

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

May 27, 2015

The regular monthly meeting of the Township of Falls Authority was held on Wednesday, May 27, 2015, in the conference room at 557 Lincoln Highway, Fairless Hills, PA, at 7:40 P.M.

Salute to the Flag

Roll Call – Anthony Rosso, Chairperson, James Goodwin, Vice Chairperson, John Palmer, Treasurer, Bill Beier, Secretary and Brian Binney, Board Member were present. Edward Zanine, Authority Solicitor, Tom Beach and Vanessa Nedrick, Authority Engineers, Timothy Hartman, 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 the Executive Session consisted of personnel matters and litigation.

Item #2 – Approve Meeting Minutes of April 22,, 2015 – Bill Beier made a motion to approve the April 22, 2015 minutes. John Palmer seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Item #3 – Public Comment – No one signed up for Public Comment.

Item #4 – Solicitor’s Report – Edward Zanine had nothing to report.

Item #5 – Engineer’s Report –

I-95/Turnpike Interchange – Vanessa Nedrick reported the Pennsylvania Turnpike Commission agreed to reimburse Remington Vernick and Beach for the cost of Inspections for Phase II of the project.

Headley Pump Station – Vanessa Nedrick reported the Notice to Proceed has been issued and mobilization was started on May 26, 2015.

Queen Anne Interceptor Investigation – Vanessa Nedrick reported she has spoke with Bristol Township regarding Levittown Trace Apartments.

Bristol Township has drafted a letter to send to Levittown Trace that is being reviewed by Bristol Township Solicitor at this time.

Facilities Needs Study – Vanessa Nedrick report she is waiting for the Authority staff to complete flushing and would have more to report next month.

Deon Square – Vanessa Nedrick reported she will not let construction proceed without the Authority’s approval regarding the EDU’s.

Draft Agreement with BCWSA – Vanessa Nedrick reported she has met with BCWSA and DEP. There are a few issues that have to be addressed. They would like the agreement signed by October 1, 2015.

Water and Sewer Audits – Vanessa Nedrick reported she is waiting for the Authority staff to complete spring flushing.

Tim Hartman informed Vanessa Nedrick he and Marty would be able to do site visits with her. She would not have to wait for the staff to complete the Spring flushing.

Rental of Center Space – Vanessa Nedrick reported Tim Hartman has asked her to submit a Letter of Intent to the Township and prepare a site plan for the middle space at 557 Lincoln Highway to be rented.

Tim Hartman added he has met with Bob Alvino and he is looking into the going rental rates.

The Board would like to have the middle space cleaned out when Flushing is complete to see how much of the space the Authority staff would need.

Bristol Pike Public Sewer – The Board directed Tim Hartman to contact Peter Gray at Falls Township to apply for a grant with the Township.

Item #6 – Executive Director's Report –

Tim Hartman presented the Board with the 2015 Amended Budget.

Bill Beier made a motion to approve the 2015 Amended Budget. James Goodwin seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Tim Hartman informed the Board that the Postage machine in the office has stop working and is obsolete. He has explore and gotten quotes on two postage machine's. He recommends leasing the LPM Pitney Bowes machine for \$155 per month, which includes service and meter updates.

James Goodwin made a motion to lease the Pitney Bowes machine at the cost of \$155 per month. Bill Beier seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Tim Hartman informed the Board that BCWSA repaired a water main break located in Fallsington for the Authority at a cheaper rate then what the Authority has

been paying. BCWSA would like to have the Authority sign a nonbinding agreement to perform future breaks.

The Board directed Edward Zanine to review the agreement.

Item #7 – Review of Bill List – Bill Beier made a motion to approve the bill list for May 27, 2015, in the amount of \$671,346.35. James Goodwin seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Item #10 – Board Comment – Bill Beier thanked everyone for their hard work.

Brian Binney thanked everyone involved in getting the unpaid tapping fees paid.

John Palmer would like something done with the awning on the building at 557 Lincoln Highway.

Tim Hartman would like to address that when the middle space gets rented.

Anthony Rosso would like to see the Authority apply for more grant money for

projects.

James Goodwin directed Tim to contact Peter Gray at Falls Township to see if the Authority can purchase fuel from them.

Adjournment –John Palmer made the motion to adjourn the meeting at 8:28 P.
M. Bill Beier seconded the motion. All were in favor. The motion carried 5-0.



Township of Falls Authority
Executive Director's Report
May, 2015

1. Water Quality Investigations

726 Beaumont Rd. – Staff has made several visits to the residence. Inside residence observation revealed no obvious cause (type of piping) of the reported water discoloration. A hint of discoloration was observed. No obvious discoloration was noticed during subsequent observations of water from outside spigot. Laboratory sample analysis will not be conducted until after flushing is completed.

224 Yorkshire Rd. – Field staff is also working with this property owner in response to reports of water discoloration despite a switch to a tankless water heater and installation of a water softening/filtration system.

2. Tapping Fee Issues

Periodic Study/Calculation – RVB to produce proposal.

Audits of Property Use Changes – Letters sent to property owners.

Development Project Fee Collections and Escrows – All water and sewer tapping fees have been collected from the developers of the MarMar/Viking and Freeman's Farm residential developments. Erin Development Company, the Freeman's Farm developer, has depleted its TOFA escrow account and owes TOFA \$7,466.98. Anticipating some additional engineering and legal work, we have requested an additional \$10,000 from Erin. Because our requests have been ignored, we have requested that Lower Makefield Township deny future project approvals (such as the Use and Occupancy Permit) until the TOFA expenses are paid and the escrow account replenished.

3. Backup Pump Acquisition

Undertake Pump Repair Review – The Business Manager and Operations manager have undertaken an extensive review of pump repair history to determine the most appropriate and versatile spare pump to meet TOFA's needs. However, we already know that whatever pump or pumps is/are selected at least one should be adaptable to the seasonal additional pumping needs of the Nottingham Lift Station.

4. 2015 Budget Amendment Revision

Recommend Reductions – Staff has reviewed the proposed 2015 Budget Amendment and has recommended changes resulting in the balanced amended budget proposal included in the Board packet. If the TOFA Engineer and Solicitor can agree that engineering costs associated with

construction projects, the Physical and Facilities Needs Assessment costs and the backup pump purchase can appropriately be paid out of the Construction Fund that would increase the Operations Budget balance by approximately \$90K -\$95K over the Revised Amended Budget balance.

5. Developer Agreement Revision

The TOFA Engineer and Solicitor are cooperating in a review and amendment of the Developers Agreement, especially regarding those provisions dealing with the tapping fees payment timing.

6. Budget Overruns Report

Per the Board's direction, staff will prepare a monthly report identifying and explaining those exceptional budget items that are ten percentage points above where they should be for the cumulative year-to-date reporting period.

7. Fuel Providers Review

A visit with the Suburban Propane (Formerly Farm and Home) manager revealed that TOFA is not getting a volume price break on fuel purchases at the pump, but does get a discount on deliveries to the generators. I have asked Falls Township Manager Pete Gray to explore allowing TOFA vehicles to fuel up at the Township pump. Staff will also explore obtaining credit cards from discount gas retailers.

8. Independent Financial Advisor RFQ/P

The Request for Qualifications and Proposals was released with a due date of May 28. Feedback indicates that there will be responses from five qualified firms. Staff recommends that an ad hoc committee comprised of two Board members and two staff be formed to review the proposals and conduct interviews if that is the Board's desire.

9. 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.

10. TOFA Building Space Rental

The TOFA Engineer is preparing a required Letter of Intent to Rent for Falls Township review. A representative of Heritage Homes Realty Company has visited the TOFA building to become familiar with the available space and is canvassing local commercial realtors to gauge interest.

11. Keystone Alliance Consulting Invoice No. 82 (Feb. 14 – Mar. 2, 2015)

Keystone Alliance has revised its bill to indicate those tasks and projects for which hours were billed. Additionally, Keystone has produced the Standard Operating Procedures for Pumping Stations document. The hours and amount of the bill remain the same. Staff has reviewed the bill and believe that the charges are appropriate for the time period and the reported work. The bill for \$4,290 is included in the May bills for approval. Since March 2 and with staff knowledge and consent, Keystone Alliance has also expended some effort in support of the 2014 audit. No invoice has yet been received for this work.

12. Emergency Response Vendor List Expansion

On a trial basis per prior arrangement, staff called upon Bucks County Water and Sewer Authority (BCWSA) to respond to an emergency water valve failure across from the Tyburn Lift Station, Final restoration of the road surface has been completed and staff is pleased with the job. The BCWSA invoice for this work is \$16,931.67. We will compare this amount to similar jobs completed recently by commercial contractors, and we will report the findings to the Board. An agreement with BCWSA will be needed for any additional work.

On Friday, May 22, staff will be meeting with Aqua Pennsylvania to learn its capabilities to support TOFA's emergency and capital improvement projects.

13. Line-of-Credit Exploration

While TOFA could not obtain reasonable terms for a line of credit from commercial lenders, the need has decreased somewhat due to drier weather and lower flows (January, February and April) and increased revenue from this year's rate increase. Through contacts with nearby municipal authorities, staff has identified the Delaware Valley Regional Finance Authority as a potential source of funding and will be following up to learn more about this organization's products and services.

14. Postage Machine Replacement

TOFA's manual eight-year-old Hasler ('supported' by ITS Neopost) postage machine has failed and service is totally unsatisfactory. As an example, a replacement meter was sent to TOFA without installation instructions and staff was left to fend for itself. Postage will not download even after following telephonic repair instructions and the envelop moistener does not work. ITS Neopost stated the TOFA postage machine is beyond its useful life and is obsolete. Even though TOFA owns the machine, it still costs \$167 per month for a service contract and meter updates.

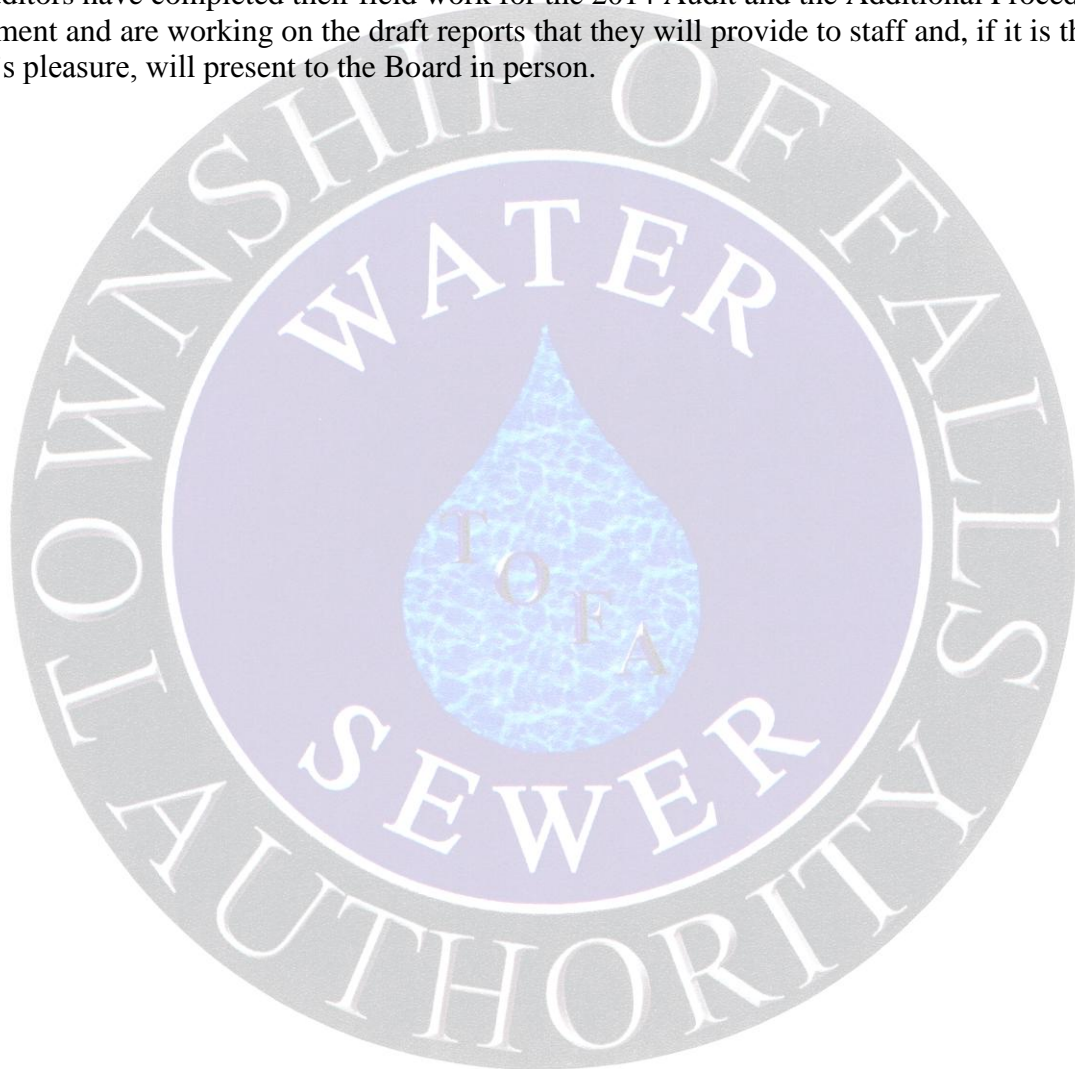
Staff has explored two postage machine replacement lease options: a 95 letter per minute (LPM) automatic Pitney Bowes machine for \$155 per month lease including service and meter updates with a \$200 free postage promotion supported out of Fort Washington, PA and an 85 LPM Francotyp-Postalia machine for \$159 per month including service and meter updates with a \$100

free postage promotion supported out of Emmaus, PA. Both machines' sales representatives state that their machines will result lower postal rates over a certain volume and cheaper certified mail rates. Reference checks slightly favor the Pitney Bowes machine.

Staff recommends entering into a 63-month lease with OSI/Pitney Bowes for the DM400C Digital Mailing System for \$155 per month.

15. Auditing Assignments

The auditors have completed their field work for the 2014 Audit and the Additional Procedures assignment and are working on the draft reports that they will provide to staff and, if it is the Board's pleasure, will present to the Board in person.



**Township of Falls Authority
Engineering Status
May 27, 2015**

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.**

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) Headley Pump Station: Discussion on assessing penalties and fines for businesses who violate TOFA's regulations on industrial waste discharges and/or Philadelphia's Industrial Pretreatment Program. Penalties and fines are recommended to subsidize TOFA's costs to repair equipment (pumps, force mains, wet wells, etc.). Meeting with Siemens was held on March 27th. Siemens was contacted to request an update of their investigation. Second meeting was held on May 23rd. Requested operation records for all sampling dates provided. Sampling began on June 19th and will occur twice a month. Laboratory was directed to reduce monitoring frequency to quarterly sampling. Directed laboratory to include chloride sampling with current sampling Board directed RVB last month to assess the station and recommend repairs or upgrades. RVB met with Authority staff on March 11th to discuss current issues and necessary repairs/upgrades.

Report was distributed to Board Members on May 7, 2014. Design and specifications are in review with Authority staff. Bid opening was held on November 12th at 10:00 AM. Notice of Intent to Award was issued on November 19th to Advanced Rehabilitation Technology (ART) in the amount of \$83,000.00. RVB evaluated ART's documents to determine if the contractor met the responsible contractor requirements. RVB determined that Advanced Rehabilitation Technology is not a responsible contractor. Blooming Glen is the next lowest bidder with a bid amount of \$98,755.00. Blooming Glen is a responsible contractor and has provided documentation to confirm it meets the requirements. Board awarded project to Blooming Glen Contractors on January 17, 2015. **Notice To Proceed has been issued for work to begin on May 26, 2015.**

4) 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.**

5) Facilities Needs Study: RVB was asked by the Board to provide a proposal to inspect and evaluate the Authority's sewage pump stations, potable water interconnects, and elevated potable water tanks and provide a report on recommended improvements and/or upgrades with costs. RVB submitted proposal to Authority for review. Grant opportunities are available for energy reduction projects. **RVB is coordinating and scheduling site visits with Authority staff.**

6) 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. **Construction is underway.**

7) 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.**

8) 550 W. Trenton Avenue: Former Acme Supermarket site is being redeveloped to include a WAWA, Rite-Aid Pharmacy, and a fast food restaurant. RVB reviewed the plans. **Applicant resubmitted land development plans for a Rite-Aid and two fast food restaurants.**

9) 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. Will discuss at meeting.**

10) Flow Monitoring Installation and Maintenance Project: Upon evaluating the flows of the Queen Anne Interceptor on a temporary basis to determine sources of inflow and infiltration, RVB recommended that the Board install temporary and permanent flow meters to further target and evaluate known sources of I/I, determine the effectiveness of previous I/I projects, and to monitor flows in areas prior to I/I work. RVB generated bid documents to purchase and install 2 permanent flow meters and to rent 6 temporary meters. The bid opening will occur on December 17th at 10:00AM. **Nothing to report at this time.**

11) 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. **RVB is currently reviewing the project.**

12) 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 has begun.**

13) 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. **Nothing to report at this time.**

14) 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.**

15) 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 provided 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.**

16) 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. **RVB is coordinating with Authority staff to schedule audit visits.**

17) 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.**

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. **Will discuss at meeting.**

2) 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. **Meeting is scheduled with BCWSA on April 30th at 10AM.**

3) 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.**

4) Mercer Court: The project, located along Lincoln Highway, consists of a 50-unit townhome development. RVB performed one review for

the proposed water and sewer connections. Township approved the plans for land development in December. Awaiting revised plans from Applicant's Engineer to perform review. Performed revised review on May 13th. Accompanied Authority Staff to meeting with the Township Fire Marshal and Engineer on June 3rd to discuss water main layout for firefighting purposes. Reviewed Water/Sewer Service Agreement and Tripartite Agreement. Pre-Construction Meeting was held on November 25, 2013. Construction began the week of January 13, 2014. Water main installation and sanitary sewer installation is complete. TOFA authorized release of escrow funds from third party bank in the amount of \$142,676.78.00 (Escrow Release #2) for water and sanitary sewer improvements last month. **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. Will discuss at meeting.**

6) Water Allocation Permit for Middletown Emergency Interconnection: Per PADEP, TOFA must apply for a subsidiary water allocation permit for the emergency interconnection between TOFA's system and Middletown Township. RVB submitted the package on January 29, 2014. DEP issued administrative completeness correspondence. **RVB revised application per**

direction from PADEP. Permit will be issued shortly.

