

TOWNSHIP OF FALLS AUTHORITY

REGULAR MEETING

November 15, 2017

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, November 15, 2017, 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, William Beier, Treasurer, Thomas Miles, Assistant Secretary/Treasurer were present. Edward Zanine, Authority Solicitor was present, Randall Flager, Authority Solicitor, Vanessa Nedrick, Authority Engineer, Timothy Hartman, Executive Director, John Ryba, Operations Manager, Megan O'Neill, Business Manager and Tammy McAnulty, Recording Secretary, were also present.

Solicitor's Report on the Executive Session – Mr. Zanine reported that Executive Session consisted of personnel matters and budget discussions.

Approve Meeting Minutes for October 25, 2017 Meeting – Mr. Beier made a motion to approve the minutes. Mr. Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Public Comment – Margaret Devenuto was present to discuss her father's office located at 329 Lincoln Highway. Ms. Devenuto is looking for assistance in getting her father's office on public water. She stated that currently his office is on a well but the water quality is terrible. Ms. Devenuto said she has explored different options and has received a few quotes. She said she has also met with Authority representatives Vanessa Nedrick, Tim Hartman and John Ryba to discuss what would need to be done to obtain public water. Ms. Devenuto said she is before the Board to request financial assistance or aid in getting public water at a lesser cost. Mr. Rosso explained that is not the Authority's policy to provide financial assistance for property owners to connect to public water. Ms. Devenuto related that her father has been a tax payer in Falls Township for over 35 years. Mr. Rosso stated that the Authority is completely separate from the Township to whom his taxes are paid. Mr. Rosso suggested she continue to explore her options and directed the staff to be of assistance.

Solicitor's Report – Mr. Zanine had no formal report.

Engineer's Report –

TOFA Center Space – Ms. Nedrick stated that she received 4 quotes for the garage ramp. She stated the lowest bid was by John Fehr for \$7,669.00. She is recommending the Board authorize John Fehr to install the ramp.

Mr. Beier made a motion to award the work to John Fehr in the amount of \$7669.00. Mr. Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

2017 Water Main Lining Project – Ms. Nedrick stated that due to some unforeseen delays the remainder of the project has been put on hold until spring 2018 when the weather warms up.

Relocation of 12' Water Main to Lower Morrisville – Ms. Nedrick stated that she is waiting on a definitive quote from Bucks County Water & Sewer Authority but it should be around \$788,701.98. She said that RVE has submitted the permit to DEP. Ms. Nedrick is requesting to authorize BCWSA to do the work once the permits are obtained.

Mr. Beier made a motion to authorize BCWSA to relocate the 12” main in the amount of \$788,701.98. Mr. Rosso seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Executive Director's Report –

2018 Proposed Budget – Mr. Hartman reported he had received comments from various Board members regarding the Proposed 2018 budget and is continuing to work out issues to ensure revenues are accurately reflected and that projected expenses are adequately covered by those revenues. He said he anticipates recommending Board action on the 2018 budget at the December 20 Board meeting.

Union Contract – Mr. Hartman reported that the Authority’s union members had voted to accept the terms of the new five-year Authority/SEIU 32BJ Agreement and that mutually acceptable language for an addendum allowing for entry level personnel classifications has also been drafted. He recommended that the Board consider adopting the basic five-year agreement.

Mr. Rosso made a motion to accept the agreement and to direct Special Counsel to draft an addendum for union consideration allowing entry level Line Crew Members and for associated job classifications. Mr. Beier seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Periodic Insurance Coverage Review – Mr. Hartman reported that Ms. O’Neill, Mr. Ryba and he met with Anne Smith of Vaughn Insurance Managers for the periodic meeting to review and update insurance coverage. He added that during the review of equipment, real estate and operations changes and coverages, it was determined that coverage for cyber fraud exposure may be inadequate. Ms. Smith provided an application form for this coverage. Mr.

Hartman told the Board that due to public entity insurance market stability, Vaughn did not plan to competitively market the Authority's business this year, but would if the Authority preferred.

Trustee Change – Mr. Hartman reported that the Authority has received a draft of the Tri-Party Agreement among Univest, US Bank and TOFA that would effect the trustee transfer to US Bank. He told the Board he had circulated the Agreement to the Financial Advisor and Bond Counsel and that Bond Counsel comments had already been provided to US Bank. Mr. Hartman advised the Agreement should be ready for Board action at December 20 Board meeting.

Totaled Vehicle Replacement – Mr. Hartman advised the Board that the 2018 GMC Sierra replacement vehicle has been delivered and is scheduled for decaling and is already seeing limited service. Mr. Goodwin recommended maintaining the older vehicles as emergency backups.

557 Lincoln Highway Entrance Ramp – Mr. Hartman reported he has authorized the Engineer to contract with John Feher Concrete to construct the ramp leading to the new front overhead door.

Review of the Bill List – Mr. Beier made a motion to approve the bills in the amount of \$358,346.34. Mr. Goodwin seconded the motion.

Poll of the Board:

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

Motion Carried 5-0.

Board Comment –

Mr. Miles – No comment

Mr. Binney – Mr. Binney stated he is disappointed that we were unable to get the re-lining project completed. He also wished everyone a Happy Thanksgiving.

Mr. Beier – Mr. Beier thanked everyone for their efforts and wished everyone a Happy Thanksgiving.

Mr. Goodwin – Mr. Goodwin wished everyone a Happy Thanksgiving. Mr. Goodwin also stated that if any of the older trucks need maintenance to have it done. He believes it is money well spent.

Mr. Rosso – No comment

Adjournment – Mr. Rosso made the motion to adjourn the meeting at 7:32p.m. Next meeting will be Wednesday, December 20. The Board was unanimously in favor.

Township of Falls Authority
Engineering Status
November 15, 2017

Current Business:

- 1) **Collingswood Tank Improvements/Austin Tank Evaluation/Cabot Diesel Standpipe Evaluation:** Board directed RVE to evaluate the Austin elevated water tank and Cabot Diesel standpipe to determine the condition and outline the timeframe for improvements with costs. RVE has prepared scope of work and proposed construction schedule. Bid package has been prepared with payment plan consisting of equal annual payments. RVE is also seeking quotes from tank painting contractors. Southern Corrosion inspected both the tank and the standpipe. Report and quote are forthcoming. Pittsburgh tank provided a quote for the tank and the standpipe. RVE requested quote for the Collingswood Tank from Pittsburgh Tank. Board directed staff to enter into 10-year maintenance contract with Southern Corrosion for the Collingswood Tank Improvements. The contract will be an extension of the Penn Warner Tank contract. RVE and Staff are determining when to schedule the Austin Tank and Cabot Diesel improvements. Based on interim disinfection by-product (THM and HAA5) sampling performed by the Authority at the interconnects and tanks, the THM levels are more of a concern at the tanks than HAA5 levels. RVE recommends draining the Collingswood Tank in 2017 instead of 2021 per the maintenance agreement with Southern Corrosion. This would allow the Authority to install a mixer to prevent THM violations. Permit was issued for the mixer. Safety ladder did not require permitting. Tank work has been completed and tank is back in service. Mixer

was installed in late July and is running continuously. **Nothing to report at this time.**

- 2) **TOFA Building Center Space Fit Out:** Board directed RVE to design structural fit out of center space in preparation for rental. Staff is reviewing the preliminary layout and construction cost estimate. RVE prepared a two-phase layout and construction schedule to allow the installation of the garage doors and associated concrete work and parking lot re-striping as Phase 1 not to exceed the 2017 budget amount of \$50,000. The locker room expansion and associated work is scheduled for Phase 2 for an estimated cost of \$156,000. Per the Board's direction, RVE revisited the design and modified the locker room expansion. Authority staff reviewed and approved the revised design. Earth Disturbance and Building Permit Applications were submitted to the Township for Phase 1 to address the installation of the garage door. RVE has solicited quotes for Phase 1. Two quotes were received for the garage door. Quotes are enclosed. Board awarded the garage door installation to Philly Overhead Door in the amount of \$6,709.04. Signed quote was provided to Contractor. Preconstruction meeting was held. Garage door was installed on October 11th. **Received 4 quotes for the garage ramp. Recommend award of garage ramp construction to John Feher Concrete Construction, LLC in the amount of \$7,669.00. RVE is working wrapping up design of fireproofing the center space to store equipment.**
- 3) **TTHM & HAA5 Investigation:** RVE and Authority staff have been working together to study the levels of disinfection by-products (DBPs), trihalomethanes (THM) and haloacetic Acids (HAA5). RVE recommended additional sampling outside of the Authority regulatory sampling to determine if measures should be taken to prevent increased levels of DBPs in the distribution system. The initial sampling showed that HAA5 levels were higher at the interconnections (58% of the MCL of 60 ug/L) and THM levels were higher at the tanks (85% of MCL of 80 ug/L). RVE recommends the installation of autoflushers as a cost-effective way to increase water turnover and reduce HAA5 levels at the ends of the distribution system. RVE also recommends the installation of mixers at the tanks to reduce THM levels. A Public Water Supply Permit has been submitted for the installation of a mixer at the Collingswood Tank. Permit was issued by DEP. **Nothing to report at this time.**
- 4) **2017 I/I Project:** The Board requested cost estimates for the remaining areas of the sewer system. The remaining areas include approximately 36,000 LF of 8-inch pipe and approximately 1,300 LF of 18-inch pipe. The list of locations were enclosed in last month's board packet. The estimated construction cost for these areas is estimated at \$700,000. Per the Board's Direction, the project will focus on addressing I/I in the area near Bishop Egan

High School. RVE is currently doing field work with Authority staff to determine actual pipe footages, number of manholes to be addressed, and if there are any access issues. Bid opening was held on April 13, 2017 at 10:00AM. The two bids exceed the Authority's budget for the I/I work. Board rejected all bids and directed RVE to rebid the project with a reduced scope. Project was rebid on May 24, 2017 at 10:00AM. Notice of Intent to Award Base Bid was given by Board on May 24, 2017. Board awarded contract to Standard Pipe Services in the amount of \$175,500.00. Preconstruction meeting was held on August 10th. Construction began September 5th. Recommended Payment Certificate #1 in the amount of \$43,587.00. **Nothing to report at this time.**

- 5) **2017 Water Main Lining Project:** The 2017 project includes addressing the 800 Block of Auburn Road, 100-200 Blocks of Waltham Road, Tewksbury Road, and Wyandotte Road. RVE recommends the inclusion of 200 Block of North Olds Boulevard based on recent iron results. This next phase of the water lining project has longer roads which are curved. These curved roads would require more access pits. More sidewalks and handicap ramps would be effected due to the existing mains being located in the sidewalks. Coordination with the Township would be required to determine paving requirements and to see if the Township could include these locations in their Road Program to cut down on paving costs. RVE recommends the Board consider bidding the project as a lining project and as a main replacement as an alternate bid. RVE recommends the rejection of all public bids opened on July 21, 2017. Project was awarded to BCWSA in the amount of \$825,700. Preconstruction meeting was held on July 10th. Construction began on August 7th. Suffolk Road and Tewksbury Road, and Waltham Road mains have been lined. **Project will be postponed to Spring 2018 because work cannot be completed in temperatures below 40 degrees and interference with the Thanksgiving holiday. Approximately 1,000 LF remains to be lined. Will discuss at meeting.**
- 7) **BOD/TSS Study:** Per the settlement of the high strength surcharge lawsuit with BCWSA, a study to find the sources of high Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) must be conducted. The cost of the study is \$50,000. RVE has prepared a scope of work for this study and submitted it to Authority staff for forwarding to BCWSA. BCWSA approved the Scope of Work. RVE has begun receiving questionnaires for evaluation. RVE has begun follow up with customers who require further evaluation. RVE prepared update to BCWSA on August 9th. RVE is following up with non-responsive customers by sending out Second Notices and conducting unannounced site visits. Notices were issued to businesses along Oxford Valley Road due to heavy grease encountered during the I/I project. **Authority and RVE are working with Bristol Township to verify grease**

interceptors and issue enforcement.

- 8) **Water Quality Parameters:** Per the Board's direction at last month's meeting, RVE with the assistance of Authority staff has come up with water quality parameters and limits to hold LBCJMA to as TOFA's water purveyor. RVE recommends these parameters and limits be shared with LBCJMA for discussion and inclusion in the new agreement or as a separate memorandum of understanding for water quality. RVE and Authority Staff met with LBCJMA on November 29th. **Nothing to report at this time.**
- 9) **Relocation of 12" Water Main to Lower Morrisville Road:** 12" water main break occurred by the creek near Lower Morrisville Road and Route 13. RVE applied for an emergency permit on behalf of the Authority. The water main has been repaired and the restoration of the area disturbed by the break along Rock Run was completed. RVE has initiated a PA One Call and survey was completed. RVE has been coordinating with Staff and contractors to find a cost effective, trenchless solution to relocation. Per Board direction, the project will be put out to bid with pipe bursting as the method of pipe replacement. Bid opening has been postponed due to DEP and Army Corps of Engineers General Permit Review. HOP application has been submitted. Submitted plans to BCWSA to provide quote for work. **RVE submitted permit to DEP. Waiting for BCWSA to provide quote from subcontractor to determine total quote.**
- 10) **New Falls Interconnect Generator:** Authority staff desires to have a generator to provide back-up power to the interconnect in case of a power failure. RVE met with Authority staff. Draft bid documents are with staff for review and approval. Bid opening was June 14, 2017 at 10AM. Four (4) contractors bid on the project. Per Board direction, award of project has been tabled. Project was rebid on September 27th. Apparent low bidder was MJF Electric in the amount of \$111,400.00. Notice of Intent to Award was granted at September's Meeting. Recommend award of contract to MJF Electric. **Contracts were sent to contractor for execution.**
- 11) **SCADA Design:** The Authority has \$100,000 budgeted for the installation of Supervisory Control and Data Acquisition (SCADA) equipment. In communicating with Authority staff, RVE recommends that the Tyburn Road Sewage Pumping Station and the New Falls Interconnection be equipped with SCADA first to build the Authority's system. **RVE is tweaking SCADA design for New Falls Interconnection and elevated water tanks.**

Old Business:

- 1) **Falls Township Act 537 Plan/Neshaminy Interceptor Agreement:**
Township authorized RVE to update the Township's Act 537 Plan. BCWSA Analysis of the Neshaminy Interceptor along with improvement costs must be updated in the plan. Per the requirement of DEP, Plan has to be resubmitted to include BCWSA Implementation Schedule and Financing. BCWSA forwarded these documents to all municipalities on September 19, 2016. TOFA Staff and RVE met with the Township to discuss the Act 537 and the Neshaminy Interceptor Agreement on October 3, 2016. RVE and TOFA had follow up meeting with Township on March 6, 2017. A joint meeting with DEP was held on March 21st to discuss the revised draft agreement to get DEP support and feedback. Meeting with the Township occurred on May 9th. Meeting with BCWSA & PADEP was held on May 22nd. Revised 537 Plan and draft agreement were provided to the Township. Board of Supervisor's approved advertisement of revised plan on October 17, 2017. Revised Neshaminy Interceptor agreement was sent to BCWSA on October 18, 2017. **Nothing to report at this time.**

The logo of the Township of Falls Authority Sewerity is a circular seal. It features a central blue water drop with a white outline. The words "TOWNSHIP OF FALLS" are written in a semi-circle at the top, and "SEWERITY" is written in a semi-circle at the bottom. The word "WATER" is written across the top half of the circle, and "SEWER" is written across the bottom half. The entire logo is in a light purple color.

**Township of Falls Authority
Executive Director's Report
November 15, 2017
(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, 2016 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. TOFA and J. Fletcher Creamer met on May 18 to settle accounts. If agreement is reached a loan drawdown will be prepared. At the May 24 public meeting, the TOFA Board approved a payment to J. Fletcher Creamer of \$136,492.10. As a result of payments approved at the September 27, 2017 Board meeting to J. Fletcher Creamer and Sons in the amount of \$18,770.79 and to Bucks County Water and Sewer Authority in the amount of \$219,057.75 there is now \$2,247,437.76 of the \$3,026,000.00 Phoenixville Bank loan remaining for TOFA use. We expect this to be completely depleted by the Lower Morrisville Road and the 2018 water main lining projects.

2. LOWER BUCKS COUNTY JOINT MUNICIPAL AUTHORITY (LBCJMA)

A meeting between TOFA and LBCJMA was held on November 30, 2016 to further discuss the additional Vermillion Tie-in. At this meeting LBCJMA agreed to providing TOFA laboratory support. TOFA has requested from LBCJMA plans for the location of the Vermillion connection chamber so that it can submit a Highway Occupancy Permit to PennDot. Plans for the chamber have been received, application for the PennDot Highway Occupancy Permit made and construction coordination begun.

For 2017 the primary cooperative efforts between TOFA and LBCJMA are the second Vermillion interconnect and the renegotiation of the water and sewer service agreements. The second Vermillion Interconnect project has been completed and has been opened. Under the PA intergovernmental cooperation authorities, TOFA has requested LBCJMA consider including TOFA in its paving bid solicitation. LBCJMA has responded positively and will support TOFA being added to its existing paving/restoration contract. In the meantime, John Fehr Concrete Construction, the current LBCJMA paving contractor, has agreed to provide paving services for TOFA for like terms. **Fehr will be contacted to do work on**

3. PERSONNEL MATTERS

TOFA operations staff has completed an online Defensive Driving Course. An Anti-workplace bullying course was conducted on April 13 and will be scheduled again for those employees who were unable to attend.

The high school contingent (4 students) of TOFA's Summer Employment Program are on board as of June 19. The summer hire complement is complete and the maintenance program is in full operation.

The services of the temporary employee that was hired through J&J Staffing Resources to assist the front office over the last few months ended on October 6.

4. WATER QUALITY INVESTIGATIONS

For 2017, TOFA will wrap up the water quality investigation that prompted the first lining project. The final round of sampling to confirm the problems have been corrected and was provided to the PADEP along with the locations of other problem areas. A permanent permit application for the chemical additive system to control iron has been submitted to the PADEP. A permit application for a water mixer installation in the Collingswood tank has been approved by PADEP. Also, no permit will be necessary for the approved by installation of the tank ladder. Southern Corrosion has installed the mixer and has mobilized to paint the Collingswood tank exterior. Color selection (polymer blue) was made at the May 24 meeting. The tank has been painted and lettered. Power has been connected to the mixer and it is running. Staff will continue its efforts to keep system water fresh and control disinfection byproducts. Most recently drinking water samples were drawn from Pennsbury High School in response to a discolored water complaint. Analyses results indicated no bacteriological contamination. The school was informed of the results.

5. HOMESERVE USA PARTNERSHIP

Two local contractors have been added as HomeServe contractors at TOFA's urging: J&M Warrell and McHales. Staff has broached HomeServe regarding coverage for repairs required by lateral inspection ordinances. HomeServe has indicated repairs of breaches in sewer laterals discovered by inspections would be covered.

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

The lawsuit was settled in 2016. A \$50,000.00 escrow account has been established and a Total Suspended Solids (TSS) and Biological Oxygen Demand (BOD) study is underway.

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.

Along with Falls Township, TOFA is developing a draft Neshaminy Interceptor Supplemental Agreement with BCWSA that it will first send to PADEP and then to BCWSA. The expectation is that a negotiated agreement will lead to the release of sewer capacity in 2017. **A revised draft agreement was received during the week of October 8, 2017 from BCWSA. The Authority and Falls Township have collaborated on comments and they have been sent to BCWSA.**

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, 2016, to discuss MMA options. MMA agreed to provide TOFA cost sharing estimates should TOFA decide to contribute flows to a new MMA system. Some information has been received from MMA but not yet formally reviewed. A joint meeting called by MMA with nearby municipalities and municipal authorities was held on June 27. Attendees were introduced to a consultant hired to evaluate the costs and benefits of building a new plant compared with those of upgrading the existing plant. The Operations Manager and Executive Director attended an update meeting on July 27, 2017, at which the Lower Makefield Township Engineer provided alternatives for upgrading the MMA Sewer Plant. An MMA consultant continues work on a comparative analysis report. A presentation to the TOFA Board will be arranged when the comparative economic analysis report is completed.

8. TOFA BUILDING SPACE

Falls Township has advised it will not need to use the space at 557 Lincoln Highway because it is not moving forward with plans to build a new Township Building. The fire-rated overhead door has been installed and passed inspections by RVE and Falls Township. RVE will develop plans for an access ramp and fireproofing the center space interior. **John Feher Concrete will be contacted for the ramp construction.**

9. WATER STORAGE TANK MAINTENANCE

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

In December, 2016, the TOFA Board approved a water mixer addition. The ladder and mixer have been installed, repairs have been made and the exterior of the tank has been painted and lettered (TOFA) and returned to service. Power has been connected to operate the mixer and it is operating continuously. **Money has been added to the 2018 budget proposal for the Austin Tank cleanout and a mixer installation.**

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 – The Aria Health physical therapy operation resulting from the Auto Zone subdivision required the purchase of one additional water and sewer EDU with associated tapping fees which were paid. 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 shows Crunch is operating within its edu allotment.

11. TOFA RULES AND REGULATIONS UPDATE AND CONSOLIDATION

The plan for this assignment in 2017 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.

12. CONTRACTOR SERVICES AGREEMENT – BCWSA

The three-year discretionary Contractor Services Agreement between TOFA and the BCWSA is now in its second year. Staff is very satisfied with the BCWSA work and pricing. Staff continues to evaluate options for the more time-sensitive repairs. Staff continues to seek out and evaluate local water and sewer emergency repair contractors. Staff is continuing to cultivate local contractor involvement in TOFA emergency projects.

13. SAFETY

As the result of Delaware Valley Insurance Trust and staff the following safety issues are being addressed:

- The TOFA Safety Plan has been redone and is under review.
- A TOFA Building Emergency Action Plan has been drafted.
- Anti Harassment/Bullying Training - One of Two Courses Completed
- The procurement of two stocked first aid cabinets. - COMPLETED
- The procurement of two AEDs. - COMPLETED
- The running of AED and First Aid Training. - COMPLETED
- Procurement of an additional eyewash station. – ORDERED
- Start Pilot Tire inspection program. - COMPLETED
- The construction of four shelters at exposed lift stations. Two shelters - COMPLETED (Valley View and Penns Place) Two shelters - PENDING (Headley and Amesbury)
- 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 – COMPLETED
- 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 in 2017. TOFA has submitted another \$3,000 grant application for reimbursement of a portion of the AED costs.

- 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.
- Defensive Driving Course and test – COMPLETED
- New Safety glasses (a CINTAS gift) have been distributed - Completed

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. A new safety plan will be rolled out for field staff review following management examination.

14. 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 awareness. The log-on password has been changed to block unauthorized access. An additional camera installation has been ordered for more complete coverage of the public lobby. The Operations Manager and Executive Director have completed a Facilities Physical Security course focusing on identifying and enhancing protection of critical assets. Video surveillance notice signs have been affixed to the building exterior.

15. TOFA VEHICLE FUEL PROVIDER CHANGE (Falls Township)

On April 10 TOFA began fueling at the Falls Township gas/diesel pump. Usage reports and invoicing will occur quarterly.

16. 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 has provided the data. The Board approved a 20-meter ultrasonic technology pilot. The meters were received and were installed in customer homes in September-October, 2016. The installation of the ultrasonic meters is completed. Neptune has recently unveiled its ultrasonic bronze

meter. The TOFA Board has approved the purchase and testing of 20 of these meters at a cost of \$5,120.00. TOFA staff and Engineer are developing a random water meter testing study to develop baseline data before recommending a replacement schedule. The RVB report has been provided and staff is working with RVE on an implementation plan.

17. CAPITAL EQUIPMENT

For 2017 staff will continue its evaluation of video equipment in an effort to identify the most useful and cost effective technology for TOFA's purposes. There are no funds budgeted for camera equipment in 2017.

With Board approval in 2016, TOFA purchased a 4" Gorman Rupp portable diesel pump for sewage overloads and emergency situations. The pump was purchased through Sanders Power Equipment, which was the low bidder, for \$36,247.00.

With Board approval, staff has purchased a paper folder, envelope inserter and sealer machine to improve efficiency of the billing process.

At its April 26, 2017 meeting the Board approved the purchase of an \$8500.00 jackhammer attachment for the TOFA excavator. The jackhammer attachment has been received and is available for use.

On September 27, 2017 the Board approved the purchase of a 2018 GMC Sierra pickup truck for \$39,608 to replace the 2011 Colorado pickup totaled in an August 24, 2017 accident. TOFA has received an insurance payment of \$12,479.25 for the loss. **The truck has been delivered and will be put into service once the TOFA decals are affixed.**

18. AUSTIN TANK

The Sprint owned Clearwire is decommissioning its equipment at Austin Tank. This is a loss of \$31,560.48 in annual revenue. TOFA has accepted Clearwire's offer to leave its shelter. Sprint has also agreed to pay TOFA \$5,000 for its avoided costs to remove the shelter and restore the site. The Board has accepted the offer.

TOFA has been contacted by a consultant representing AT&T requesting authorization to change out antennae on the Austin Tank. Per TOFA insistence its water tank maintenance contractor, Southern Corrosion, will be engaged by AT&T to conduct an assessment and prepare a report. Southern Corrosion will provide TOFA with information upon which to base the authorization decision and will advise on the appropriateness of TOFA's compensation from A&T. **Money has been added to the proposed 2018 budget for the Austin Tank cleanout and the installation of a mixer.**