

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

February 27, 2008

The regular monthly meeting of the Township of Falls Authority was held on Wednesday, February 27, 2008, in the main meeting room of the Township Building, 188 Lincoln Highway, Fairless Hills, Pa, at 7:34 P.M.

Salute to the Flag

Roll Call - Debra DeBlasio, Chairperson, John Palmer, Vice Chairman, William Renson, Treasurer, Anthony Rosso, Assistant Secretary /Treasurer and Lisa Walsh, Secretary were present. Edward Zanine, Authority Solicitor, Thomas Beach, Authority Engineer, David Busch, Keystone Alliance Consulting, David Wiman, Executive Director, Edna Miller, Business Manager and Megan O'Neill, Recording Secretary were also present.

Item #1 – Solicitor's Report on the Executive Session – Edward Zanine reported that the Executive Session consisted of various administrative actions, discussed personnel issue and discussed litigation issue regarding a delinquent customer.

Item #2 - Approve Meeting Minutes for January 23, 2008 – Lisa Walsh indicated that the date on the minutes should be changed to January 23, 2008.

Lisa Walsh made the motion to accept the revised minutes from our January 23, 2008 meeting. William Renson seconded the motion. Motion carries unanimously 5-0.

Item #3 - Public Comment – There was no one signed up for public comment.

Item #4 - Resolution Amending the By-Laws to Allow Flexibility in Choosing the Meeting Date and Place at the Annual Re-organization Meeting – David Wiman indicated that we are looking to amend the By-Laws to allow for changing the place and dates of future meetings.

Edward Zanine indicated that this is just to allow the board flexibility in the future and this would all still fall under the sunshine act. There would be plenty of public notice.

Lisa Walsh made the motion to adopt Resolution No. 2008-6 which gives us the flexibility of the day of the week for the meetings. William Reson seconded the motion.

Poll of the Board:

Anthony Rosso	Yes
William Renson	Yes
Lisa Walsh	Yes
John Palmer	Yes
Debra DeBlasio	Yes

Motion carried 5-0.

Lisa Walsh made the motion to adopt Resolution No. 2008-7 which gives us the flexibility of picking the place to have the meetings. John Palmer seconded the motion.

Poll of the Board:

Anthony Rosso	Yes
William Renson	Yes
Lisa Walsh	Yes
John Palmer	Yes
Debra DeBlasio	Yes

Motion carried 5-0.

Item #5 – Review of Bill List –

Anthony Rosso questioned the refund to Haas. Eddi Miller indicated that was for a customer that had sold their home and had a credit on their account.

Anthony Rosso also questioned the ITT Flygt. David Wiman indicated that was for the Headley pump repair.

Anthony Rosso wanted to know what we are getting from Simple Man for the five hundred a month. David Wiman indicated that from November through January we are averaging \$ 62.50 per hour for their services.

Anthony Rosso questioned USA Blue Book. David Wiman indicated that was for flow charts.

Anthony Rosso wanted to know what we are still paying Valley Painting for. David indicated that they are not doing any further work, we just withheld money and are paying

them as per the contract. Tom Beach indicated that the final amount still has not been paid.

David Wiman indicated to the Board that the Headley Station has some pretty aggressive inflow and has eaten up the pumps there. Over the years pieces of the pump have been replaced. The Board indicated that they would like reports from Philadelphia to see if the companies are submitting the required quarterly reports. Debra DeBlasio indicated that this has been a problem for many years.

Debra DeBlasio indicated the bulk of the bill list is for Bucks County Water & Sewer Authority in the amount of \$ 363,886.56.

Lisa Walsh made the motion to approve the bill list for February 27, 2008 in the amount of \$ 460,824.98. John Palmer seconded the motion.

Poll of the Board:

Anthony Rosso	Yes
William Renson	Yes
Lisa Walsh	Yes
John Palmer	Yes
Debra DeBlasio	Yes

Motion carried 5-0.

Item #6 – Solicitor Comment – Edward Zanine no comment at this time.

Item #7 – Engineer Report – Tom Beach indicated that he had met with David Wiman and Martin Witt to discuss capital improvement programs for 2008.

1. Telemetry upgrades. Tom Beach recommended that we go with new state of the art telemetry. There are six locations that Tom is recommending. The estimate is about \$ 37,000.
2. Replacement of residential water meters. Tom Beach gave two scenarios: one was a ten year plan and the other was a fifteen, year plan, the board asked Tom to submit a five year plan.
3. Inflow and infiltration reductions throughout the township.

Tom Beach reported on Austin Tank. He is looking into how much it will cost to paint the cables that are on the tank from the cell company so that they will match the rest of the tank's color.

Tom Beach also reported that he sent a letter to the Developer from Rock Run which outlined two things: to get these lines dedicated and to fix the problem the homeowners are having. At this time Tom has not received a call from them.

Item #8 – Executive Director Report –

Key Performance Indicators for the Current Month:

1. Health & Safety:
 - a. One injury resulting in zero lost-time hours; an employee cut his finger – 3 stitches.

b. Zero vehicle accidents

2. Environmental Compliance:

a. Zero water quality violations

b. Met all monitoring, reporting & treatment requirements.

Following up on last month's issues and other items of note:

1. There were three blockages this month. One on 2/3 at 221 Andover. One on 2/16 at 308 Berkshire and the last one occurred at 402 Lincoln Highway on 2/26. All were cleared promptly without incident.

2. \$ 1,503.23 in Safety Equipment Purchases:

1. The items purchased help to safeguard our employees from the most likely hazards they're apt to face in their day-to-day jobs. The items included: traffic safety devices. Reflective vests, lock-out/tag-out kits. First aid kits. An eyewash stations, MSDS station, etc., and with these purchases, TOFA has now closed 9 of the 10 deficiencies noted on our initial Risk Control Survey Report conducted by Delaware Valley Worker Compensation Trust.
2. What's more, these items were approved for reimbursement by DVWCT out of our allotted safety grant monies which equaled \$3 K over the 2008 – 2009 calendar years.

3. Finally, for the record:

I tendered my resignation to the Board on the 14th of February due to an opportunity to improve my family's situation. I have offered to continue working for TOFA on a limited basis through the second week of March in

order to provide as smooth a management transition as possible and will do my best to help the organization beyond that, if needed. I will always be a TOFA supporter and wish this organization nothing but continued success.

I would like to thank the Board for the opportunity they have given me; it has been a genuine pleasure to represent the Township of Falls Authority. The organization has a fine staff and I will truly miss my associations here.

Item #9 – Board Comment – William Renson indicated that he would volunteer his services as a Red Cross certified trainer, to train the employees in first aid and would retrain the employees every year to keep the employees certified.

The Board had a discussion on hiring David Busch from Keystone Alliance Consulting to oversee the daily (financial & administrative) duties of the Executive Director.

The Board went into executive session at 8:25; meeting reconvened at 9:00.

Edward Zanine reported that personnel issues were discussed in the executive session.

Lisa Walsh made the motion to hire Keystone Alliance for no more than \$90. per hour to fulfill the duties per outlined on the executive Directors job description which will be attached to the minutes. John Palmer seconded the motion.

Poll of the Board:

Anthony Rosso Yes

William Renson Yes

Lisa Walsh Yes
John Palmer Yes
Debra DeBlasio Yes

Motion carried 5-0.

Lisa Walsh made a motion to purchase the “Customer Service for Water and Sewer Service Utilities” video series in the amount of \$ 195.00. John Palmer seconded the motion.

Poll of the Board:

Anthony Rosso No
William Renson Yes
Lisa Walsh Yes
John Palmer Yes
Debra DeBlasio Yes

Motion carried 4-1.

Anthony Rosso did not have anything for board comment

John Palmer would like to know if the Auditors have submitted a report. David Busch indicated that the auditors have not put together a report at this time, but will once the audit has been completed there will be a report.

John wanted to know if Tom was aware of what is going on at Conrail. Tom indicated that he is aware of what is going on. Debra DeBlasio indicated that she would like to have staff meetings weekly.

John Palmer made a motion to purchase a rain barrel with TOFA's Logo for no more than \$ 250.00 to donate to the Ladies Tea in support for Lou Gehrig's disease to promote water conservation. Debra DeBlasio seconded the motion.

Poll of the Board:

Anthony Rosso	Yes
William Renson	Yes
Lisa Walsh	Yes
John Palmer	Yes
Debra DeBlasio	Yes

Motion carried 5-0.

Debra DeBlasio made a motion to approve Team Capital Bank as depository and that the Capital Reserve and Debt Service Reserve should be placed in that bank should it be a competitive interest rate; TOFA will also trial their check-reading equipment for a period of 30 days. Lisa Walsh seconded the motion.

Poll of the Board:

Anthony Rosso	Yes
William Renson	Yes
Lisa Walsh	Yes
John Palmer	Yes
Debra DeBlasio	Yes

Motion carried 5-0.

David Busch added that he would be placing an advertisement for an Executive Director in the PMAA magazine and on their website. The Board indicated that the applications are to go to David Busch.

The Board thanked David Wiman. They also wished David and his family good luck.

Adjournment – Lisa Walsh made the motion to adjourn the meeting at 9:25 P.M. John Palmer seconded the motion which carried 5-0.

A large, light blue teardrop-shaped graphic is centered on the page. Inside the graphic, the letters 'TOFEA' are written in a large, white, serif font. The 'T' is at the top left, 'O' is in the middle, 'F' is to the right of 'O', and 'E' and 'A' are at the bottom right, stacked vertically.

TOFEA