

RICHLAND TOWNSHIP WATER AUTHORITY
MINUTES
April 9, 2020

Via Conference Call

The meeting was called to order at 7:00 p.m. by Ken Mitchell, Chairman. Other Board members present by phone were Chris Vanelli, Brian Foster, and Bill Rosson. Gary Yakub did not participate. Tim Arnold, Executive Director/Operator; attended the meeting at the Township meeting room; and Lauren Gallagher, Solicitor, was present by phone. Sean Gore, Technician; and Mark Bahnick, Van Cleef Engineering, were not in attendance.

There was an Executive Session after the March meeting to discuss personnel matters.

Tim reported that there was no one from the public in attendance. He also did not receive any questions by email before the meeting.

MINUTES

Motion **Bill Rosson made a motion to approve the minutes from the meeting of March 12, 2020. Brian Foster seconded the motion. All agreed.**

PRESENTATION OF BILLS

There were four unpaid bills that did not appear on Invoices for Approval.

Motion **Chris Vanelli made a motion to approve the March bills and payroll including the four additional bills. Bill Rosson seconded the motion. All agreed.**

EXECUTIVE DIRECTOR'S REPORT

Richlandtown Borough

- We visit the pump stations twice a day for chlorine residual monitoring
- The Walnut Street generator has been completed
- Arsenic samples were taken for the first quarter. The results were below the MCL.

Updates on Pump Stations

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

Walnut Bank Farm:

- Normal daily operations and maintenance
- New sink and plumbing installed
- Replaced check valve for well #2
- Replaced a brass ball valve with a needle valve for cl-17
- Refurbished well #2: acid wash, new motor, pump, heavy gauge wire. Installed a transducer which it didn't have before. The well is now producing 340 gallons/minute.
- Yearly generator inspection was done

Sweetbriar:

- Normal daily operations and maintenance
- Yearly generator inspection was done
- Replaced 2 batteries for the generator
- Replaced coupling, impeller and check valve for booster pump #2
- New sink and plumbing installed

Richland Court:

- Normal daily operations and maintenance
- New sink and plumbing installed

Paletown Road well:

- Normal daily operations and maintenance

Sampling

- Monthly coliform samples were taken
- Arsenic samples were taken for the first quarter. The results were below the MCL.

Bike Rodeo

The event has been postponed. The RTWA has agreed to donate two bicycles if a new date is chosen.

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

PA Rural Conference

Tim and Sean will attend the PA Rural conference which has been rescheduled to June 29 - July 2.

Water Quality Report

The yearly water quality report, also known as a Consumer Confidence Report (CCR), has been completed and submitted to the DEP. There was a message on the bills and a notice in the newsletter that the report is available on our website.

Richlandtown Borough's CCR was also completed.

Meter Readings / Bills

Meters were read in March and the bills were sent out March 27. Due to the coronavirus, there will be no late fee charged to the accounts, and there will be no shut offs.

Addendum to the Employee Handbook

The Board will consider adopting a resolution to clarify medical benefits and an opt-out option. Eligible employees will be given the opportunity to opt-out of Health Insurance benefits, and be offered an opt-out payment in the amount of 25% of the Authority's cost for their health care coverage.

Motion **Brian Foster made a motion that the RTWA Board of Directors adopt Resolution 2020-1, Amending the Employee Handbook, to clarify the opt-out option for health insurance coverage. Ken Mitchell seconded the motion. All agreed.**

Gorski Engineering / Heller Road Industrial Project

Gorski Engineering is looking to build an industrial building on Heller Road. The packet includes a Letter of Intent review from Van Cleef Engineering.

Motion **Ken Mitchell made a motion that the RTWA issue a Letter of Intent to Serve to Gorski Engineering concerning the Heller Road Industrial project, contingent upon the recommendations of the Authority's Engineer, Solicitor, and Director. The conditions are to be based upon Van Cleef Engineering's review and analysis included in its correspondence to the Authority dated April 7, 2020, as well as the review and approval by the Director and Solicitor. Bill Rosson seconded the motion. All agreed.**

US Cold Storage

The project has been finalized, and the owners are asking for their escrow accounts to be released.

Motion **Ken Mitchell made a motion that the RTWA Board of Directors release the escrow accounts referenced in the director's report, for a total of \$894.06. Chris Vanelli seconded the motion. All agreed.**

SOLICITOR'S REPORT

Lauren had provided the Board with several memos dealing with the coronavirus, such as state laws, and how they impact the authority.

The water authority can't declare a state of emergency, but it can recognize the emergency since it is a life sustaining business.

Motion **Chris Vanelli made a motion that the Richland Township Water Authority adopt Resolution 2020-2, Recognizing the Coronavirus COVID-19 State of Emergency. Ken Mitchell seconded the motion. All agreed.**

ENGINEER'S REPORT

No report.

OPERATIONS REPORT

We are pumping about 550,000 gallons per day. More water was pumped in March than in February. The system is holding up very well.

Customer Care Calls:

There have not been any customer care calls in two months.

Sean did need to replace a meter in early April – it was cracked and could have been a disaster if it had gotten worse.

AUTHORITY'S COMMENTS

Tim wanted to mention that the staff has been performing well during this crisis.

Motion **Chris Vanelli made a motion to adjourn at 7:40 p.m. Brian Foster seconded the motion. All agreed.**

Respectfully submitted,
Dianne McLane
Recording Secretary