

Board Members:
James Goodwin, Chairperson
Brian Binney, Vice Chairperson
John Haney, Secretary
William Beier, Treasurer
Paul Hartzell, Assistant Secretary-Treasurer



557 Lincoln Highway
Fairless Hills, PA 19030
Phone: 215-946-6062
Fax: 215-946-6322
After Hours: 215-945-3100
Email : info@tofa-pa.com

Township of Falls Authority

July 24, 2024 REGULAR MEETING MINUTES

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, July 24, 2024, at 7:00 P.M.

Salute to the Flag

Roll Call

James Goodwin, Chairperson; Brian Binney, Vice Chairperson; William Beier, Treasurer; John Haney, Secretary; and Paul Hartzell, Assistant Secretary/Treasurer were present. Adam Flager, Authority Solicitor, and James Bulicki, Authority Engineer, were present.

Peter Kim, Executive Director, John Ryba, Operations Manager; Megan Parmer, Business Manager; Tammy McAnulty, Recording Secretary, and Rachel Jardine were present.

Solicitor's Report on the Executive Session

Mr. Flager reported that the Executive Session consisted of discussions regarding administrative and operational matters.

Approve Meeting Minutes for June 26, 2024 Meeting

Mr. Beier made a motion to approve the minutes for June 26, 2024. Mr. Haney seconded the motion.

Poll of the Board:

Mr. Hartzell	Yes
Mr. Haney	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes

Motion Carried 5-0

Public Comment

Mr. Joel Rosenberg, a resident at 60 Laura Way in Morrisville, was present. Mr. Rosenberg stated that back in May he received a tag on his door regarding an issue with his meter. He noted that about two weeks later he received a bill in the mail for \$1700.00. He stated at first, he assumed he had a major leak but then realized it probably had something to do with the tag he received on his door. Mr. Rosenberg stated he called and spoke to the office which he felt that he was handled with poor customer service as he was told that the bill is generated based on high usage of 100,000 gallons of water since TOFA has not been able to get into the property. Mr. Rosenberg expressed his dissatisfaction with the way that TOFA handles these situations. He feels that these tactics are an unfair way of treating the customers. Mr. Rosenberg noted that after speaking with the office he also spoke to Mr. Kim regarding this issue. Ms. Parmer stated that he did not call the office until July 1st, and our field staff went out on July 2nd to replace the register. She stated that once we gain access to repair or replace the meter an adjusted bill is sent out to the customer. She noted that the original tag was left on his door around May 16th. Mr. Rosenberg feels that a mailed letter reaching out about the meter issue would be more appreciated. He then stated a new bill was issued which showed he was already past due. Ms. Parmer explained that the original bill date was June 1st due on July 1st, so the new bill reflects these dates; however, no penalty was placed on his bill for being delinquent. Mr. Rosenberg proposed the Board make a settlement with him by giving him a \$1700.00 check and in turn he will donate that amount to his favorite charity. Mr. Goodwin stated that the Board stands by the procedure of issuing a bill reflecting 100,000 gallons of water until we can check/replace the meter. The Board noted that this procedure is effective, and they do not plan on making a change to it.

Solicitor's Report

Mr. Flager requested Board approval for Resolution 2024-8 establishing default billing procedures in the event the Authority is unable to obtain access for an accurate reading.

Mr. Beier made a motion to approve Resolution 2024-8. Mr. Haney seconded the motion.

Poll of the Board:

Mr. Hartzell	Yes
Mr. Haney	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes

Motion Carried 5-0

Mr. Flager requested Board approval for Resolution 2024-9 regarding procedures for penalizing for illegal connections.

Mr. Beier made a motion to approve Resolution 2024-9. Mr. Haney seconded the motion.

Poll of the Board:

Mr. Hartzell	Yes
Mr. Haney	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes

Motion Carried 5-0

Mr. Binney asked if the Aqua agreement is finalized. Mr. Bulicki stated he was unsure. Mr. Kim stated that he believes it is, but he will verify with Mr. Levin.

Engineer's Report

Mr. Bulicki stated that he is working on the 2024 I/I specifically the collection system owned by TOFA but located in Lower Makefield.

Mr. Kim asked Mr. Bulicki where we are with the escrow policy and Mr. Bulicki responded it is good.

Operation Manager's Report

Mr. Ryba reported the third quarter TTHM/HAA5 samples were collected and submitted.

Mr. Ryba stated that the lining project has finished, and the materials have been collected and returned to the yard. He noted that there is some restoration that needs to be done, however he was advised to wait until the fall when the weather breaks. Mr. Binney asked if the restoration will be done before school begins. Mr. Ryba has reached out to Mecco already because there are still some previous restorations that need to be done as well.

Mr. Ryba reported that the annual flushing has been completed. He stated that he has noticed less run time on the hydrants since we have been doing the lining projects. He noted that they also have a list of hydrants that need repair.

Mr. Ryba stated that the TOFA staff have diagnosed a small leak in one of the flanges of the force main at Tyburn Station. Mr. Ryba has contacted KE Seifert for a quote on the repair.

Mr. Ryba noted he has reached out to PADEP regarding the Tyburn Station drying bed and they did respond with a few questions.

Mr. Ryba reported that on 8/6/2024 we will be having a training on the Neptune 360 software and will be utilizing the software moving forward for meter readings and meter probes.

Mr. Goodwin stated that he is proud of the job the lining crew did and the time it took them to complete the work.

Business Manager's Report

Ms. Parmer reported that Cycle 2 bills will be sent out by the end of this week. She added that Cycle 3 past due notices went out, and Cycle 1 bills are due on August 1st. She noted that white door tags will be going out on Monday.

Ms. Parmer reported that there are no customers off at this time for nonpayment.

Ms. Parmer stated that all the paperwork has been submitted for the time clock and payroll system.

Ms. Parmer reported that the forms have been completed and submitted and we are now PCI Compliant which will save the Authority \$39.95/month.

Ms. Parmer noted that she and Ms. McAnulty completed the course for Notary re-appointment and Ms. Jardine will complete Her's this week.

Executive Director's Report

Mr. Kim reported he will be out of the office next week returning on Thursday.

Mr. Kim reported he has been working on developing new charts of accounts for the budget.

Mr. Kim stated that they are reviewing rates and hydrant fees for the 2025 budget as well as salaries for the crew and administrative staff.

Mr. Kim noted that he has been reviewing the capital projects with Mr. Bulicki.

Mr. Kim reported that the paperwork has been submitted for the payroll system. However, before we start utilizing the payroll system, we will start with the digital time clock.

Mr. Kim reported that our electricity contract expires on 12/17/2024. He would like the Boards permission to select a new vendor with the understanding that we are looking at a 25-30% increase.

Mr. Kim stated that the current rate we are charging for the hydrant fee is \$55.00, which hasn't been increased in about 20 years. Mr. Kim is looking to possibly increase this fee to \$105.00.

Review of the Bill List

Mr. Haney questioned the K3 Heating and Air bills. Mr. Ryba stated that the invoices are from the lining project, however he would like to hold off on those bills until he can settle some price discrepancies. Mr. Binney suggested fixed pricing on hose bib repairs moving forward. Mr. Ryba stated it was that way 2 yrs. ago.

Bills for Payment

Mr. Beier made a motion to pay the bills in the amount of \$1,410,070.62. Mr. Haney seconded the motion.

Poll of the Board:

Mr. Hartzel	Yes
Mr. Haney	Yes
Mr. Beier	Yes
Mr. Binney	Yes
Mr. Goodwin	Yes

Motion Carried 5-0

Board Comment

Mr. Hartzell

No comment.

Mr. Haney

Mr. Haney noted a good job was done with the lining project.

Mr. Beier

Mr. Beier thanked everyone for their efforts. Mr. Beier stated a great job was done with the lining project and he is pleased with the better water quality. Mr. Beier noted that when handling the customers the staff must remain respectful.

Mr. Binney

Mr. Binney stated great job with the lining project.

Mr. Goodwin

Mr. Goodwin asked if there was any feedback regarding Mr. Rosenberg's previous comments. Mr. Kim stated that there was no disrespect given. Ms. Parmer stated that unfortunately Mr. Rosenberg was not happy with the answer he was given as to why he received the bill for 100,000 gallons.

Adjournment

Mr. Goodwin suggested a motion be made to adjourn the meeting at 7:40 p.m. He noted that the next Board meeting will be held on Wednesday, August 28, 2024, at 7:00 p.m. The Board was unanimously in favor.