

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

January 22, 2025 REGULAR MEETING MINUTES

The regular monthly meeting of the Township of Falls Authority Board of Directors was held on Wednesday, January 22, 2025, at 7:00 P.M.

Salute to the Flag

Roll Call

James Goodwin, Chairperson was present. John Haney, Vice Chairperson was absent. William Beier, Treasurer; Paul Hartzell, Secretary, and Lolain Striluk, Assistant Secretary/Treasurer were present. Mike Levin, 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. Levin reported that the Executive Session consisted of discussions regarding administrative and operational matters.

Approve Meeting Minutes for December 18, 2024 Meeting

Mr. Beier made a motion to approve the minutes for December 18, 2024. Mr. Hartzell seconded the motion.

Poll of the Board:

Ms. Striluk	Abstain
Mr. Hartzell	Yes
Mr. Beier	Yes
Mr. Haney	Absent
Mr. Goodwin	Yes

Motion Carried 3-0

Approve Meeting Minutes for January 22, 2025 Re-Organization Meeting

Mr. Beier made a motion to approve the minutes for the re-organization meeting on January 22, 2025. Ms. Striluk seconded the motion.

Poll of the Board:

Ms. Striluk	Yes
Mr. Hartzell	Yes
Mr. Beier	Yes
Mr. Haney	Absent
Mr. Goodwin	Yes

Motion Carried 4-0

Public Comment

No public comment.

Solicitor's Report

Mr. Levin stated that with the adoption of the rate increase from the last meeting he has reached out to Bristol, Lower Makefield and Aqua to inform them of the increase. He noted that with Aqua's contract there needs to be a delay on their increase until June 1st.

Mr. Levin reported that he was just made aware of an error with Wheelabrator's rates as adopted during the last meeting. He noted that he will have a resolution for the next Board meeting to reflect a change in Wheelabrator's rates.

Engineer's Report

Mr. Bulicki requested Board approval for the final payment of \$3997.00 for the 2023 on-call paving to Mecco Constructors.

Mr. Beier made a motion to approve the final payment of \$3997.00 to Mecco Constructors. Ms. Striluk seconded the motion.

Poll of the Board:

Ms. Striluk	Yes
Mr. Hartzell	Yes
Mr. Beier	Yes
Mr. Haney	Absent
Mr. Goodwin	Yes

Motion Carried 4-0

Operation Manager's Report

Mr. Ryba stated that samples were collected and sent to the lab on January 10th however the lab called and the refrigeration unit malfunctioned, so samples needed to be re-collected and re-delivered to the lab. He stated that this was completed in the required timeframe for DEP.

Mr. Ryba reported that a few weeks ago PennDOT hit one of our manholes near the Woolston tunnel with a snowplow. Mr. Ryba did have a crew out to do an emergency repair until he could schedule with the township to do the actual repair. He noted that the township assisted with traffic control while TOFA staff made the repair.

Mr. Ryba reported that there was a water main break at 708 Warwick Road. He stated the repair was completed in about two hours by the TOFA field crew.

Mr. Ryba reported that there was a high wet well alarm at Nottingham Pump Station and it was found that the power supply lost a phase and the emergency generator did not start. He stated that the TOFA staff was able to get the generator started and Penn Power was called out to see why it didn't start initially. He stated that Penn Power ordered a new fuel injector for the generator. He noted that an emergency backup pump has been placed there in case of generator failure until the repair can be completed.

Mr. Ryba reported that there was a sewer blockage at 127 Liberty Drive due to a lot of roots. He noted that the blockage was cleared using the vector truck.

Mr. Ryba stated that Duke's Root Control was out to treat 3500 linear feet of sewer main. He noted that treatment was focused on problem areas of the past and the treated lines are covered by a two-year warranty if a blockage occurs after root treatment.

Mr. Ryba reported that there are heater repairs being done at some of the stations by Houg.

Business Manager's Report

Ms. Parmer reported that cycle 2 bills will be sent out next week.

Ms. Parmer stated that the yearly sprinkler bills were sent out and are due February 18th.

Ms. Parmer reported that the NorthPoint yearly bill has been sent out.

Ms. Parmer reported that there are currently no customers off for nonpayment, however shut-off tags went out today.

Executive Director's Report

Mr. Kim reported that he is looking into a vehicle replacement similar to what was purchased last year.

Mr. Kim stated that the TOFA apparel has been purchased and should arrive the beginning of February.

Mr. Kim reported that he has begun a new search for a time clock/payroll company.

Mr. Kim explained that pursuant to Internal Revenue Service (IRS) regulations, group term life insurance coverage exceeding \$50,000 is considered taxable income and will be reported on employee's W-2 form.

Mr. Kim stated he is working with Mr. Bulicki and Mr. Ryba regarding solar panels for the TOFA building.

Mr. Kim stated that starting with the January bills there will be a notation of the rate increase. He also stated that he will be holding a public session bi-weekly along with one office staff member to answer any questions our residents have.

Mr. Kim reported that data clean-up is on-going with the billing software.

Review of the Bill List

Mr. Hartzell asked if we will be finished with Cintas once the new apparel comes in. Mr. Kim stated that the hoodies and T-shirts are not replacing the uniforms. Mr. Kim responded that he is still trying to get everything straightened out with Cintas on billing. He noted that Mr. Ryba and himself have met with Cintas at least four times to rectify the billing. He mentioned that they have also met with another uniform company, and they are awaiting a proposal.

Mr. Hartzell asked if the equipment is serviced every 1000 hours. Mr. Ryba responded that the first one was included in the warranty, however since the backhoe needed repair for a fuel leak, we had it serviced as well.

Mr. Beier asked Mr. Ryba if we needed a bigger backhoe. Mr. Kim responded that with that would come a bigger truck. Mr. Ryba stated that he is evaluating it for next year's budget. He stated he is unsure if a bigger backhoe is needed or if a skid steer and trailer would work better. He noted he would discuss it further with Kevin to see what his thoughts are. Mr. Goodwin stated that it is not in this year's budget, however he recommended reaching out to the Township if the need arises.

Bills for Payment

Mr. Beier made a motion to pay the bills in the amount of \$1,448,558.81. Mr. Hartzell seconded the motion.

Poll of the Board:

Ms. Striluk

Yes

Mr. Hartzell	Yes
Mr. Beier	Yes
Mr. Haney	Absent
Mr. Goodwin	Yes

Motion Carried 4-0

Board Comment

Ms. Striluk – Ms. Striluk stated that she thinks there should be a script for the office when the customers call and inquire about the rate increase. She noted that since it is a large increase which will have a lot of people upset.

Mr. Hartzell – No comment.

Mr. Beier - Mr. Beier thanked everyone for their efforts

Mr. Goodwin - Mr. Goodwin welcomed Ms. Striluk to the Board and stated he is looking forward to a great 2025.

Adjournment

Mr. Goodwin suggested a motion be made to adjourn the meeting at 7:18 p.m. He noted that the next Board meeting will be held on Wednesday, February 26, 2025, at 7:00 p.m. The Board was unanimously in favor.