

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



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Township of Falls Authority

December 18, 2024 REGULAR MEETING MINUTES

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, December 18, 2024, at 6:57 P.M.

Salute to the Flag

Roll Call

James Goodwin, Chairperson, Brian Binney, Vice Chairperson were present. William Beier, Treasurer; John Haney, Secretary, Paul Hartzell, Assistant Secretary/Treasurer were present. Mike Levin, Authority Solicitor, was present via teleconference and James Bulicki, Authority Engineer was 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. Levin reported that the Executive Session consisted of discussions regarding administrative and operational matters.

Approve Meeting Minutes for November 20, 2024 Meeting

Mr. Beier made a motion to approve the minutes for November 20, 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

No public comment.

Solicitor's Report

Mr. Levin requested Board approval for a water and sewer agreement for 110 Central Avenue with 1 edu.

Mr. Beier made a motion to approve the water and sewer agreement for 110 Central Avenue. Mr. Hartzell 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

Engineer's Report

Mr. Bulicki recommended Board approval for Payment #3 to Vortex in the amount of \$217,824.30.

Mr. Beier made a motion to approve Payment #3 to Vortex in the amount of \$217,824.30. 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. Bulicki recommended Board approval for Change Order #1 in the amount of \$432.75 for contract reduction to eliminate unnecessary quantities of televised laterals.

Mr. Beier made a motion to approve Change Order #1 in the amount of \$432.75. 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. Bulicki requested Board approval to release the financial security for 300 West Trenton Avenue since all escrow is current.

Mr. Beier made a motion to approve the release of financial security for 300 West Trenton Avenue, 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

Operation Manager's Report

Mr. Ryba reported that the fourth quarter TTHM/HAAS results came back within the regulatory limits.

Mr. Ryba stated that the start-up meeting has been scheduled for the end of next week for the training of the new generator at the Oxford Valley pump station.

Mr. Ryba reported that Universal Instrument Services was out to perform calibrations on the master meters at some of the stations. Mr. Ryba also noted that Universal Instrument was out to inspect the meter at Post Road interconnection and found that the meter needs repair. He stated that the parts have been ordered.

Mr. Ryba reported that Armour and Son's Electric was out to inspect an electrical issue at Warner and Collingswood Tanks. He stated that the mixer at Collingswood is in need of repair since it is pulling too many amps and the electrical panel at Warner needs repaired.

Mr. Ryba reported that the fire hydrant on the corner of New Falls and Hood Blvd was struck in a hit and run. He noted that the old hydrant was recovered, and the hydrant was replaced. He noted that Falls Township Police are looking into footage as to who may have hit it so we can submit it for reimbursement.

Mr. Ryba reported that there was a water main break at 837 Trenton Road and the repairs were completed in a few hours.

Mr. Ryba wished everyone a Happy Holidays and a Happy New Year.

Business Manager's Report

Ms. Parmer reported that cycle 1 bills will be sent out tomorrow.

Ms. Parmer reported that Mr. Levin has placed a lien on a sewer customer that has not made a payment in quite some time.

Ms. Parmer reported that there are currently no customers off for nonpayment.

Executive Director's Report

Mr. Kim reported the TOFA employee holiday luncheon will be on December 23rd at 12:30pm.

Mr. Kim requested Board approval for the 2025 Operating/Capital Budget.

Mr. Beier made a motion to approve the 2025 Operating/Capital Budget. 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. Kim stated that he is still working on purchasing TOFA staff apparel. He noted that he is working to remove all non-used uniforms from Cintas.

Mr. Kim stated that he is still cleaning up data in the billing software.

Mr. Kim reported that both truck 314 and 318 have been sold.

Review of the Bill List

Mr. Haney questioned why we are using Houg's for heating and air. Mr. Kim responded that it is who we use for on-call maintenance. Mr. Haney asked if there is any risk with any of the other air handlers. Mr. Kim stated that there is some duct work needed, and he will be submitting a proposal. Mr. Haney would like him to check all the air handlers.

Mr. Haney asked why there is cell phone reimbursement. Mr. Kim responded that some of the field staff have been using their own phones.

Mr. Haney asked why the book revenue is different than the bank balances. Mr. Kim stated that US Bank is our Bond trustee, and money is moved at a certain threshold.

Bills for Payment

Mr. Beier made a motion to pay the bills in the amount of \$430,529.32. Mr. Hartzell 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

Board Comment

Mr. Hartzell - Mr. Hartzell wished everyone a happy and safe holiday.

Mr. Haney - Mr. Haney thanked everyone for their work on the budget and wished everyone a Happy Holiday

Mr. Beier - Mr. Beier thanked everyone for their efforts and wished everyone a nice holiday.

Mr. Binney – Mr. Binney thanked everyone for their work on the budget. Mr. Binney stated that this will be his last TOFA meeting since he will be taking on a new job. He wished everyone much success.

Mr. Goodwin - Mr. Goodwin thanked Mr. Binney and stated that he would be missed. Mr. Goodwin wished everyone a Happy Holiday.

Adjournment

Mr. Goodwin suggested a motion be made to adjourn the meeting at 7:25 p.m. He noted that the reorganization meeting will be held on Tuesday, January 7, 2025, at 6:00 p.m. The Board was unanimously in favor.