

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**April 11, 2019**

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

**MINUTES**

**Motion** Chris Vanelli made a motion to approve the minutes from the meeting of March 14, 2019. No second. Motion failed. Bill Rosson then made a motion to amend the minutes regarding the wording explaining the incident where SCADA was unable to make a call because the telephone lines were inoperable. Chris Vanelli seconded the motion. All agreed.

**PRESENTATION OF BILLS**

**Motion** Bill Rosson made a motion to approve the March 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
- Monthly coliform samples and quarterly arsenic samples were taken

**Updates on Pump Stations**

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

*Walnut Bank Farm:*

- Normal daily operations and maintenance

*Sweetbriar:*

- Normal daily operations and maintenance

*Richland Court:*

- Normal daily operations and maintenance

*Paletown Road well:*

- Normal daily operations and maintenance

**Sampling**

- Monthly coliform samples and quarterly arsenic samples were taken. All arsenic samples were compliant.

**Website**

The website was updated to notify customers about the Customer Portal.

**Muni-Link**

We have been using Muni-Link as our billing software since March 29. A customer service representative will be working with us through the first quarter.

**Creek View Crossing Release #1**

The letters to the appropriate parties were mailed.

## **Dunkin Donuts**

This project is located on the corner of Tollgate Road and Rt. 309.

**Motion**        **Chris Vanelli made a motion that the RTWA authorize the executive director to execute the agreement with HHC Holdings for the Dunkin Donuts project, subject to any review and changes as the executive director and solicitor deem fit and appropriate. Bill Rosson seconded the motion. All agreed.**

## **Bike Rodeo**

The RTWA has donated two bicycles for this event in the past.

**Motion**        **Chris Vanelli made a motion that the RTWA purchase two bicycles, the cost not to exceed \$200, for the bike rodeo. Zane Stauffer seconded the motion. All agreed.**

## **Disinfectant Requirement Rule (DRR)**

There have been several requirements for the new DRR over the past year:

1. How the data was to be reported to the DEP.
2. The minimum entry point disinfectant residual was changed to 0.2 mg/L.
3. Starting April 29, we now need to collect chlorine residuals in homes every week. We are required to take 8 samples per month – now we will take 2 per week.

## **Method 334 for Disinfectant Residual Measurements**

This method sets quality control practices for the calibration of all equipment. Tim will need to test the chlorine analyzers for 14 days. The equipment must be certified on a quarterly basis.

## **SOLICITOR'S REPORT**

The Solicitor reported on various items.

## **ENGINEER'S REPORT**

No report.

## **OPERATIONS REPORT**

Production has been consistent. With spring coming, usage will go up. Flushing may be scheduled for the end of May.

### *Customer Care Calls:*

1. Cameo Court – low water pressure. The problem was the PRV.

**Motion**        **Zane Stauffer made a motion to adjourn at 7:50 p.m. Bill Rosson seconded the motion. All agreed.**

Respectfully submitted,  
Dianne McLane  
Recording Secretary