

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

December 21, 2016

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, December 21, 2016, in the Board Room at 557 Lincoln Highway, Fairless Hills, PA, at 7:25 P.M.

Salute to the Flag

Roll Call – Anthony Rosso, Chairperson, James Goodwin, Vice Chairperson, Brian Binney, Secretary, William Beier, Treasurer present, Thomas Miles, Assistant Secretary/Treasurer 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 – Mr. Zanine reported the Executive Session prior to the meeting consisted of personnel matters.

Approve Meeting Minutes for November 16, 2016 – Mr. Beier made a motion to approve the November 16, 2016 minutes. Mr. Rosso seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0.

Public Comment – No one for public comment.

Solicitor's Report – Mr. Zanine gave update on the Bucks County Neshamiy Intereptor. He stated a meeting was held on November 30, 2016 where he, the Executive Director and Engineer attended a meeting with Falls Township to amend the Supplemental Agreement to submit to DEP prior to sending it to Bucks County. He also stated the agreement has been with the Township for about two weeks now but is expecting it back next week so it can get sent out.

Mr. Zanine also discussed that the Township and the Land Developer Kalimar would like TOFA to partner with them on a Private Sanitary Sewer Maintenance agreement. Mr. Zanine stated he has reviewed the agreement with Ms. Nedrick and there appears to be no issue. Mr. Zanine is requesting that the Board grant conditional approval of the agreement contingent upon PADEP confirming that TOFA should be a signatory to the Private Sanitary Sewer Agreement.

Mr. Rosso made a motion to approve a conditional Private Sanitary Sewer maintenance agreement for the Kalmar project. Mr. Beier seconded the motion.

Poll of the Board:

Mr. Miles Yes

Mr. Beier Yes

Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0.

Mr. Zanine wished everyone a Merry Christmas.

Engineer's Report -

AM Gatti Project - Ms. Nedrick is requested the release of the letter of credit on file in the amount of \$39,292.00. She stated that this is a project located on Canal Road and there is has no outstanding balance for any remaining work.

Mr. Beier made a motion to release the letter of credit in the amount of \$39,292.00 for the AM Gatti project located on Canal Road. Mr. Binney seconded the motion.

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0.

Chatham Water Investigation/New Falls Pilot Study - Ms. Nedrick stated she is submitting the permanent permit for chemical addition by the end of the week.

2016 Water Main Cleaning and Lining Project – Ms. Nedrick stated there are a few outstanding items that should be addressed by the end of the week. She is hoping to close the project out early next year once the inspector does a final walk through.

TOFA Center Space – Ms. Nedrick stated she is looking for Board approval on the garage door as a base bid and the locker room as the alternate which she will proceed on immediately. Ms. Nedrick stated that she is requesting the Board approve RVB to bid out both phases of the center space plus solicit three quotes for the garage door.

After discussion about project pricing and phasing the work, the Board responded positively to Mr. Miles suggestion that quotes be obtained for the front garage door.

Second Trenton Road Interconnection with LBCJMA – Ms. Nedrick stated that Lower Bucks is projecting to start the project in six to eight weeks. The Board had requested Ms. Nedrick find out if the PennDOT Highway Occupancy Permit needed is a joint permit or a separate one. Ms. Nedrick stated that adding a second connection at Vermillion should come in under \$21,000.00.

Mr. Beier made a motion to proceed with the second connection in Vermillion. Mr. Binney seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0.

Total Suspended Solid and Biological Oxygen Demand Study (TSS/BOD) – Ms. Nedrick stated that Bucks County has approved the scope of work. She will be sending out a questionnaire to commercial businesses and she will report back to the Board. Mr. Miles asked what the questionnaire will include. Ms. Nedrick stated that it will ask for business name, hours of operation, what their business does. Ms. Nedrick stated that after that the follow-up would be effluent sampling analysis.

Emergency Water Main Repair – Ms. Nedrick stated a proposal has been submitted to the Board.

Neshaminy Intereceptor Agreement – Ms. Nedrick stated that there are two action items that RVB has been asked to follow-up on. Ms. Nedrick has requested the Township provide an updated management plan prior to 2014 and another after that point. Ms. Nedrick stated that she is waiting for the Township to provide a map of potential development. She has asked for a breakdown of projects for next five years so we can provide it to Bucks County Water and Sewer Authority.

Executive Director's Report –

TOFA Holiday Party – Mr. Hartman took the opportunity to thank the Board for sponsoring the holiday get together on the evening of Friday, December 9 noting he has received many positive comments and expressions of appreciation from the staff.

Vehicle #316 Replacement – Mr. Hartman reported that the Board approved 2017 GMC Sierra crew cab truck ordered under the PA COSTARS buying program as a replacement for the totaled TOFA Vehicle #316 will be delivered.

2017 Vehicle Purchase – Mr. Hartman reported that the Penske Group dealership already has service body trucks in stock like the one budgeted for purchase in 2017. He added that these vehicles available at COSTARS pricing would be inspected by TOFA staff when the new vehicle is picked up.

Collingswood Tank Mixer – Mr. Hartman reported to the Board that he had received a solicited quote from Southern Corrosion for \$11,795.00 to add an installed water mixer to the contracted work to be done at the Collingswood Tank in 2017. He noted that this would bring the total Collingswood Tank expenses for 2017 to \$41,788.00 from \$29,993.00. He added that the mixer is a key component of improving water quality for TOFA customers, particularly by reducing levels of the by-products of disinfection.

Mr. Binney made a motion to add an installed water mixer to the contracted work at Collingswood. Mr. Beier seconded the motion in the amount of \$11, 795.00.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0.

557 Lincoln Highway Renovation - Mr. Hartman drew the Board's attention to the revised Phase 2 cost an estimate of \$139,058.0 for the TOFA building renovations. He

requested guidance from the Board on bidding the work in phases or together. He noted that the estimate for phase 1 of the renovation focused on creating a vehicle entrance from the front of the building into the center space was \$15,775.00.

TOFA/BCWSA TSS/BOD Study - Mr. Hartman reported that BCWSA has approved the scope of work prepared by RVB for the TSS/BOD study and payment of RVB invoice for the scope of work preparation from the \$50,000.00 escrow fund.

2017 Insurance Coverage and Premium- Mr. Hartman stated that he had provided the Board with a summary of proposed coverage and costs for 2017 prepared by Vaughn Insurance Managers. He noted that the proposal includes 10% premium increase from \$40,581.00 in 2016 to \$44,350.00 for 2017. He requests the Board approval of the proposal and authorization to pay the bill.

Mr. Rosso made a motion to pay Vaughn Insurance \$44,350.00 for the 2017 insurance premium. Mr. Beier seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0.

TOFA Reserve Fund - Mr. Hartman requested Board approval to open a Government Interest Checking/Savings Account with Fulton Bank with an initial deposit

of \$500,000.00.

Mr. Rosso made a motion to open a Checking/Savings Account at Fulton Bank with a \$500,000.00 deposit. Mr. Beier seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0.

Fire Protection Fees - Mr. Hartman advised the Board members that he looked into their request to find out if fire protection taps are metered and he has learned that they are not. The Board directed Mr. Hartman to further investigate the Township's requirements for the fire protection system testing and flushing.

Unbudgeted Expenses - The Board directed Mr. Hartman to identify the sources of funding of any recommended unbudgeted expenditures such as the \$11,795.00 Collingswood Tank water mixer and the \$3,769.00 insurance premium increase.

Mr. Hartman was looking to the Board for approval of one requisition to Univest Bank in the amount of \$2,856,419.00. He stated the requisition has been signed just looking for approval.

Mr. Rosso made a motion to approve requisition RF-7 in the amount of \$2,856,419.00 to Univest Bank. Mr. Beier seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0.

Mr. Binney confirmed with Ms. Nedrick that the Lincoln Highway/PennDot project is being paid by someone else; Ms. Nedrick confirmed. He requested that they be separated out on the bill list. Mr. Binney also asked why we have one bill for Flomaster dated for June. Mr. Hartman explained that the bills have been being sent to RVB not TOFA. Ms. Nedrick stated that the issue has been clarified.

Review of Bill List – Mr. Beier made a motion to approve the bill list for November 16, 2016, in the amount \$460,931.34. Mr. Rosso seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 5-0.

Board Comment –

Mr. Miles- He expressed that he thought the holiday party was very nice.

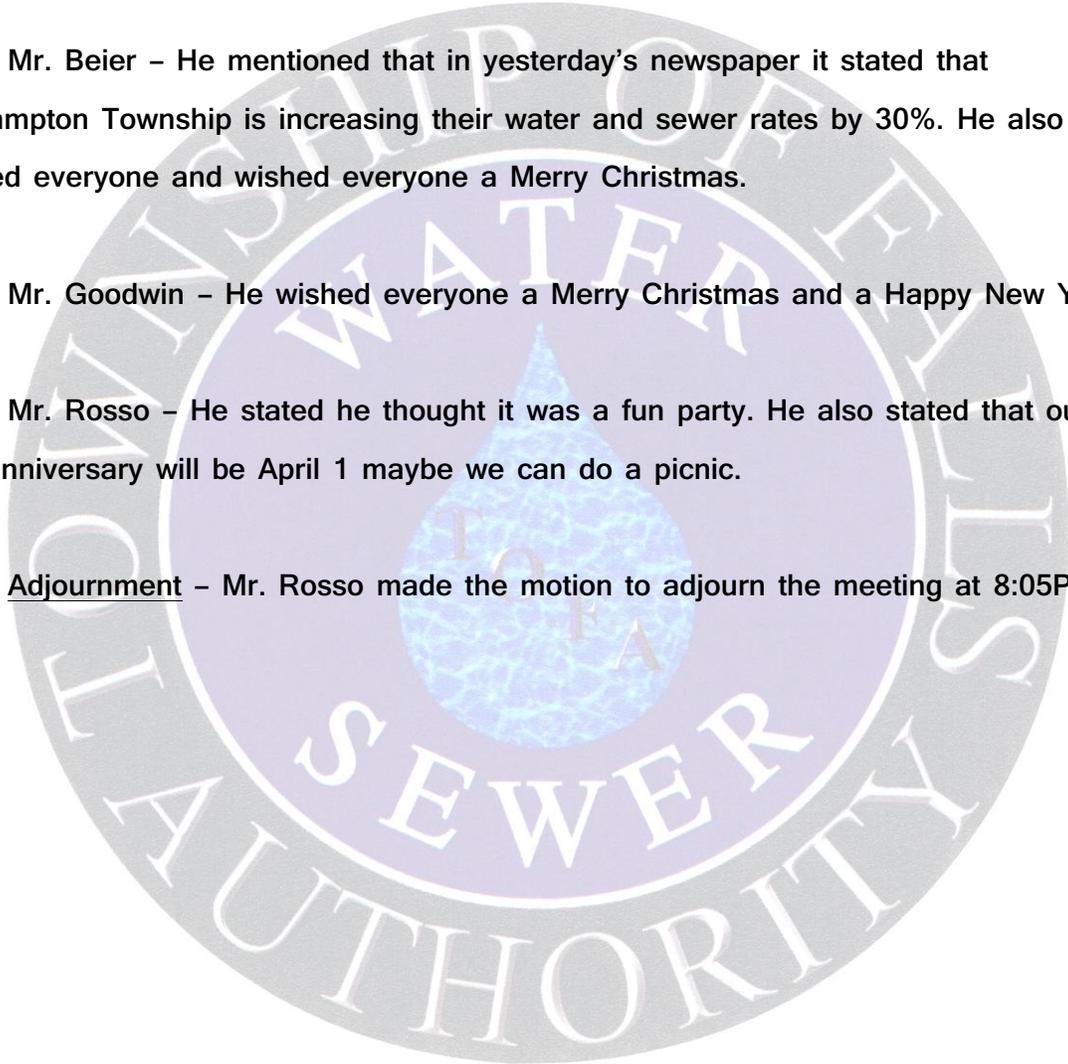
Mr. Binney- He expressed his disappointment that the water project is not wrapped up yet. He also wished everyone a happy holiday.

Mr. Beier – He mentioned that in yesterday’s newspaper it stated that Northampton Township is increasing their water and sewer rates by 30%. He also thanked everyone and wished everyone a Merry Christmas.

Mr. Goodwin – He wished everyone a Merry Christmas and a Happy New Year.

Mr. Rosso – He stated he thought it was a fun party. He also stated that our 10 year anniversary will be April 1 maybe we can do a picnic.

Adjournment – Mr. Rosso made the motion to adjourn the meeting at 8:05PM.



Township of Falls Authority Executive Director's Report December 21, 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.

The loan closing took place as scheduled on May 4. Per the TOFA Board's direction, only the closing fees of \$75,213.19 were drawn on the loan.

A loan draw down of \$173,226.39 was approved by the Board to pay a portion of a water main lining invoice. The remainder of the invoice was paid from the 2011 Construction Fund.

At the September 28 Board meeting, the Board approved a payment to the water main lining contractor J. Fletcher Creamer in the amount \$155,802.02. As a result, there remains \$2,621,758.40 of the Phoenixville Federal Bank and Trust loan amount available to TOFA for the approved projects.

2. LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY

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 Queen Anne 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.

A meeting was held between LBCJMA and TOFA staff on Thursday, June 25, to discuss Flow diversion among other topics. The LBCJMA Executive Director would still prefer that diverted flows come from residential neighborhoods and maintained that the rates could not be lower for TOFA than those charged to BCWSA who also uses the sewage conveyance system as well as the treatment plant. We did discuss the reopening of the diversion chamber for use on an emergency basis by both LBCJMA and TOFA. The LBCJMA would like to continue its review of the Engineer's Diversion Study and get back to TOFA. A follow-up meeting with LBCJMA will be requested to begin work on new agreements and possibly flow diversion.

A meeting with LBCJMA is also being scheduled to discuss a second Vermillion Hills

interconnection to create a loop and eliminate a LBCJMA dead end and improve water appearance for both LBCJMA and TOFA.

At a meeting held on September 29 between representatives of TOFA and LBCJMA, LBCJMA proposed the construction of a second Vermillion interconnection chamber to create a loop and eliminate the existing dead end. TOFA agreed that this would likely result in an improved water quality for both authorities' systems. TOFA's cost would be limited to making its own connection. LBCJMA has recently completed a water main replacement project in the Vermillion Hills section. The Board advised staff to use this joint effort to foster improve cooperation from LBCJMA on communication and improve water quality. **A meeting between TOFA and LBCJMA was held on November 30 to further discuss the additional Vermillion Tie-in. At this meeting LBCJMA agreed to providing TOFA laboratory support.**

3. PERSONNEL MATTERS

TOFA operations staff continues to rotate in to complete an online Defensive Driving Course. **Anti-workplace bullying courses are also being arranged.**

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. A pre-construction meeting with the contractor was held on May 6 and a public information meeting was held on the evening of May 19. The contractor, J. Fletcher Creamer & Son (JFC) has mobilized and has positioned equipment and materials in the TOFA parking lot. JFC has also begun to mark pits and to lay out the temporary water supply lines. Some customers in the project area are now on the temporary water supply with water main cleaning and lining about to get underway. The water main lining project is substantially completed and all the affected customers have been reconnected.
- c. The Operations Manager will update the Board on the most recent actions in response to the PADEP NOV stemming from reported 4th quarter 2015 sample results. The Engineer has also provided a report on actions to be taken to mitigate water quality issues associated with the violation. The required Public Notice was mailed to every TOFA water customer resulted in very few phone calls. These were expertly handled by John Ryba. A meeting with PADEP in Norristown to discuss drinking water quality issues **was convened on July 28**. The TOFA Engineer, Operations Manager and Executive Director met with the PADEP as planned resulting in guidance for a TOFA mitigation plan which has been developed and provided to PADEP.

- d. The latest THM/HAA5 samples have been submitted for analysis. RVB will report on the chemical additive pilot program. The specific results were within permitted limitations as is the rolling quarterly average levels. The Board advised staff that the permitted limitations should not be the goal rather we should strive for the best possible water quality. **To this end the TOFA Engineer has developed water quality parameters and TOFA staff has garnered a pledge of support from LBCJMA.**

5. HOMESERVE USA PARTNERSHIP

Quarterly statistics on the success of the HomeServe USA partnership are being forwarded to the Board as they are received. Home Serve is pleased with the TOFA customer response.

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. The Solicitor, Engineer and Executive Director are working on a response to the most recent BCWSA changes. A negotiated settlement agreement will be presented to the TOFA Board for execution on August 24th. The settlement agreement has been executed by both TOFA and BCWSA and the \$50,000.00 escrow account with access procedures is being established.

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. An amended agreement has not been sent to TOFA.

BCWSA and PADEP are not releasing TOFA's 2016 connections. PADEP has offered to act as intermediary between TOFA and BCWSA to resolve outstanding issues. Other municipalities have taken PADEP up on this offer. Results are pending. TOFA has accepted a PADEP offer to facilitate an agreement with BCWSA. A general meeting among PADEP, BCWSA and the tributary organizations is scheduled for September 8. The meeting occurred as scheduled. Meetings among Falls Township, TOFA, BCWSA and PADEP are anticipated.

At an October 3 meeting between representatives of TOFA and Falls Township, it was decided that the TOFA Solicitor would circulate a draft Supplemental Agreement for discussion at a second meeting to be held during the week of November 7. Once TOFA and Falls Township concur on an acceptable Supplemental Agreement, a meeting with PADEP is anticipated. **TOFA and Falls Township have agreed upon changes to the supplemental agreement that will be presented to PADEP for comment before being sent to BCWSA.**

The court case filed by BCWSA against TOFA for failure to pay surcharges on alleged BOD and TSS exceedances was settled and a \$50,000 escrow account was established by TOFA to address the issue. RVB has drafted a study plan. **The plan has been forwarded to BCWSA and TOFA is awaiting comments/approval.**

7. MORRISVILLE MUNICIPAL AUTHORITY (MMA)

The MMA will likely be required by PADEP 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.

TOFA and MMA representatives met informally on September 27 to discuss MMA options. MMA agreed to provide TOFA cost sharing estimates should TOFA decide to contribute flows to a new MMA system.

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.

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. The Board has directed staff to assess its space needs to see if the center space could be used to satisfy those needs. The Operations Manager, Foreman and Executive Director have met and determined that the center space could be put to use for workshops, storage, a kitchen and possibly the expansion/relocation of the operations staff locker room and an office for the Foreman. Heritage Homes Realty continues to solicit the center space for rental.

Heritage Homes Realty has been released from its agreement. RVB is drafting a space utilization plan.

RVB has presented a draft plan to TOFA staff which has provided comments.

An updated space layout and construction estimates have been provided to TOFA staff. The new construction estimate for phase 1 is \$15,755.00 and for phase 2 is \$150,799.50. Modifications to the plans were proffered at the September 28 Board meeting. RVB will revise plans and cost estimates. **The revisions have been made and the work will be bid pending Board approval.**

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.

The Board has directed the Engineer to solicit quotes for the water tank management/maintenance contract with annual payments.

On August 24, 2016 the Board approved a ten-year maintenance agreement with Southern Corrosion for the Collingswood tank.

Discussions are occurring to schedule the work with the possibility of adding a mixer to the tank early in the maintenance schedule to improve water quality. **Southern Corrosion has provided TOFA staff and Engineer with specifications and cost for a Collingswood tank mixer.**

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. The owner at 131 Lincoln Highway (Aria/AutoZone) has purchased one additional water and sewer EDU. **The Crunch Fitness audit is underway.**

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. Staff has requested that BCWSA describe its evening, weekend and holiday response capabilities and reconfirm or update its rates. This information has been received. In most instances the BCWSA emergency response mobilization is under two hours.

14. SAFETY

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

- The purchase of a shelter for a 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
- Reflective tee shirts for warmer weather – COMPLETED
- Respirators for chemical mixing – COMPLETED
- Sodium Hypochlorite warning signs for chemical storage areas – PENDING
- Purchase and distribution of HI-VIZ tee shirts and vests – COMPLETED
- Exploration of GPS vehicle tracking for safety and productivity – COMPLETED
- TOFA has received a grant of \$3,000.00 to the Delaware Valley Insurance Trust (DVIT) for the partial reimbursement of these completed projects. A new two-year grant cycle will begin in January, 2016. Staff has notified DVIT of its intent to file a grant application.
- A motor vehicle accident involving a TOFA vehicle (#316) and two TOFA employees occurred on the afternoon of September 19. Accident details were provided to the Board in a separate memo.

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 last videos covered Office Safety and Ladder Precautions. DVIT continues to provide additional videos for TOFA's regular safety meetings. DVIT conducted its annual visit to TOFA on August 18. A separate report will be provided to the Board.

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. **A wide-screen camera monitor has been installed in the administrative office for added real-time security.**

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.

A report was prepared for the Board comparing vehicle fuel expense for WAWA and Suburban Propane. It showed a 33.5% reduction in fuel costs for the first seven (7) months of 2016.

17. ULTRASONIC WATER METERS

As a follow-up to an earlier email to the Board on this topic, staff continues its due diligence with regard to other organizations experiences with this technology. Most notably, the Washington (DC) Suburban Sanitary Commission (WSSC) is two months into an exhaustive test of the Kamstrup meters. So far the performance indicators are positive. The WSSC system has approximately 450,000 accounts and operates its own meter laboratory. The WSSC will not allow bids with meters it has not tested first. TOFA's own bench testing has shown the capture of greater water flow by the Kamstrup meters than by the Neptune meters. The Operations Manager will provide the data. The Board approved a 20-meter ultrasonic technology pilot. The meters have been received and will be installed in customer homes in the September-October, 2016 timeframe. The installation of the ultrasonic meters is completed and they are accurately recording water usage. **Neptune has recently unveiled its ultrasonic bronze meter. Staff is seeking Board approval to purchase and test 20 of these meters at a cost of \$5,120.00.**

18. CAPITAL EQUIPMENT

Backhoe/Loader– The Operations Manager and/or the Executive Director have visited four backhoe dealerships representing Kubota, JCB and CAT and Case manufacturers. All offer similar size models of varying quality and applicability through the PA COSTARS buying program with prices ranging from \$67,000 to \$92,000. John Ryba and I believe the JCB 3 CX compact backhoe at \$77,400 best meets TOFA's needs. Already this year TOFA has paid out nearly \$35,000 for emergency repairs it could have performed itself. With Board approval, the JCB 3CX compact backhoe has been purchased, staff training conducted and the backhoe is in use. Many curbstops have been repaired using the new backhoe.

Portable Pump – The Gorman Rupp 4 inch diesel portable pump introduced to the Board previously via email is not available through COSTARS and will need to be bid. We have a price from Sander Power that discounts the recent seasonal TOFA rental fees. Sander will also provide pricing for the required hosing, floats, connections, etc. Based on Sander's pricing, staff expects the pump et al to cost less than \$40,000. TOFA has budgeted \$50,000 in the 2016 budget for this capital item. The Board has directed the Engineer to bid out the pump.

Sanders Power Equipment submitted the apparent low bid of \$36,247.00. The Board approved the purchase of the pump. The pump has been delivered and setup training has been conducted. **Camera Truck and Equipment** - Bristol Township has indicated it will consider a \$100,000 offer for its 5 ½ year-old truck and camera equipment. At a minimum, it would cost TOFA an additional \$30,000 for the software license and repairs. TOFA countered with a \$35,000 offer.

There is no money budgeted in 2017 for camera equipment. At its October 26 Board meeting, the Board authorized the purchase of a 2017 GMC Sierra for an amount not to exceed \$45,000. An order has been placed with Penske GMC under the PA COSTARS program for a 2017 GMC Sierra truck at a cost of \$39,058.

