

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**December 16, 2020**

***Via Conference Call***

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

Tim reported that he did not receive any questions by email before the meeting, and no one from the public had called in.

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

**MINUTES**

**Motion**            **Brian Foster made a motion to approve the minutes from the meeting of November 12, 2020. Chris Vanelli seconded the motion. All agreed; Gary Yakub abstained due to his absence.**

**PRESENTATION OF BILLS**

**Motion**            **Bill Rosson made a motion to approve the November bills and payroll. Brian Foster seconded the motion. All agreed.**

**2021 Budget**

There were two changes to the original draft of the budget: (1) the cost of the meter reading handheld was included under Capital expense, and (2) the rent for our building was increased.

**Motion**            **Bill Rosson made a motion that the Richland Township Water Authority adopt the 2021 Budget. 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

**Updates on Pump Stations**

Tim 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 were taken

### **Late Fees**

Last quarter, the late fee was waived to help those who are struggling through the pandemic, and there were no shut offs. Tim asked the Board if they wanted to extend this policy for another quarter.

**Motion**        **Brian Foster made a motion that the RTWA extend the policy of suspending penalties and terminations for the next billing cycle. Gary Yakub seconded the motion. All agreed.**

### **Job Offer**

Tim asked the Board if he could hire April Hillaert to replace Dianne, who is retiring on July 2, 2021. April would start January 11, 2021, and will be part time until May. Lauren has a copy of the job offer.

**Motion**        **Chris Vanelli made a motion that the RTWA Board authorize the Executive Director to hire April Hillaert as a part-time, hourly, non-exempt employee as Administrative Assistant, effective January 11, 2021, subject to a successful completion of a background check and drug test, and acceptance of the offer of employment. Bill Rosson seconded the motion. All agreed.**

### **SOLICITOR'S REPORT**

Lauren reported that she continues to update Tim on COVID guidelines. Tonight's meeting had been moved to a virtual meeting due to the winter storm.

### **ENGINEER'S REPORT**

No report.

### **OPERATIONS REPORT**

Production continues to slowly decline as we go through the winter. Sean is currently reading meters.

#### *Customer Care Calls:*

1. Meadowview Drive – low pressure. The problem was the PRV. The developer of these new homes often sets the PRV to 55 psi, which is usually too low.
2. Glen Manor Drive – low pressure. The problem was the PRV.

### **AUTHORITY'S COMMENTS**

Tim thanked the Board for their donation to the Shop With A Cop event, and providing him the ability to attend by moving the meeting night.

**Motion**        **Ken Rosson made a motion to adjourn at 7:30 p.m. Bill Rosson seconded the motion. All agreed.**

Respectfully submitted,  
Dianne McLane  
Recording Secretary