

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

March 30, 2016

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, March 30, 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 Bill Beier, Assistant Secretary/Treasurer were present. Edward Zanine, Authority Solicitors, Vanessa Nedrick Authority Engineer, Timothy Hartman, Executive Director, John Ryba, Operations Manager, 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 the Executive Session at the end of March 7, 2016 meeting consisted of personnel matters.

Edward Zanine reported the Executive Session prior to this evening’s meeting consisted of litigation and personnel matters.

Item #2 – Approve Meeting Minutes for February 24, 2016 – Brian Binney made a motion to approve the February 24, 2016 minutes. Anthony Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 4-0.

Item #3 - Approve Meeting Minutes for March 7, 2016 - Brian Binney made a motion to approve the March 7, 2016 minutes. Anthony Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 4-0.

Item #4 - Public Comment - Mrs. Amy Fox wanted to know what the next steps regarding the discolored water issue.

The Board informed Mrs. Fox of the actions TOFA is taking to fix the discolored water issue.

Mrs. Fox also reported that the discolored water was better, though not completely resolved, since TOFA arranged for the cleaning of her water heater. The Board thanked Mrs. Fox for the feedback.

Mr. Joseph Stines questioned the Board about Homeserve and the arrangement the Authority has with the company.

The Board directed Tim Hartman to stay in touch with Mr. Stines to provide him with details of the relationship and the partnership agreement.

Mr. Stines also informed the Board he had discolored water over the weekend and called the Authority emergency number but received no return phone call.

John Ryba informed Mr. Stines there was a fire in the neighborhood and he did return two phone calls made to the answering service related to that incident, but he was not informed about a call from the Stines.

The Board directed Tim Hartman to look into the matter.

Item #5 Solicitor's Report - Edward Zanine had nothing to report.

Item #6 Engineer's Report -

TOFA Flow Diversion Study - Vanessa Nedrick informed the Board she will be meeting with Lower Bucks County Joint Municipal Authority Executive Director to go over the draft agreement and would have more to report next month.

Chatham Road Water Investigation - Vanessa Nedrick recommended the Board award the 2016 - 2017 Water Main Cleaning and Lining Project to J. Fletcher Creamer & Sons, Inc. in the amount of \$813,800.00.

Bill Beier made a motion to award 2016 Water Main Cleaning and Lining Project

to J. Fletch Creamer & Sons, Inc. in the amount of \$813,800.00. James Goodwin seconded the motion.

Poll of the Board:

Brian Binney Yes

Bill Beier Yes

James Goodwin Yes

Anthony Rosso Yes

Motion Carried 4-0.

Item #7 Executive Director's Report - Tim Hartman introduced TOFA Financial Advisor Christopher Gibbons of Concord Public Finance and TOFA Bond Counsel Ernest Closser of Curtin & Heefner to address the 2016 TOFA borrowing.

Mr. Gibbons informed the Board he was pleased to report the receipt of 12 proposals from 6 banks. He stated the best proposal was for a \$3,026,000 loan from Phoenixville Federal Bank & Trust at a two percent fixed rate for ten years, prepayable at anytime with the opportunity to draw the funds over a three year timeframe.

Bill Beier made a motion to approve Resolution 2016-3 for the financing with Phoenixville Federal Bank & Trust and to authorize the signing of the proposal. James Goodwin seconded the motion.

Poll of the Board:

Brian Binney Yes

Bill Beier Yes

James Goodwin Yes

Anthony Rosso Yes

Motion Carried 4-0.

Bill Beier made a motion to approve Resolution 2016-04 for reimbursement of the project costs expended prior to the loan execution. James Goodwin seconded the motion.

Poll of the Board:

Brian Binney Yes

Bill Beier Yes

James Goodwin Yes

Anthony Rosso Yes

Motion Carried 4-0.

Tim Hartman presented the Board with an agreement with Bucks County Water and Sewer Authority (BCWSA) to settle the surcharge lawsuit by establishing \$50,000 escrow account to fund a joint TOFA & BCWSA effort to identify and mitigate sources of Total Suspended Solids and Biological Oxygen Demand.

James Goodwin made a motion to finalize the agreement. Bill Beier seconded the motion.

Poll of the Board:

Brian Binney Yes

Bill Beier Yes

James Goodwin	Yes
Anthony Rosso	No

Motion Carried 3-1.

Tim Hartman recommended paying the final payment to Montauk Services Inc. in the amount of \$11,615.00, which would be a 15.3% reduction from the original bill.

James Goodwin made a motion to pay Montauk Services the final payment of \$11,615.00. Bill Beier seconded the motion.

Poll of the Board:

Brian Binney	Yes
Bill Beier	Yes
James Goodwin	Yes
Anthony Rosso	No

Motion Carried 3-1.

Tim Hartman announced the promotion of Megan O'Neill as Deputy Business Manager the hiring of Tammy McAnulty as Assistant Business Manager and the hiring of John Palmer as Meter Reader.

Item #8 Review of Bill List – Bill Beier made a motion to approve the bill list for March 30, 2016, in the amount \$534,637.63. Brian Binney seconded the motion.

Poll of the Board:

Brian Binney	Yes
Bill Beier	Yes

James Goodwin Yes

Anthony Rosso Yes

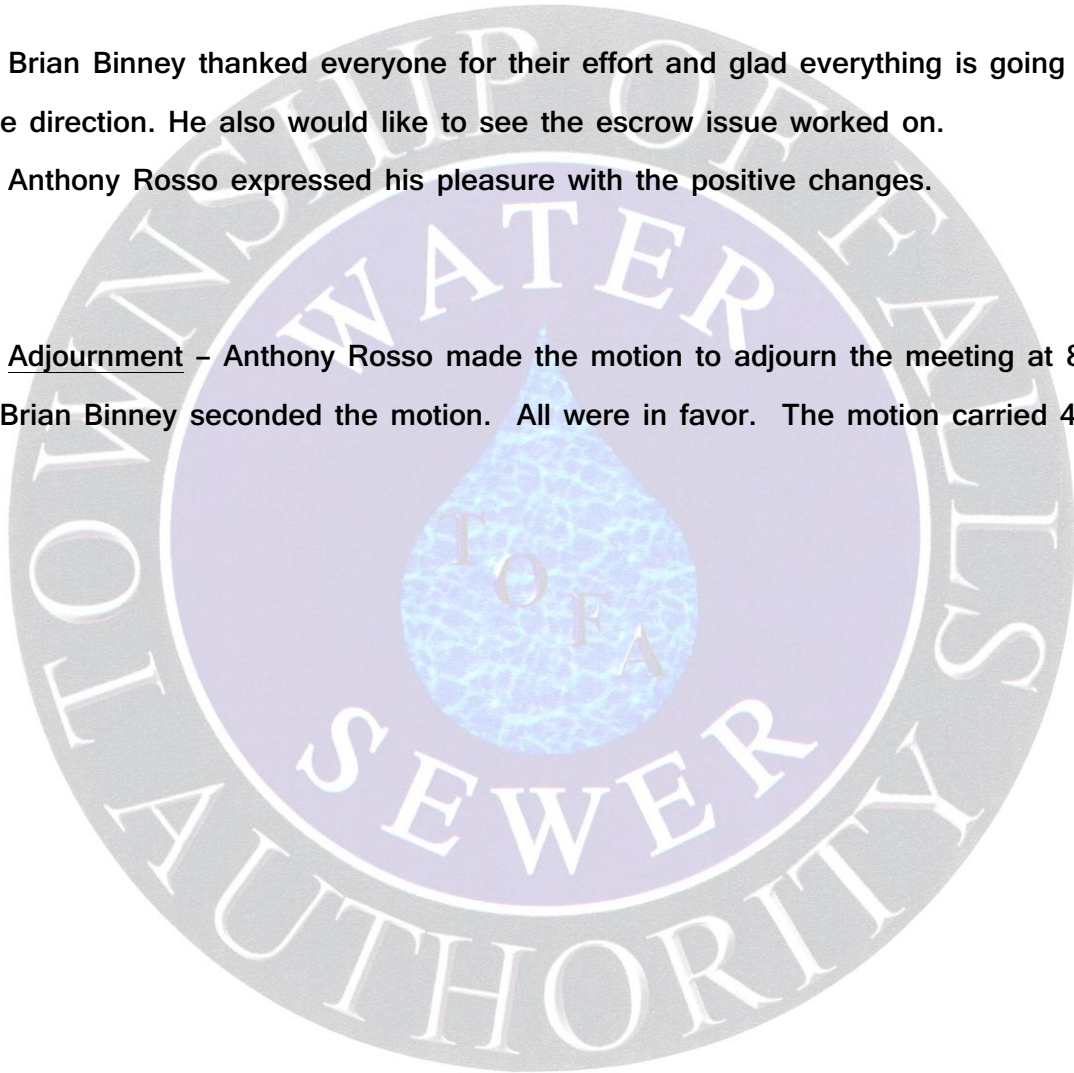
Motion Carried 4-0.

Item #9 – Board Comment – Bill Beier thanked everyone for their effort.

Brian Binney thanked everyone for their effort and glad everything is going in a positive direction. He also would like to see the escrow issue worked on.

Anthony Rosso expressed his pleasure with the positive changes.

Adjournment – Anthony Rosso made the motion to adjourn the meeting at 8:10 P. M. Brian Binney seconded the motion. All were in favor. The motion carried 4-0.



Township of Falls Authority
Engineering Status
March 30, 2016

New Business:

- 1) **I-95/Turnpike Interchange:** The Pennsylvania Turnpike Commission (PTC) is proposing the construction of an interchange connecting I-95 and I-276. The proposed construction affects the Authority's Queen Anne Interceptor at two locations. On November 8th, Authority staff met with the Turnpike's Engineers and Project Managers to discuss the impacts. All conflicts were addressed and the Turnpike will design and construct the resolutions to the conflicts. Costs are still being worked out. Progress/Project Status meeting was held on July 17, 2014. The PTC is currently working on the design of the next phase of the project. RVB is reviewing plans for the I-95 section of the project. PTC is requested TOFA sign affidavit so interceptor work can be incorporated into the project at no-cost to TOFA. RVB and Staff met with contractors on Phase I of project on December 8, 2014. RVB reviewed final design for Phase II of project. PTC approved incorporation of RVB Inspection Costs in Phase II of the project. RVB provided inspection costs to PTC's Project Manager. Reimbursement agreement was sent to Executive Director for signature. Phase II will be starting construction in October. RVB and Authority staff attended utility coordination meeting on October 5, 2015. RVB and TOFA staff is coordinating utility work with Contractors. **Sewer work will begin in a few weeks.**
- 2) **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 submitted a proposal to conduct a flow diversion study for a not to exceed amount of \$14,800. Board authorized the study at October's meeting. RVB has communicated with DEP regarding a pre-planning meeting and TOFA staff communicated with LBCJMA regarding their sewer system map. RVB received the sewer system map from LBCJMA on November 22, 2015. The Flow Diversion Study has begun. **Draft study report will be presented at meeting.**
- 3) **Queen Anne Interceptor Investigation:** Based on the high flows recorded by BCWSA meters, RVB with the assistance of Authority staff, located creek crossings along the interceptor that may explain the increase of flows. Received quote from Flow Assessment Services for Flow Monitoring. Waiting to receive quote from Tri-State Grouting for Televising the

Interceptor. Flow meters were installed on July 2, 2014. Authority Staff was provided access to BCWSA flow monitoring records. RVB was able to compare readings. Tri-State televised the interceptor September 29th to October 3rd. Manhole lining work will began the week of November 17th. Tri-State televised the Bristol connections with heavy flows on November 7th. RVB has not been able to access flows from BCWSA's meters since December 2015. RVB followed up with Bristol Township regarding communication with Levittown Trace Apartments. Letter was issued to Bristol Township Manager for signature and mailing. RVB spoke with management of Levittown Trace Apartments. RVB forwarded copies of the inspection video and pictures to management. A site meeting will be scheduled once management reviews the materials. Site meeting was held and work began the week of August 10th. RVB will follow up with Levittown Trace on completion of I/I work. **Interceptor flows are down compared to last year's flows.**

- 4) **Freeman's Farm:** A proposed 15-unit townhome development located in Lower Makefield Township. The project is located in TOFA's contract and retail service areas. Project was approved by the Board in June 2012. Project is ready to begin construction but sanitary sewer agreement is not in place. RVB requested cost estimate to determine escrows for agreement. Applicant provided cost estimate. Sanitary sewer agreement has been executed and tapping fees were paid. **Nothing to report at this time.**
- 5) **640 Lincoln Highway:** An existing garage and 1-bedroom apartment building will be demolished and a proposed 2-story building will be constructed. The building will consist of a commercial use on the first floor and 3 apartments on the second floor. RVB reviewed the plans. Applicant revised the plans to include a commercial use with 3 apartments on the first floor and 4 apartments on the second floor. **Nothing to report at this time.**
- 6) **550 W. Trenton Avenue (Rite Aid Pharmacy):** Former Acme Supermarket site is being redeveloped to include a, Rite-Aid Pharmacy, and a two fast food restaurants. RVB reviewed the plans and issued a review letter in June. Applicant is working on revising the plans and resubmitting to the Township and TOFA. Revised plans were submitted to TOFA and reviewed by RVB. RVB recommends Board approval of the plans. Upon approval Solicitor can draft agreement. RVB, Solicitor, and Staff are working with the Township to draft an O&M Agreement and Ordinance with Applicant for the proposed pump station for one of the restaurants proposed. Agreement and Ordinance are required by PADEP. **RVB reviewed water and sewer service agreement drafted by Solicitor and O&M agreement drafted by the Township Solicitor. Provided comments on both.**
- 7) **Deon Square:** New land development includes the construction of a CVS Pharmacy and a bank. RVB determined that 5 EDUs are needed to support

the project. DEP approved the phased development of the site. Bristol scheduled a preconstruction meeting for May 26, 2015. Authority Solicitor is drafting water and sewer service agreement. Construction of water and sewer facilities is underway. **Nothing to report at this time.**

- 8) **915 Old Lincoln Highway:** Extra Space Storage facility is proposing a 1,200SF building for office space. The application is for water and sewer service. DEP ruled that the existing sewer EDUs could be used for the new structure, no additional sewer EDUs will be charged. Applicant will be charged for additional water EDUs. **Nothing to report at this time.**
- 9) **Viking Associates:** The project, located along Trenton Avenue consists of a 40-unit townhome development. RVB performed two reviews for the proposed water and sewer connections. Plans were approved at July's meeting. Reviewed Water/Sewer Service Agreement and Letter of Credit. Reviewed Component 3 Planning Module for Applicant for submission to PADEP. RVB reviewed submittals. Held preconstruction meeting with Contractor. **Construction is 99 percent complete. Final testing must be performed.**
- 10) **Chatham Road Water Investigation:** RVB was asked to investigate the rusty water complaints on Chatham Road with Authority staff and provide a recommendation based on the investigation. Witnessed the flushing operation of Auburn, Trenton, South Queen Anne, and South Olds Boulevard on November 1, 2013. Authority staff will perform directional flushing in the area. Directional flushing occurred on April 15, 2015. Vermillion Hills Interconnection with L.B.C.J.M.A. was closed at the end of August. Additional directional flushing was performed as well as additional sampling at homes and interconnections. Options are being prepared for a chemical addition that would sequester the iron in the water, replacing certain sections of the water mains, and repair/replacement of a section of the water main and service connection at 726 Beaumont Road. Full water analysis was performed. RVB is scheduling cleaning of water mains on 600-700 blocks of Beaumont as a demo for sometime in December. Swabbing demo by Montauk will be done on the 600 Block of Beaumont for a \$6,500; Hyperflush demo by Montauk will be done on the 700 Block for \$14,300. The Hyperflush operation occurred on December 10th and 11th. Swabbing will occur on Monday, December 14th. Pilot Study was approved by PADEP on January 15, 2016. Pilot study equipment was ordered. Directional flushing was performed to assist in reducing rusty water complaints. Draft cleaning and lining specifications are drafted if the Board wants to proceed with construction. Bids were opened on February 24th at 10 AM for the Water Main Cleaning and Lining Project. Water Treatment equipment was installed at New Falls Road Interconnection and treatment is introduced into the water system to sequester the iron on the water on February 22, 2016. **Recommend award of 2016 Water Main Cleaning and Lining Project to**

J. Fletcher Creamer & Sons, Inc. in the amount of \$813,800.00. Authority staff performed 30 day sampling since chemical injection system was online to compare with baseline sampling when system was brought online. Awaiting results of the sampling.

11) Draft Agreement with BCWSA: BCWSA is in the process of negotiating new agreements with all municipalities, townships, and authorities tributary to the Neshaminy Interceptor. Annual Average and Peak Flows will be restricted under the new agreement. RVB has noticed an increase in flows to the Neshaminy Interceptor from 2010 to 2012 despite TOFA's I/I reduction efforts. RVB recommends TOFA request the actual daily flow records and calibration records of the two meters that monitor TOFA flows from BCWSA. RVB would evaluate these records to determine if the metering data is accurate and if the new flows TOFA would subject to not exceeding are reasonable. This information would also assist TOFA in determining if the expansion of the scope of I/I work is necessary. Requested flow meter records and locations from BCWSA on June 6, 2014. RVB continues to evaluate flow data from 2008 to present. BCWSA and DEP held a meeting on April 14, 2015 regarding the signing of the agreement and what it means now that the March 31, 2015 deadline has passed. DEP held another meeting on May 12th. All agreements must be signed by October 1, 2015 in order for 2016 and 2017 connections to be released. Philadelphia and DEP could issue a moratorium on connections if all agreements are not signed. Authority Staff, RVB, and Authority Solicitor met with Newtown Bucks Joint Sewer Authority on June 16th to discuss issues with draft agreement and how to move forward with documenting concerns to BCWSA. RVB and Solicitor met to draft revisions to the agreement on July 24th. Authority met with Township on August 18th to discuss agreement. RVB and TOFA Solicitor reviewed the revised draft proposed by BCWSA. **Awaiting revised agreement from BCWSA removing the language regarding the Act 537 Plan and Falls Township as a signatory to the agreement.**

12) BCWSA Neshaminy Interceptor Analysis Report: Per the settlement of the lawsuit with DEP, BCWSA had to analyze the Neshaminy Interceptor based on the existing and future flows of all of its customers (municipalities/authorities) to determine what improvements to the interceptor are necessary to meet the future needs of its customers. BCWSA's selected the alternative to line the 30", 33", and 36" sections of the interceptor for an estimated cost of \$7.6 Million. RVB recommended TOFA meets with BCWSA and their consultant to discuss concerns and issues with the analysis. In May 12th meeting, RVB outlined TOFA's concerns regarding the analysis. DEP stated that all municipalities must provide BCWSA with a 10 year projection on the amount of I/I reduction by May 22, 2015. TOFA must provide BCWSA with 10 year and 20 year flow projections. On May 27th the 10 year I/I reduction projection and 20 year flow projections were sent to BCWSA. A revised technical report was issued on October 8, 2015.

Follow up technical session was held at DEP office on November 12, 2015. Technical questions and issues were submitted to DEP on December 4, 2015. DEP and BCWSA scheduled a follow up meeting at BCWSA offices on December 14, 2015. **Revised report was provided on January 26, 2016. Currently updating Act 537 Plan to include BCWSA recommended actions.**

- 14) Water and Sewer Audits:** Per the Board's direction, RVB and Authority staff were tasked to visit businesses or locations where the use of the space changed or the business changed and the volume of water and/or sewage flow increased. These visits were to determine if additional EDUs for water and sewer are owed. Audits were performed on June 5th. Technical memo was drafted. RVB reached out to Goldenberg Management to obtain more water consumption records for the shopping center. **Nothing to report at this time**
- 15) Rental of Center Space:** The Authority is looking for a tenant to rent the center space of the Administration Building. RVB sent a letter to Falls Township Code and Zoning Department requesting a determination of the allowable uses of the center space. Township responded that all uses zoned for Highway Commercial and Neighborhood Commercial can occupy the center space. **Will discuss at meeting.**
- 16) 38 Cabot Boulevard:** KVK Tech is a pharmaceutical company that has Township approval to build a facility on the site with one existing building that is allotted 700 GPD for water and sewer. Two additional buildings are proposed. The validation process will take 1-2 years with full operations proposed in year 5. Staff has expressed concern that the water facilities in the area might not be able to handle the demand and the sewers may be undersized to handle increased sewage from the site. The water and sewer facilities in this area need to be studied to determine if the facilities can support the project. Sewage flows would be conveyed to BCWSA and the City of Philadelphia. Sewage flow proposed is for full operation is 6,753 GPD (28 EDUs). Water demand for full operation is 12,589 GPD (72 EDUs). **RVB and TOFA staff met on February 17th to discuss approval of installation of 4" water service to qualify their boilers for the validation process. RVB and TOFA staff is recommending the Board approve the agreement to install the 4" water service not to exceed the existing water allocation of 700 GPD. Applicant is currently working through approvals for the rest of the project.**
- 17) Canal & Newbold Roads (AM Gatti):** 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. The next step is to determine escrow amounts for water service agreement and payment of tapping fees. Tapping fees are \$11,365.25.

Old Business:

- 1) **Old Bristol Pike Public Sewer:** Project to provide a public sewer to residents and businesses on Old Bristol Pike with failing septic systems. Sewage from this area would be pumped to Lower Bucks County Joint Municipal Authority or Morrisville Municipal Authority for treatment. H2O PA Grant awarded in the amount of \$168,652.00 on May 5, 2011. Grant expires on June 30, 2013. Meeting with Lower Bucks County Joint Municipal Authority was held on April 10th. Met with Morrisville Municipal Authority on May 24th. Follow up meeting with LBCJMA was held on July 30th. Extension was approved for grant funds. Grant funds expired. Discussed project with Township on August 18th. RVB and TOFA Staff was coordinating with Township to get funding commitment to the project. **Since Morrisville Municipal Authority is in the process of evaluating options to either upgrade or build a new WWTP, PADEP informed RVB and Executive Director that this project could be postponed and explored as a Special Act 537 Plan at a later time.**
- 2) **Norfolk Southern Morrisville Intermodal Yard:** Plans were approved at last month's board meeting. Applicant must enter into service agreement with Authority and pay all applicable connection fees and post inspection and construction escrows. Norfolk Southern provided cost estimate for review and approval. Escrow amounts were determined. Preconstruction meeting held on October 16, 2014. Construction of water and sewer work will begin in a week. **Construction is on-going. Nothing to report at this time.**
- 3) **Bucks County Water & Sewer Surcharge Billing:** We requested additional documentation on their sampling locations and to demonstrate how they arrived at their surcharge costs. BCWSA provided the formula used to calculate surcharges and the actual sampling records. Will compare TOFA's daily sampling records for one month to BCWSA sampling records. Reviewed surcharge bill for first Quarter 2012. RVB requested backup documentation. Letter requesting site meeting was sent on June 28, 2012. Site meeting was held on August 15th. **Nothing to report at this time.**
- 4) **CVA Warehouse Expansion in Falls Township:** We recommend approval of the water main extension, water service, and sewer connection from this land development located on Central Avenue in Falls Township. Project approved at April 2011 board meeting. Applicant must enter into a water and sewer service agreement with TOFA and pay all applicable connection and tapping fees along with posting construction and

inspection escrows. RVB provided Solicitor a construction cost estimate and amounts for construction, inspection, and legal escrows. **Nothing to report at this time.**

- 5) **Falls Township Act 537 Plan Update:** TOFA was approached by Falls Township to update the Township's Act 537 Plan. The Plan had not been updated since 1985. The Act 537 Plan is a planning tool Townships and other Municipalities use to plan for its existing and future sewage needs. The Plan was updated to provide current information on the collection and conveyance system that serves Falls Township, how Township sewage is treated, and how current and future sewage needs would be addressed in the Township. The current and future sewage needs are based on the existing and future populations, existing and future land development or redevelopment. Alternatives were provided to meet the sewage needs of the unsewered section of the Township. Alternatives were evaluated based on costs and feasibility, and one alternative was selected, i.e. the Old Bristol Pike Sewer Project. The draft plan was reviewed by the Board of Supervisors and DEP last year. A meeting with DEP was held last year and more comments were provided. The Plan Update has been revised and submitted to the Township. A Public Notice of the Plan Update will be issued shortly to begin the 30 day public review and comment period of the draft document. Received comments back from the Bucks County Department of Health and the Bucks County Planning Commission. Update was submitted to the Falls Township for approval. Falls Township Board of Supervisors approved the Plan Update on August 19th. Plan Update was submitted to DEP for review and approval on September 16th. PADEP provided comments on the plan. Reviewed comments with Township on August 18th. RVB is coordinating with the Township to schedule a follow up meeting. Working on updating Plan by January 16, 2016. **BCWSA has not submitted a revised agreement to TOFA . Since the revised agreement must be submitted with the Act 537 Plan, the Plan has not been submitted. PADEP has been notified. RVB is still updating the plan.**

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

1. CAPITAL IMPROVEMENT FINANCING

Responses from lending organizations to the TOFA request for proposals are due on March 29. At that time it should be clear whether a bank loan or bond issue will be TOFA's borrowing route. At the March 30 Board meeting, the Board will consider the necessary reimbursement resolution.

2. PERSONNEL MATTERS

- a. Position offers for Meter Reader, Assistant Business Manager and Deputy Business Manager have all been accepted. All employees filling these positions begin their new assignments on the pay period beginning, Wednesday, April 6, 2016.
- b. The three new management hires will be offered the same health care coverage as the Business Manager until September, 2016. Management is exploring other less expensive plans for new management employees beyond that point.

3. WATER QUALITY INVESTIGATIONS

TOFA staff continues to respond to sporadic complaints of discolored water.

- a. A Beaumont Rd. resident has written the Executive Director to express the opinion that the TOFA HyperFlushing project has damaged his water heater and has requested relief. Staff responded that it would arrange and pay for an assessment of the water heater if the resident requested it. **That offer was accepted by the resident and the water heater assessment indicated that due to the age of the water heater draining and cleaning were not advisable. TOFA offered to reimburse the resident \$200 of the cost of a new water heater. Although the resident's demands are not clear, it appears that TOFA's offer is not acceptable.**
- b. A Trenton Rd. resident who has also complained of rusty water and has attended at least one Board meeting was visited by TOFA staff on March 22. Once the inside water valve was exercised and fully opened, the resident's cold water ran clear. The resident was granted a 1,000 gallon water credit to allow the draining and flushing of the hot water tank and pipes.

- c. The PADEP has requested that TOFA sample a subset of the homes recently sampled for iron for lead. Letters were sent to 19 residents offering water sampling for lead and describing the sampling protocol. Three residents have accepted the offer. **Of these, only one resident has returned the sample and the sample results for that one are pending. However, sample analyses for lead from TOFA's Jockey Booster and at the Commons multi-family housing complex have been received and levels are well below the maximum contaminant level. These results have been provided to the PADEP.**
- d. **The equipment to boost the anti-corrosion agent in TOFA's water supply system has been installed and has been dosing for more than a month at the New Falls interconnection. Staff has been following the measuring and mixing SOP developed by RVB. Sampling has been conducted to prepare current indicators with baseline indicators to assure dosing is at the appropriate level. Results are pending.**
- e. **In preparation for the water main lining project, staff has begun to exercise the curb box valves on Chatham, Beaumont, Auburn and Duneden Rds.**
- f. Based on sampling results provided by TOFA to the PADEP in response to discolored water complaints, the PADEP has issued TOFA a Notice of Violation (NOV) for multiple exceedances of the secondary maximum contaminant level for iron. The Engineer has contacted the PADEP to determine the meaning and effect of the NOV.
- g. **TOFA has received an invoice from Montauk Services Inc., for \$13,715 for the December, 2015, HyperFlushing project conducted on the 700 block of Beaumont Rd. A conservative estimate of TOFA's actual and estimated outlays and revenue losses related to the HyperFlushing projection the 700 block of Beaumont Rd is \$4,199.00.**

4. HOMESERVE USA PARTNERSHIP

Letters notifying TOFA customers of the availability of water supply line coverage have been sent and received in early January, 2016. TOFA staff has received training on handling questions about the coverage and calls are coming in. HomeServe has provided a loop for viewing in the office foyer. HomeServe has also provided pamphlets for TOFA distribution to walk-in and drive-through customers. The HomeServe banner has been added to the TOFA website and the link to the HomeServe website is functioning. Now that the link is functioning properly, we will approach the Township about adding it to its website. TOFA is receiving monthly checks from HomeServe representing its share of payments received by HomeServe from TOFA customers.

5. NESHAMINY INTERCEPTOR AND BUCKS COUNTY WATER AND SEWER AUTHORITY ISSUES (BCWSA)

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 been in touch with the TOFA Solicitor and is preparing a settlement agreement. The TOFA Solicitor will report to the Board on the contents of the 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 meeting with Falls Township representatives, the TOFA Solicitor will obtain 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. TOFA staff had requested that Falls Township also participate in the meeting. Director and the TOFA 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.

6. 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.

7. TOFA SEWAGE FLOW DIVERSION

The Operations Manager and the Executive Director met with the LBCJMA Executive Director on November 24 to tour the sewage treatment plant and to obtain the LBCJMA system map. Regarding the amount of TOFA flow that may be accepted by LBCJMA, Dr. Rajput needed more time to calculate a feasible volume. He did say that larger diameter piping would not be necessary nor would additional lift capacity. Now that the TOFA Engineer has the LBCJMA map, the potential system tie-in locations can be identified. Since the development of this project

will entail a significant effort of the TOFA Engineer, a flow diversion study proposal and budget was submitted and has been approved by the TOFA Board.

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.

Estimates are being prepared for extending the drop ceiling and lowering the sprinklers in that area. Staff has learned from Falls Township code enforcement that a permit will be required. Management will direct the TOFA Engineer to prepare the permit application for the wall.

9. COLLINGSWOOD ELEVATED STORAGE TANK

The Collingswood Tank assessment performed by Southern Corrosion in conjunction with the tank cleanout in November has been received. You will receive a separate memo and report on this. In essence, the report shows that the exterior tank coatings are rapidly deteriorating and the two additional holes have become evident in the tank roof. The tank belly is also showing signs of rust. According to the report, the tank exterior needs to be painted soon or the additional expense of sandblasting will be required. The Board has acknowledged the need to provide for the tank maintenance and will determine the funding mechanism and schedule.

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 will support the TOFA staff preparation for the water main lining project by excavating and repairing faulty curb boxes identified by TOFA staff.**

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
- **The purchase of a four-step portable stair with railings to access the new anti-corrosion agent tank at the New Falls interconnection – COMPLETED**
- **Hands free cell phone use setups are being explored for TOFA vehicles**

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.

Two in-house safety training sessions have been conducted covering the topics of eye and foot protection, first aid – initial response and hazard recognition and control. **The next topics are Respiratory Protection and Personal Fall Protection.**

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.

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 (see attached).**

17. WIRELESS INFRASTRUCTURE LEASE SALE

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, Towerpoint contacted TOFA warning to expect Sprint to attempt to renegotiate its payments downward with the threat of removing its equipment from TOFA's water towers. Towerpoint offered to maintain TOFA's wireless payments for 20 years at the current level regardless of the existing lessees' actions. A Check with Aqua indicated that AT&T has already attempted to renegotiate payments downward, but Aqua is not back down.