continue to be received and TOFA customer contracts continue to grow (over 600). HomeServe is in regular contact regarding activity indicators and marketing materials.**

## **6. NESHAMINY INTERCEPTOR SUPPLEMENTAL AGREEMENT AND BUCKS COUNTY WATER AND SEWER AUTHORITY (BCWSA) ISSUES**

Surcharge Lawsuit – The TOFA Executive Director met with the BCWSA management on December 9 at its invitation where a settlement to the surcharge lawsuit was discussed involving a joint effort by BCWSA and TOFA to reduce biological oxygen demand (BOD) and total suspended solids (TSS) in the TOFA sewage flow. The BCWSA Board has informally approved the settlement and its Solicitor has drafted a settlement agreement for TOFA review. **The TOFA Board has authorized the Solicitor and Executive Director to continue working toward a settlement agreement with certain protective clarifications made to the BCWSA draft agreement.**

Permanent Flow Metering - The sewage flow meter approved for purchase by the Board at its June 24, 2015, has been installed and data is being collected. The plan is to monitor flows from TOFA's Queen Anne Interceptor into the BCWSA's Neshaminy Interceptor to compare with BCWSA reported flows to assure billing by the BCWSA is commensurate with TOFA flows. The TOFA collected data do not indicate overcharging by BCWSA.

Mandated Agreement with BCWSA (Mid-January, 2016 deadline) – With input from the Authority Engineer, the Authority Solicitor has developed a draft agreement for TOFA and Falls Township. Per the August 18, 2015, meeting with Falls Township representatives, the TOFA Solicitor will request comments on the draft from Falls Township before submitting the draft to BCWSA for review. The October 1 deadline was not met. No comments on the draft have been forthcoming from Falls Township. A new deadline of January 15, 2016, was set by the PADEP for execution of the agreement. No agreement has yet been signed and forwarded by either TOFA or Falls Township.

A technical meeting was held on November 12 at the PADEP Southeast Regional Office to discuss BCWSA's recent revision to its Neshaminy Interceptor Evaluation. The TOFA Engineer and Executive director attended this meeting where additional comments were received by BCWSA. TOFA staff had requested that Falls Township also participate in the meeting. The

TOFA Executive Director and Engineer attended another technical session convened by the PADEP at the BCWSA office on December 14. At that meeting, the PADEP Regional Manager made it clear that 2016 connections would be withheld from any municipality that was not making significant progress by mid-January toward executing a supplemental agreement with BCWSA. Following the meeting, PADEP indicated it would support removing Falls Township as a signatory to the supplemental agreement.

#### **7. MORRISVILLE MUNICIPAL AUTHORITY (MMA)**

The MMA will likely be prompted by PADEP requirements to upgrade and expand its waste water treatment plant (WWTP) or to replace it. In either case MMA is desirous of receiving much greater flows from TOFA. MMA has indicated it is interested in a Falls Township site for the replacement option. The TOFA Executive Director and Engineer will keep the Board apprised of developments.

#### **8. TOFA BUILDING SPACE RENTAL**

The Board has approved a one-year listing agreement with Heritage Homes Realty and its broker Dick Trimble to lease approximately 2,500 sq. ft. of its building at 557 Lincoln Highway. Mr. Trimble has recommended that a fire wall be constructed to separate the lease space from TOFA operations and that other, mostly cosmetic, improvements be made. To that end, five quotes were obtained from area contractors.

Staff has investigated the possibility of segregating gas and electric service for the unused center area of the building. We have learned that gas service segregation can be accomplished reasonably, but can only be partially segregated. The cost to segregate the electric service, however, would be prohibitive.

**Staff has learned that a Falls Township permit will be required to build the non-load-bearing wall segregating the rental space. The TOFA Engineer has been tasked with developing the permit application and estimating the cost to determine whether the work to construct the wall needs to be bid. To the end engineering staff visited the TOFA office on March 30 along with a Falls Township code official. A cost estimate and bid determination will be forthcoming from the TOFA Engineer,**

#### **9. WATER STORAGE TANK MAINTENANCE**

**A separate report and recommendation on water storage tank maintenance has been prepared and submitted to the TOFA Board of Directors. Essentially the report recommends bidding out the minor repairs identified by the TOFA Engineer for the Austin and Cabot tanks along with the comprehensive work on the Collingswood tank identified in the 2015 assessment performed by Southern Corrosion, Inc.**

#### **10. TAPPING FEES AND ESCROW ISSUES**

Periodic Tapping Fees Study/Calculations – The TOFA Board has decided to consider authorizing a Tapping Fees Study after the dedication of certain ongoing projects' assets; e.g., MarMar and Freeman's Farm. The proposed cost of the study submitted by the TOFA Engineer is \$6,900.00.

Property Use Change Audits – After consultation with the TOFA Engineer, I understand that the Aria Health physical therapy operation resulting from the Auto Zone subdivision will likely require the purchase one additional water and sewer EDU. The Rally House store in the Goldenberg complex is a similar usage to the previous tenant and will not require additional EDUs. Staff has begun to monitor the water usage at Crunch Fitness. Additionally, the entire Goldenberg Complex water usage has increased since a new TOFA water meter was installed earlier this year. It is too early to tell whether all of the increase is attributable to Crunch Fitness. In early spring 2016, TOFA will have one year’s worth of data from the new complex water meter. At that time, the data will be evaluated and the need for additional tapping fees determined.

#### **11. DEVELOPER AGREEMENT REVISION**

The TOFA Solicitor has circulated a revised Developers Agreement for comment. Comments have been provided by the Authority Engineer and Executive Director. Staff will present these changes to the Board for approval at a future Board meeting. The mechanism for maintaining sufficient escrow funds should be revisited.

#### **12. TOFA RULES AND REGULATIONS UPDATE AND CONSOLIDATION**

The plan for this assignment is to begin with the Developers Agreement and then expand that effort to all rules and regulations dealing with developers and development projects. Then staff and consulting staff will assess and prioritize the remaining rules and regulations areas. This task will be undertaken in 2016. The Executive director will coordinate this effort with management and consulting staff.

#### **13. CONTRACTOR SERVICES AGREEMENT – BCWSA**

The three-year discretionary Contractor Services Agreement between TOFA and the BCWSA has been executed. BCWSA has recently successfully completed a very sensitive fire hydrant and valve project on Cabot Blvd. under budget. BCWSA has also replaced two fire hydrants on Beaumont Rd. in support of the two water main cleaning pilots and has excavated the pit for the December 9-10 Hyper-Flush pilot. On Saturday, December 12, 2015, a BCWSA crew replaced a leaking valve at Queen Anne Blvd. and Warwick Rd. and, since then, has also responded to assistance on water main leaks TOFA expects to continue to exercise the agreement through 2016. **BCWSA continues to support the TOFA staff in preparation for the water main lining project by excavating and repairing faulty curb boxes identified by TOFA staff. To date, 13 curb boxes have been repaired or replaced by BCWSA crews.**

#### **14. SAFETY**

As the result of staff feedback, the safety committee is moving forward with the following items:

- The purchase of a shelter for the Penns Place lift station control panel. The shelter has been received but not yet installed. - PENDING
- The purchase of reflective rain gear. – COMPLETED
- The replacement of the stair case inside the Bargain City lift station. – COMPLETED
- The improvement of the entranceway steps at three stations. – PENDING.

- Railing for Rock Run generator porch. – COMPLETED
- The replacement of the interior staircase at the Bargain City Lift Station. – COMPLETED
- **High visibility reflective short sleeve tee shirts with TOFA logo are being ordered for field staff - PENDING**
- **Two additional respirators are being ordered for field staff for wear while mixing and handling chemicals - PENDING**

TOFA has received a grant of \$3,000.00 to the Delaware Valley Insurance Trust for the partial reimbursement of these completed projects. A new grant cycle will begin in January, 2016. In-house safety training sessions have been conducted covering various topics of eye and foot protection, first aid – initial response and hazard recognition and control. **The next topics are Office Safety and Ladder Precautions.**

## 15. SECURITY

The installation of eight surveillance (four inside and four outside) cameras is complete. The two most recent additional cameras cover the Board room and the service vehicle parking area. Access by operational personnel to the administrative portion of the building has been reduced by moving the work assignments pickup location including the One-Call printer to the kitchen. **A work station for the Foreman has also been established in the kitchen area.**

## 16. TOFA VEHICLE FUEL PROVIDER CHANGE (WAWA)

TOFA vehicle operators have been issued the Wawa cards and have been using them for nearly three months. Staff has noted a significant decrease to same period in 2014. The largest portion of this decrease is probably due to lower gasoline prices, but the change in vendors has also lowered TOFA's fuel costs. TOFA's gasoline purchase costs in 2015 were \$16,219 compared to \$25,762 in 2014 – a \$9,543 or a 37% reduction.

## 17. WIRELESS INFRASTRUCTURE LEASES

Towerpoint – Staff has begun discussions with another cell antenna lease company and is developing information so that Towerpoint can submit proposal options.

Crown castle - The staff and Board have provided comments on Crown Castle's initial valuation and lease purchase proposal options. Crown Castle had asked for additional information to develop a revised valuation and proposal. Staff has provided that information and a new valuation proposal has been received and is under review.

At the November 18 Board meeting, staff recommended not to contract with either company, and especially not for the monthly payment options.

In March of this year, Towerpoint advised that cellular service carriers were contacting tower space lessors attempting to lower lease payments by threatening to remove equipment. This was confirmed by contacts at Aqua America. Aqua has opted not to respond to these pressure tactics and reports that cellular companies have, as of yet, not removed any equipment because of Aqua's refusal to lower lease payments. **Staff recommends that TOFA follow Aqua's lead if approached to lower lease payments.**

# TOWNSHIP OF FALLS AUTHORITY

## Engineering Status

April 27, 2016

### Current Business:

- 1) **TOFA Flow Diversion Study:** The Board is considering if flow could be diverted from Bucks County Water and Sewer Authority's Neshaminy Interceptor to either Lower Bucks County Joint Municipal Authority's system or to Morrisville Municipal Authority's system to reduce treatment costs. RVB prepared report outlining and exploring three (3) alternatives for flow diversion. **RVB will discuss report at meeting.**
- 2) **Chatham Water Investigation/New Falls Road Pilot Study:** TOFA Staff continues to test residential properties along Chatham Road, Beaumont Road, and Auburn Road for iron to check water quality. The Zinc Polyphosphate Injection System at the New Falls Road Interconnect has been online for a little 60 days. Sampling at the interconnection and at testing sites in the distribution system show that iron levels are decreasing (see attached memo). **RVB directed TOFA staff to sample residential properties and the next two sampling sites in the distribution system on April 22nd. RVB provided update to DEP on April 21, 2016.**
- 3) **2016 Water Main Cleaning and Lining Project:** Board formally awarded the project to J. Fletcher Creamer & Sons on March 30, 2016 in the amount of \$813,800.00. Project will address the cleaning and lining of water mains along the 600 and 700 Blocks of Auburn, Beaumont, and Chatham Roads, and Dunedin Road between Trenton Road and Chatham Road. RVB forwarded contracts to Authority for execution. **RVB is scheduling a preconstruction meeting and information session with Contractor.**
- 4) **Trenton Road (Bargain City) PS Evaluation:** Per TOFA's Facilities Needs Assessment, the Trenton Road PS should be evaluated to determine if it could be eliminated. RVB evaluated the pump station and the surrounding area to determine if gravity flow is achievable. **RVB will discuss report at meeting.**
- 5) **Austin Tank Evaluation/Cabot Diesel Standpipe Evaluation:** Board directed RVB to evaluate the Austin elevated water tank and Cabot Diesel standpipe to determine the condition and outline the timeframe for improvements with costs. **RVB will discuss report at meeting.**
- 6) **TOFA Building Center Space Fit Out:** Board directed RVB to design structural fit out of center space in preparation for rental. **RVB is finalizing structural design and preparing cost estimates.**

- 7) **AM Gatti Project:** AM Gatti is a company that is relocating from New Jersey to Falls Township. They are proposing a 27,500 SF building that would be served by TOFA's for water service. The site requires 5 EDUs for water service. Sewage approval must be obtained by the Morrisville Municipal Authority. **RVB recommend Board approval of the plans, execution of the water services agreement, and payment of all applicable escrows and tapping fees.**

**Old Business:**

- 1) **Falls Township Act 537 Plan:** Township authorized RVB to update the Township's Act 537 Plan. BCWSA Analysis of the Neshaminy Interceptor along with improvement costs must be updated in the plan. **RVB is continuing to update the plan to incorporate BCWSA Analysis, address Bucks County Planning Commission, and DEP comments.**

