

TOWNSHIP OF FALLS AUTHORITY
REGULAR MEETING
September 27, 2017

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, September 27, 2017, in the Board Room at 557 Lincoln Highway, Fairless Hills, PA, at 7:10 P.M.

Salute to the Flag

Roll Call – Anthony Rosso, Chairperson, James Goodwin, Vice Chairperson, Brian Binney, Secretary, William Beier, Treasurer present, Thomas Miles, Assistant Secretary/Treasurer present. Randall Flager and Edward Zanine, Authority Solicitor present, 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.

Approve Meeting Minutes for August 23, 2017 Meeting – Mr. Binney made a motion to approve the minutes as written. 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.

Public Comment – No public comments.

Solicitor's Report – Mr. Zanine stated that he has a resolution before the Board in relation to the Penndot Bridge Replacement. He requested approval of the resolution for a 100% TOFA reimbursement. He explained that since the bridge is private property and not a right-of-way, Penndot will cover all engineering and construction expenses.

Mr. Rosso made a motion to approve the resolution for 100% reimbursement for the Penndot Bridge. 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.

Engineer's Report -

2016 Water Main Cleaning and Lining Project - Ms. Nedrick

recommended the Board approve final payment in the amount of \$18,770.79 to J. Fletcher Creamer and Sons for the Phase 1 Lining Project, contingent upon receipt of certified payrolls.

Mr. Beier made a motion to approve the final payment of \$18,770.79 to J. Fletcher Creamer and Sons contingent on receipt of certified payrolls. 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 Infiltration and Inflow (I&I) Project - Ms. Nedrick stated that the work has begun and should be completed by mid-October.

2017 Water Main Lining Project - Ms. Nedrick recommended approval of a change order permitting Bucks County Water and Sewer Authority to substitute

C900 plastic pipe for ductile iron pipe for a savings of \$2,200.

Mr. Beier made a motion to approve the change order regarding the piping material with a \$2200.00 reduction. 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.

Ms. Nedrick also stated she had a payment certificate for the amount of \$219,057.75 with \$24,339.75 held in retainage for Bucks County Water and Sewer Authority for the Phase 2 lining project. Ms. Nedrick is recommended payment of certificate #1.

Mr. Beier made a motion to release payment of certificate #1 in the amount of \$219,057.75. Mr. Binney 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

Following Board approval of the \$219,057.75 payment to the Bucks County Water and Sewer Authority (BCWSA), Mr. Hartman requested that the Board also approve requisitions from both Phoenixville Federal and Uninvest banks for the same amount so that the monies for the payment can be drawn from the 2016 loan.

Mr. Beier made a motion to submit the requisition to Phoenixville Federal and Uninvest in the amount of \$219,057.75. 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.

Relocation of 12" Water Main to Lower Morrisville – Ms. Nedrick stated that she had a meeting with DEP regarding permit requirements for the pipe bursting replacement method. She reported that permitting for this method would

be onerous and time consuming with no guarantee of approvals. She recommended proceeding with the open cut water main replacement method. She also requested approval to solicit a quote from Bucks County Water and Sewer Authority. It was the sense of the Board that the Engineer solicit a quote from BCWSA and then bid out the project for the open cut method.

New Falls Interconnect Generator – Ms. Nedrick stated that she received bids that same morning ranging from \$111,400 - \$141,800. She said that NJF Electrical was the apparent low bidder at \$111,400. Ms. Nedrick requested the Board approve the notice of intent to award the bid to NJF Electrical.

Mr. Beier made a motion to issue a notice of intent to MJF Electrical in the amount of \$111,400.00. Mr. Miles seconded the motion.

Poll of the Board:

Mr. Miles	Yes
Mr. Binney	Yes
Mr. Beier	Yes
Mr. Goodwin	No
Mr. Rosso	Yes

Motion Carried 4-1.

Mr. Goodwin noted that his reasoning for voting no is that it is still \$40,000.00 over budget which is not in the budget.

Ms. Nedrick stated that there was a Township Planning Commission

meeting yesterday regarding updates to the 537 Plan. They will be making a recommendation to the Board of Supervisors to adopt the updated plans.

Mr. Binney asked Ms. Nedrick the status of the garage doors. Ms. Nedrick stated that the doors have been ordered. She also stated that she has reached out for an update on the order.

Executive Director's Report -

Lower Morrisville Road Water Main replacement - Mr. Hartman requested the Board authorize the Engineer to bid the project following receipt of a quote for the work from BCWSA. It was the sense of the Board that the Engineer should bid the project once a quote from the BCWSA is received.

2018 Budget - Mr. Hartman reported that Ms. O'Neill, Mr. Ryba and he in consultation with Ms. Nedrick, the Authority Engineer, have developed a draft 2018 Budget which is currently under review by the Authority Financial Advisor. He noted that the 2018 draft budget is based upon revenues and expenses reported in the 2016 audited financials adjusted for the 2017 4% Bucks County Water and Sewer Authority (BCWSA) sewage treatment increase. Mr. Hartman added that the draft budget would be provided to the Board members following consultation with the Financial Advisor.

Totaled Vehicle Replacement - Mr. Hartman requested authorization to purchase a new replacement vehicle for the 2011 Chevrolet Colorado that was totaled as the result of the accident which occurred on August 24. He added that the Authority has the opportunity to purchase a 2018 GMC Sierra with a crew cab already on order by COSTARS participant Penske Automotive Group for \$39,608. Mr. Hartman reported that the Authority has already received a check

in the amount of \$12,479.25 from the insurance company for the totaled vehicle and that the Authority has the \$27,132.75 balance available in unreserved funds. Mr. Binney asked why so large a vehicle was necessary. Mr. Hartman explained that at least one full size pickup truck was needed for hauling multiple passengers and larger cargo. He added that this particular truck would be available sooner than one that would be ordered. Mr. Beier asked what other equipment would be needed to fit out the truck for service. Staff replied that nothing other than perhaps a tool box would be needed.

Mr. Beier made a motion to replace the totaled vehicle with the 2018 GMC Sierra in the amount of \$39,608.00. Mr. Rosso seconded the motion.

Poll of the Board:

Mr. Miles	No
Mr. Binney	No
Mr. Beier	Yes
Mr. Goodwin	Yes
Mr. Rosso	Yes

Motion Carried 3-2.

Fourth Quarter Operating Funds Requisition - Mr. Hartman requested that the Board authorize the execution of the Fourth Quarter Operating Funds Requisition for Univest Bank in the amount of \$3,440,749.

Mr. Rosso made a motion to execute the Fourth Quarter Operating Funds Requisition for Univest Bank in the amount of \$3,440,749.00. 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.

Morrisville Municipal Authority (MMA) Future Waste Water Treatment

Options – Mr. Hartman related that the MMA economic analysis report comparing a plant expansion and a new plant should be completed by the end of October and that MMA would like to present the report's findings to the TOFA Board in November. Mr. Hartman said he would update the Board on the report completion schedule at the October 25 Board meeting.

Temporary Staffing – Mr. Hartman informed the Board that the summer employment program ended on September 19 and that the last day for the J&J Staffing employee who has been assisting in the front office is Friday, October 6. He noted that the draft budget will include funds for year-round front office temporary assistance. Mr. Goodwin suggested that a college student on semester break be considered to fill this need.

Safety Plan – Mr. Hartman reported that the revamped TOFA Safety Plan based upon the model plan provided by the Delaware Valley Insurance

Trust has been drafted and will be presented to staff for comment.

Mr. Binney asked Mr. Hartman about the antenna replacement by AT&T at Austin Tank. Mr. Hartman advised that AT&T is paying Southern Corrosion to assess the compatibility of its new equipment with the tank's structure. Mr. Binney stated that Mr. Zanine should look over the agreement to see if we are entitled to more money.

Mr. Binney asked why the office purchased a refurbished printer instead of a new one. Mr. Hartman informed him that it was recommended by the salesperson because it was only used on a limited basis as a demo and it was lower in cost.

Review of the Bill List – Mr. Beier made a motion to approve the bills in the amount of \$501,783.26. 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.

Board Comment –

Mr. Miles – Mr. Miles stated that Falls Township website still mentions the

TOFA relocation which occurred several years ago.

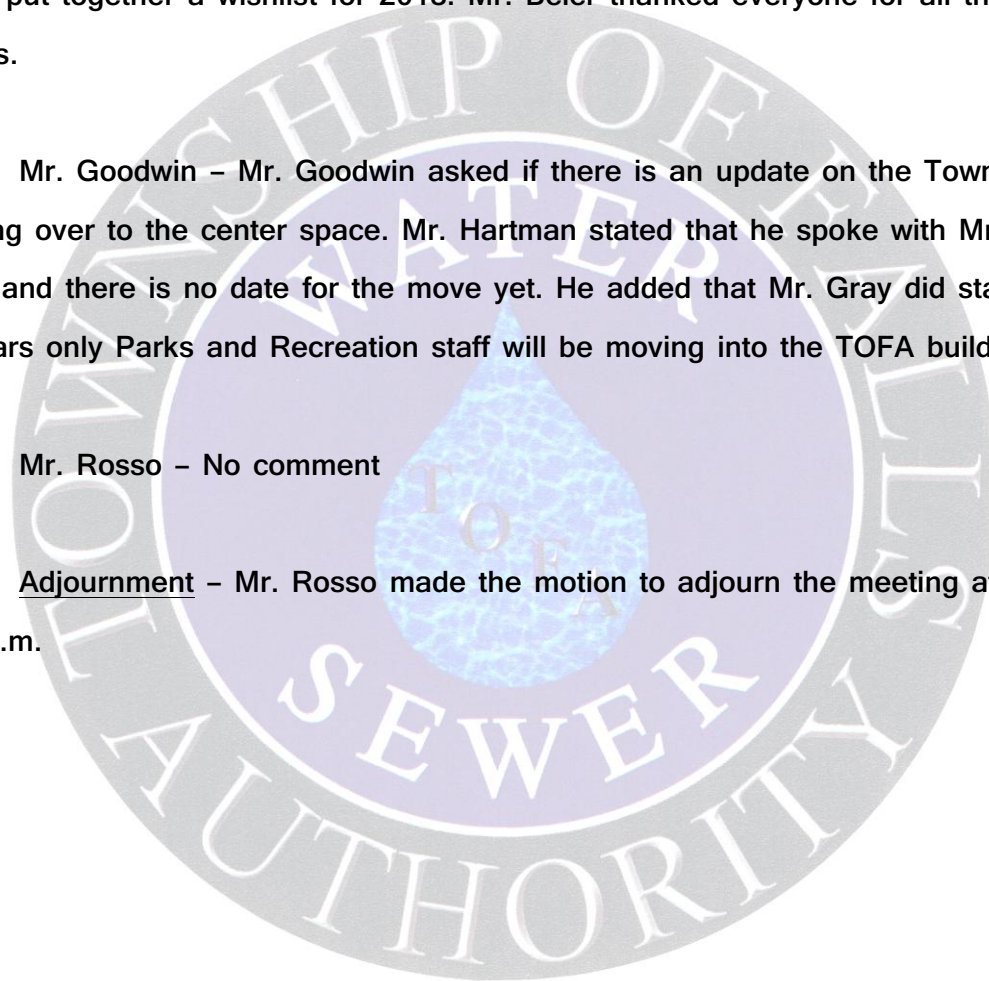
Mr. Binney – No comment

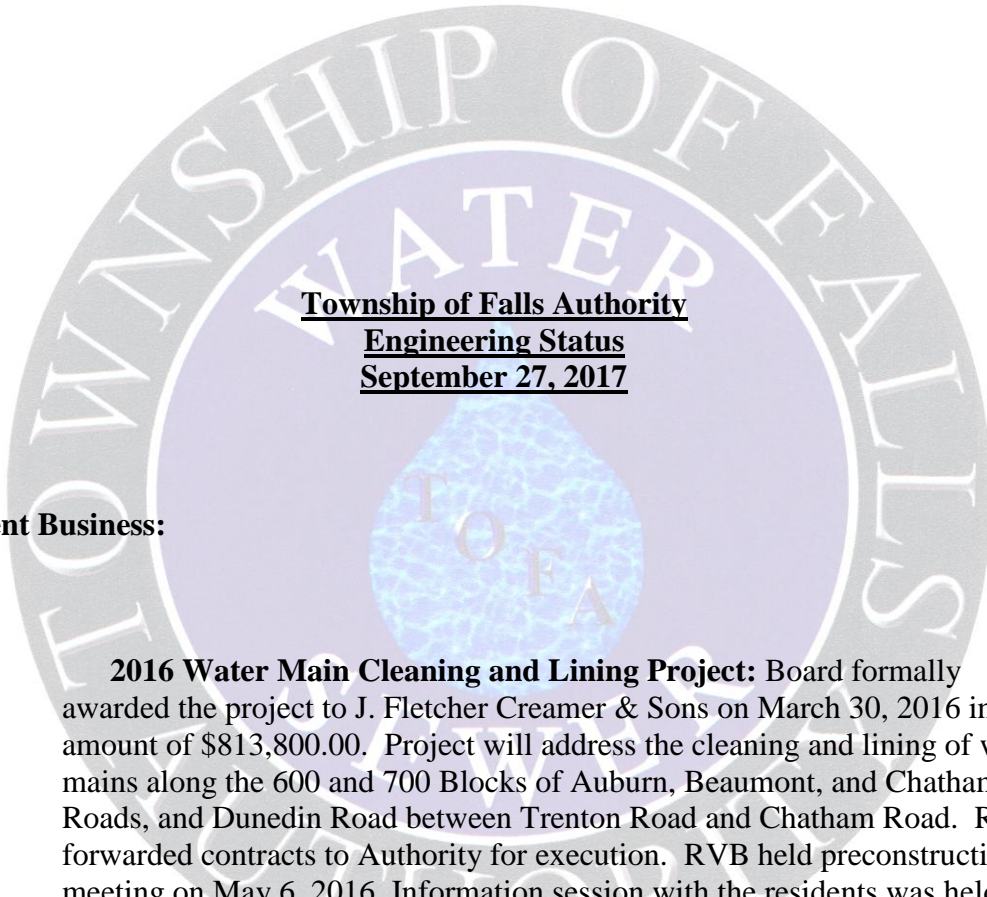
Mr. Beier – Mr. Beier thanked Mr. Ryba for taking care of the water problem at Pennsbury High School. He also requested that Mr. Hartman and Mr. Ryba put together a wishlist for 2018. Mr. Beier thanked everyone for all their efforts.

Mr. Goodwin – Mr. Goodwin asked if there is an update on the Township moving over to the center space. Mr. Hartman stated that he spoke with Mr. Gray and there is no date for the move yet. He added that Mr. Gray did state it appears only Parks and Recreation staff will be moving into the TOFA building.

Mr. Rosso – No comment

Adjournment – Mr. Rosso made the motion to adjourn the meeting at 7:45p.m.



The logo for the Township of Falls Authority Water is a circular emblem. The outer ring contains the text "TOWNSHIP OF FALLS" at the top and "WATER" at the bottom. In the center, there is a stylized blue water droplet with the letters "TOFA" inside it.

Township of Falls Authority
Engineering Status
September 27, 2017

Current Business:

- 1) **2016 Water Main Cleaning and Lining Project:** Board formally awarded the project to J. Fletcher Creamer & Sons on March 30, 2016 in the amount of \$813,800.00. Project will address the cleaning and lining of water mains along the 600 and 700 Blocks of Auburn, Beaumont, and Chatham Roads, and Dunedin Road between Trenton Road and Chatham Road. RVB forwarded contracts to Authority for execution. RVB held preconstruction meeting on May 6, 2016. Information session with the residents was held on May 19, 2016. Township approved the waiver of Road Opening Permit fee. Construction began on June 13, 2016. Customers will be re-introduced to the system starting August 22, 2016. All locations are connected to the distribution system. Friction Factor (C Factor) test exceeded the requirements of the Contract. RVB, Authority Staff and Township Engineer performed site walkthrough with Contractor to discuss paving and sidewalk restoration. A preliminary punch list was generated. Township approved the ADA ramps. Contractor remobilized to address ADA ramps, paving, and sidewalks. TOFA Staff and RVB had a status meeting with Contractor on January 19th.

Settlement offer for project closeout was sent to Contractor on Friday, May 12th. Meeting to discuss settlement offer was held on May 18th. **RVB recommends final payment in the amount of \$18,770.79.**

- 2) **Collingswood Tank Improvements/Austin Tank Evaluation/Cabot Diesel Standpipe Evaluation:** Board directed RVB to evaluate the Austin elevated water tank and Cabot Diesel standpipe to determine the condition and outline the timeframe for improvements with costs. RVB has prepared scope of work and proposed construction schedule. Bid package has been prepared with payment plan consisting of equal annual payments. RVB 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. RVB 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. RVB 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. RVB 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.**
- 3) **TOFA Building Center Space Fit Out:** Board directed RVB to design structural fit out of center space in preparation for rental. Staff is reviewing the preliminary layout and construction cost estimate. RVB 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, RVB 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. RVB 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. **Building permit was obtained and garage door is on order.**

- 4) **TTHM & HAA5 Investigation:** RVB and Authority staff have been working together to study the levels of disinfection by-products (DBPs), trihalomethanes (THM) and haloacetic Acids (HAA5). RVB 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). RVB 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. RVB 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.**
- 5) **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. RVB 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 RVB 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.**
- 6) **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. RVB 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. RVB recommends the Board consider bidding the project as a lining project and as a main

replacement as an alternate bid. RVB 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 mains have been lined. Contractor will be starting Waltham Road next.**

- 7) **Second Trenton Road Interconnection w/LBCJMA:** LBCJMA approached Authority staff about creating a second interconnect with TOFA on Trenton Road near 1004 and 1008 Trenton Road. The interconnect is proposed to improve water quality for both authorities. LBCJMA would cover the costs of the vault and connection to their system. TOFA would be responsible for the wet tap to their main and connection to the vault. The estimate for TOFA's contribution is approximately \$21,000.00. RVB and Authority Staff met with LBCJMA on November 29th. LBCJMA wants to start work in the next 8 weeks. RVB obtained the PennDOT HOP. Interconnection is in place. RVB submitted permit applications for Water Allocation and Public Water Supply. DEP issued administrative completeness letter on July 11, 2017. **DEP issued Public Water Supply Permit for the interconnection on September 13, 2017.**
- 8) **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. RVB 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. RVB has begun receiving questionnaires for evaluation. RVB has begun follow up with customers who require further evaluation. **RVB prepared update to BCWSA on August 9th.**
- 9) **Water Quality Parameters:** Per the Board's direction at last month's meeting, RVB with the assistance of Authority staff has come up with water quality parameters and limits to hold LBCJMA to as TOFA's water purveyor. RVB 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. RVB and Authority Staff met with LBCJMA on November 29th. **Nothing to report at this time.**
- 10) **Relocation of 12" Water Main to Lower Morrisville Road:** 12" water main break occurred by the creek near Lower Morrisville Road and Route 13. RVB 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. RVB has initiated a PA One Call and survey was completed. RVB 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. **Will discuss at meeting**

- 11) **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. RVB 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. Will discuss at meeting.**
- 12) **SCADA Proposal:** The Authority has \$100,000 budgeted for the installation of Supervisory Control and Data Acquisition (SCADA) equipment. In communicating with Authority staff, RVB recommends that the Tyburn Road Sewage Pumping Station and the New Falls Interconnection be equipped with SCADA first to build the Authority's system. **Awaiting consideration and direction from the Board.**
- 13) **PA Small Water and Sewer Grants:** The Commonwealth Financing Authority Board is meeting on March 29th to select the grant recipients. TOFA was not successful in obtaining a PA Small Water and Sewer Grant for the water and sewer projects. **RVB prepared a recommended list of water and sewer projects that can be done with budgeted funds. Awaiting consideration and direction from the Board.**

Old Business:

- 1) **Falls Township Act 537 Plan/Neshaminy Interceptor Agreement:** Township authorized RVB 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 RVB met with the Township to discuss the Act 537 and the Neshaminy Interceptor Agreement on October 3, 2016. RVB 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.**



**Township of Falls Authority
Executive Director's Report
September 27, 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, \$2,485,266.30 of the \$3,026,000.00 Phoenixville Bank loan remains available for TOFA use.

In October, BCWSA will present an interim bill for the Phase 2 lining project. At that time, a loan drawdown requisition will be prepared.

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.

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 will end 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. Analysis results have not yet been received.**

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. Falls Township is reviewing the latest draft compiled by the TOFA solicitor. TOFA staff, Engineer and Solicitor met on March 6 with Falls Township to finalize the draft. A final review of the draft agreement was conducted by TOFA on April

26. A meeting between TOFA and Falls Township was held on May 9 and a meeting with BCWSA and PADEP is was held on May 22. TOFA and Falls Township are in agreement on changes to the Supplemental Agreement resulting from comments received at the May 22 meeting and a new draft will be submitted for BCWSA and PADEP review. A letter detailing requirements for administrative completeness for the Act 537 Plan Update, I/I Corrective Action Plan and the N/I Supplemental Agreement has been received from DEP. We are awaiting indication from Falls Township to make submission.

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

The new garage door has been separated from the renovation project and quotes will be obtained through Penn Bid. The Board has directed staff to re-review the remaining renovation plans for savings. Falls Township has shown interest in using the space while its new Township Building is under construction. TOFA has postponed the award of the front garage door bid until the Township can evaluate the impact on its plan. A permit to install the mixer is required by the PADEP and has been submitted and approved. Falls Township has advised TOFA it has no objection to the installation of a front overhead door and the bid has been awarded. Insurance certification has been provided by Philly Overhead Door and work will be scheduled. A preconstruction meeting held on May 31 resulted in the contractor indicating that its bid price did not include all the required work. The permit has been issued and RVB is about to issue notice to proceed. The project estimate increased due to changes to the door specifications have been approved. **Falls Township has requested the use of a portion of the space during construction of the new Township Building. Neither the schedule nor any space modifications have been set.**

9. WATER STORAGE TANK MAINTENANCE

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

Discussions are occurring to schedule the work with the possibility of adding a mixer to the tank early in the maintenance schedule to improve water quality. Southern Corrosion has provided TOFA staff and Engineer with specifications and cost for a Collingswood tank mixer. In December, 2016, the TOFA Board approved the mixer addition. The installation of a tank ladder and a water mixer will be the first items addressed. The ladder and mixer have been installed, repairs have been made and tank has been painted and lettered (TOFA) and returned to service. Power has been connected to operate the mixer and it is operating continuously.

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 ordered for 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.

Falls Township has notified TOFA that the vehicle fueling location may change to Pennsbury High School during the new Township Building construction project.

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 study has been provided and staff has provided comments.

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.

Staff has notified the Board it will request approval to purchase a 2018 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.

18. SUMMER HIRING PROGRAM

Staff has received inquiries from several of the students employed by TOFA last summer about prospects for employment this summer. Funds have been budgeted to continue this program this year and with Board approval staff will begin making hiring commitments. Four summer hires began work in May. Four high school students were added to the summer employment complement on June 19. The Summer Hire Program complement is complete and the maintenance program is in full operation. The student participation has started to wind down as classes resume and extracurricular activities begin. **The last two summer hires completed their assignments on September 19.**

19. 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.