

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**August 10, 2017**

The meeting was called to order by Ken Mitchell, Chairman, at 7:05 p.m. Other Board members present were Bruce Jones, Chris Vanelli, and Zane Stauffer. Bill Rosson was absent. Also present were Tim Arnold, Executive Director/Operator; Tim Gluck; and Melissa Fiala, Solicitor. Mark Bahnick, Van Cleef Engineering, did not attend.

*There will be an Executive Session after the meeting to discuss personnel matters.*

**MINUTES**

**Motion**            **Bruce Jones made a motion to approve the minutes from the meeting on July 13. Ken Mitchell seconded the motion. All agreed.**

**VISITORS**

Matt McHugh, Bond Counsel, of Obermayer Rebmann Maxwell & Hippel, was present to discuss the resolutions and loan for the North Loop, as well as the refinancing of the West Loop loan.

**PRESENTATION OF BILLS**

**Motion**            **Bruce Jones made a motion to approve the July bills and payroll. Zane Stauffer seconded the motion. All agreed.**

**EXECUTIVE DIRECTOR'S REPORT**

**Richlandtown Borough**

We visit the pump stations twice a day for chlorine residual monitoring.

Tim A has set up a meeting to review the proposals to replace the packings in the well pumps.

**Updates on Pump Stations**

Tim A reported that we are starting to refurbish the chlorine equipment (regulators, gauges, etc.) on a regular basis at Sweetbriar, Richland Court and Walnut Bank Farms.

*Walnut Bank Farm:*

- Normal daily operations and maintenance

*Sweetbriar:*

- Normal daily operations and maintenance
- A transducer went bad. Another one was installed as a temporary fix until a new one can be installed.

*Richland Court:*

- Normal daily operations and maintenance

*Paletown Road well:*

- Normal daily operations and maintenance
- The new chlorine analyzer was installed. The refurbished one (from Richland Court) will be a backup.
- The new pump and Variable Frequency Drive was installed. It was discovered that the transducer was not working. Tim A and Tim G received training on the VFD, but the contractor needs to come back to replace the transducer and run further tests. We will need to monitor this well and surrounding wells.

## **Sampling**

- The monthly coliform samples were taken
- Lead and copper testing will be done this month.
- SOC testing will be done this month

## **North Loop Update**

A resolution is needed to authorize borrowing \$600,000 for capital construction. The chairman and secretary will authorize the documents with QNB for the loan. The interest rate will be 2.45%.

**Motion**        **Chris Vanelli made a motion to adopt Resolution 2017-5, authorizing the issuance by the Richland Township Water Authority of its water revenue note in the principal amount of up to \$600,000; accepting a proposal from QNB for the purchase of the note; and authorizing the proper officers of the Authority to execute and deliver the note and other loan documents required in connection therewith. Ken Mitchell seconded the motion. All agreed.**

The RTWA was also able to refinance the loan with QNB for the West Loop.

**Motion**        **Chris Vanelli made a motion to adopt Resolution 2017-6, authorizing the amendment and modification of the RTWA 2012 loan with QNB in the original amount of \$1,350,000 for the purpose of reducing the interest rate payable on the note. Bruce Jones seconded the motion. All agreed.**

The work for the North Loop will be performed by Milford Township Water Authority and employees of both authorities. A Cooperation Agreement with the MTWA has been prepared. The Agreement defines the roles of both authorities with the MTWA doing the bulk of the work. Management of the project is solely with MTWA; the RTWA will supply the materials. The agreement contains drawings from Van Cleef to show the scope of the project.

**Motion**        **Chris Vanelli made a motion to approve the Cooperation Agreement with the Milford Township Water Authority as amended if necessary, contingent upon final approval of the executive director and solicitor. Ken Mitchell seconded the motion. All agreed.**

Harry, Mark and Tim A will meet to walk through the project. Since we have not heard back from the PUC regarding the railroad trestle yet, the project may start at the SPCA and work down. The road will only be closed when work is being done under the trestle. Tim A will oversee the project.

## **Transition Update**

- The CPA has completed the bank reconciliations for June.
- IT is working on setting up the new email addresses.
- The new server has been installed and is working well.

## **Customer Care Follow-up Letter**

The letters are being sent to customers after their issue has been resolved.

## **SOLICITOR'S REPORT**

Melissa discussed the Cooperation Agreement and the work with Matt McHugh and his firm on the financing of the North Loop and the refinancing of old debt.

## **ENGINEER'S REPORT**

No report.

## **OPERATIONS REPORT**

The amount of water pumped for July was about the same as in June. We changed the settings at Richland Court to pump more water out of that well, and to pump less water out of Walnut Bank Farms, to stay within our docket.

Tim A, Tim G, Mark Bahnick and John Barbaz (Van Cleef Engineering) visited the pump stations. John will ask INTEX to petition the DRBC to increase the production allocation for our docket. They also looked at arsenic mediation, differential pressure and manual backwash.

Tim A met with a representative from ACS to talk about putting the SCADA system in at the Paletown Road well, as well as improving the SCADA system at all the pump stations.

### *Customer Care Calls:*

1. Station Road – brown water in the morning. It cleared up on its own.
2. Dovecote Drive – high pressure. The PRV needed to be replaced.
3. Arbour Lane – low pressure. The meter was replaced.
4. Quakers Way – water was a brownish color. The owner thought there might be a leak. Tim A went to the property and did not find a leak.
5. Cobblestone Way – cloudy water. The PRV needed to be adjusted to reduce the pressure.
6. Fieldstone Court – high pressure. Homeowner was advised to get a PRV.
7. Farm House Lane – high pressure. Homeowner was advised to get a PRV.
8. Claymont Drive – low pressure. The PRV needed to be adjusted.

**Motion**            **Chris Vanelli made a motion to adjourn at 8:10 p.m. Bruce Jones seconded the motion. All agreed.**

Respectfully submitted,  
Dianne McLane  
Recording Secretary