

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**March 8, 2018**

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

*Ken mentioned that this is the first meeting since Bruce Jones, a long-time Board Member, passed away last month. All members of the Board and staff attended the funeral service. He will be missed.*

***There are no Executive Sessions to report.***

**MINUTES**

**Motion** Chris Vanelli made a motion to approve the minutes from the meeting of February 8, 2018. Bill Rosson seconded the motion. All agreed.

**PRESENTATION OF BILLS**

**Motion** Bill Rosson made a motion to approve the February bills and payroll. Chris Vanelli seconded the motion. All agreed.

**EXECUTIVE DIRECTOR'S REPORT**

**Richlandtown Borough**

- We visit the pump stations twice a day for chlorine residual monitoring.
- A valve was replaced at the Union Road pump station.
- A contractor attempted to install 2 check valves at the Walnut Street pump station; however, the valve in the street was not operable, so the water could not be turned off. In order to make the repairs, water will need to be shut off for 25-30 homes in the area. This project will be tabled until the weather improves.
- One of the Borough's customers was trying to replace a leaking valve in his home, but could not shut off the water at the curb. We discovered that this valve was broken.
- Borough Council has asked Tim A to attend their meetings on a quarterly basis.

**Updates on Pump Stations**

Tim A provided a report on the Authority's facilities.

*Walnut Bank Farm:*

- Normal daily operations and maintenance
- An overheated sensor in the generator required replacement. The two wells at Sweetbriar and the well at Richland Court covered water demand while the work was done.
- It appears that 4 fuses in the AC packs need to be replaced. The fuses have been ordered.

*Sweetbriar:*

- Normal daily operations and maintenance
- Since the motor was replaced and the well was refurbished, the GPM from well 2 has increased from approximately 60 gal/min to up to 90 gal/min.

*Richland Court:*

- Normal daily operations and maintenance
- There has been a decrease in production at this well from 114 gal/min to 100 gal/min. The well may need to be cleaned out and acid washed again. The well also needs a transducer.

*Paletown Road well:*

- Normal daily operations and maintenance
- The training for the VFD was today. The next step is to start running the well offline and begin monitoring the surrounding wells to see if it has any effect on them.

**Sampling**

- The monthly coliform samples were taken

**North Loop Update**

The project is completed. Restoration is planned for the spring.

**Lehigh Valley Health Network**

The current building at 320 W. Pumping Station Road is to be gutted and doctor offices will be built.

**Motion** Ken Mitchell made a motion that the RTWA approve the LVH project located on 320 W. Pumping Station Road, in order to provide the developer with a Will Serve Letter subject to final review and modifications by the RTWA administration and professionals. Bill Rosson seconded the motion. All agreed.

**Phoebe Ministries**

The independent living facilities project has been closed out. The developer has asked for the release of the escrow funds.

**Motion** Chris Vanelli made a motion that the RTWA close out the developer escrow account for Phoebe Ministries, subject to the deduction of any outstanding fees due to the Richland Township Water Authority. Zane Stauffer seconded the motion. All agreed.

**SOLICITOR'S REPORT**

- Melissa mentioned that a pre-construction meeting will be held for Twin Lakes on Thursday.

**ENGINEER'S REPORT**

No report.

**OPERATIONS REPORT**

We pumped about a million gallons less than last month. February is usually the lowest month.

*Customer Care Calls:*

1. N. Penrose Street – owner thought he might have a leak. Tim G went to the property and determined that there was no leak.
2. Creekside Lane – Water seemed harder. Tim A told the owner no changes have been made and suggested the homeowner adjust the setting on the water softener to 25 grains.

**Motion** Chris Vanelli made a motion to adjourn at 7:35 p.m. Bill Rosson seconded the motion. All agreed.

Respectfully submitted,  
Dianne McLane  
Recording Secretary