

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**May 10, 2018**

The meeting was called to order at 7:00 p.m. by Ken Mitchell, Chairman. Other Board members present were Bill Rosson, Brian Foster, and Zane Stauffer. Chris Vanelli was absent. Also present were Tim Arnold, Executive Director/Operator; Tim Gluck; and Melissa Fiala, Solicitor. Mark Bahnick, Van Cleef Engineering, was not in attendance.

*There was an Executive Session on April 26 at 6:00 p.m.  
to discuss potential litigation.*

Ken Mitchell welcomed Brian Foster to the RTWA Board.

**MINUTES**

**Motion**            **Zane Stauffer made a motion to approve the minutes from the meeting of April 12, 2018. Bill Rosson seconded the motion. All agreed.**

**PRESENTATION OF BILLS**

The Medicare bill was added for approval. It was not received in time to be listed on the Invoices for Approval report.

**Motion**            **Bill Rosson made a motion to approve the April bills and payroll. Ken Mitchell seconded the motion. All agreed.**

**EXECUTIVE DIRECTOR'S REPORT**

**Richlandtown Borough**

- We visit the pump stations twice a day for chlorine residual monitoring
- We assisted the Borough's contractor in the replacement of a valve inside the Walnut Street pump station.

**Updates on Pump Stations**

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

*Walnut Bank Farm:*

- Normal daily operations and maintenance
- The motor for Well #3 needed to be replaced. Due to the fact that the motor was relatively new, Tim is going to send it back to the manufacturer to get it tested.

*Sweetbriar:*

- Normal daily operations and maintenance

*Richland Court:*

- Normal daily operations and maintenance

*Paletown Road well:*

- Normal daily operations and maintenance

**Sampling**

- The monthly coliform samples were taken

**North Loop Update**

The project is almost complete. Final paving has been done. Once the landscaping has been completed, the permits can be closed out.

**Flushing** – flushing was completed May 9, 2018. It was discovered that four hydrants need minor repairs. A majority of the system was clear.

### **LVHN – 320 W. Pumping Station Road**

The Letter of Intent has been sent. The fees and professional escrow monies have been received. We are waiting for the signed agreements. The RTWA will receive a lock ball valve and key so we have access to the building.

**Motion**        **Ken Mitchell made a motion that the RTWA execute the agreements with LVHN for the property at 320 W. Pumping Station Road, subject to the approval of the Authority’s professionals and Executive Director. Bill Rosson seconded the motion. All agreed.**

**2017 Audit** – the audit has been completed. Once we get the report, it will be distributed to the Board.

**Road Clean Up** – the RTWA usually sponsors the Road Clean Up (which will be held on May 26) by providing the food and a dumpster. The Board directed Tim A to do so again.

### **Employee Handbook**

The handbook has been prepared. Bill Rosson pointed out that it is a working tool and can be revised in the future as necessary.

**Motion**        **Brian Foster made a motion that the RTWA Board, by its authorized officers, approve and adopt the “Richland Township Water Authority Employee Handbook” dated May 2018, and authorize the Executive Director to distribute the Handbook to all employees and to require each employee to acknowledge receipt of the Handbook by signing an acknowledgement form. Bill Rosson seconded the motion. All agreed.**

### **NEW BUSINESS**

High Usage letters were sent out to two residents in the Walnut Bank Condos Building K. There are 16 units in each building, with water lines running under the concrete floor and up the walls to each unit. All the meters are in a utility room. One resident called to say he heard water running. Tim A went to the property to investigate, and determined there must be a leak. He contacted the property owners. One owner requested relief from the Board due to the high bill. The Board directed Tim A to bill both owners at the Authority’s lowest rate due to the leak.

### **SOLICITOR’S REPORT**

No report.

### **ENGINEER’S REPORT**

No report.

### **OPERATIONS REPORT**

We are pumping about 5 million gallons more than last month, mostly due to flushing.

Flushing also allows us to work the hydrants to see if they work properly. As stated earlier, we found four that need minor repairs.

Water use typically goes up in May as the weather warms.

#### *Customer Care Calls:*

1. Beverly Drive – heard water running. There was a leaking hose bib.
2. Horseshoe Drive – brown water in toilet. Tim G found out that the brown color was in the tank, and explained how minerals in the water can stain the tank.
3. Dovecote Drive – low water pressure. When Tim A returned the call, the pressure had returned. Tim A advised the owner that his PRV may be going bad.
4. Dovecote Drive – thought meter was leaking. It was actually the PRV that was leaking.

**Motion**      **Brian Foster made a motion to adjourn at 8:00 p.m. Bill Rosson seconded the motion. All agreed.**

Respectfully submitted,  
Dianne McLane  
Recording Secretary