

RICHLAND TOWNSHIP WATER AUTHORITY
MINUTES
January 9, 2020

The Reorganizational Meeting was called to order by Bill Rosson, Secretary, at 7:03 p.m. Other Board members present were Chris Vanelli, Ken Mitchell, Brian Foster, and Gary Yakub. Also present were Tim Arnold, Executive Director/Operator; and Lauren Gallagher, Solicitor. Mark Bahnick, Van Cleef Engineering, did not attend.

MOTION **Bill Rosson made a motion to name Ken Mitchell as Temporary Chairman. Brian Foster seconded the motion. All agreed.**

Ken Mitchell opened the floor for nominations.

MOTION **A motion was made by Bill Rosson to elect Ken Mitchell as Chairman. Brian Foster seconded the motion. All agreed.**

MOTION **A motion was made by Bill Rosson to elect Chris Vanelli as Vice Chairman. Brian Foster seconded the motion. All agreed.**

MOTION **A motion was made by Brian Foster to elect Bill Rosson as Secretary. Ken Mitchell seconded the motion. All agreed.**

MOTION **A motion was made by Bill Rosson to elect Brian Foster as Treasurer. Ken Mitchell seconded the motion. All agreed.**

MOTION **A motion was made by Brian Foster to elect Gary Yakub as Assistant Secretary/Treasurer. Bill Rosson seconded the motion. All agreed.**

MOTION **A motion was made by Bill Rosson to appoint Rudolph Clarke LLC as Solicitor and to approve the fees as presented. Brian Foster seconded the motion. All agreed.**

MOTION **A motion was made by Bill Rosson to appoint Van Cleef Engineering as the engineer for the Water Authority and to approve the fees as presented. Chris Vanelli seconded the motion. All agreed.**

MOTION **A motion was made by Chris Vanelli to appoint Boucher & James Inc. as the conflict engineer for the Water Authority and to approve the fees as presented. Bill Rosson seconded the motion. All agreed.**

MOTION **A motion was made by Bill Rosson to adjourn the re-organizational portion of the meeting. Ken Mitchell seconded the motion. All agreed.**

Ken Mitchell opened the general meeting for January 2020 at 7:10 p.m.

There will be an Executive Session after the meeting to discuss personnel matters.

MINUTES

Motion **Brian Foster made a motion to approve the minutes from the meeting on December 16, 2019. Ken Mitchell seconded the motion. All agreed, Gary Yakub abstained.**

PRESENTATION OF BILLS

Quarterly financial statements were provided to the Board.

Motion **Chris Vanelli made a motion to approve the December bills and payroll. 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 media for the Walnut station should be installed by the next meeting

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 were taken
- The testing calendar for 2020 should arrive soon

MRP Industrial – Park 309

The letters were sent regarding the escrow release. The Deed of Dedication has been recorded.

2020 Budget

A mathematical error was found and corrected.

Motion **Chris Vanelli made a motion that the Richland Township Water Authority adopt the revised 2020 Budget. Ken Mitchell seconded the motion. All agreed.**

Check Signing

Paperwork for changing check signers needs to be completed.

Motion **Ken Mitchell made a motion that the Richland Township Water Authority remove Zane Stauffer (deceased) as a signatory for the RTWA. Chris Vanelli seconded the motion. All agreed.**

Motion **Brian Foster made a motion that the Richland Township Water Authority add Gary Yakub as a signatory for the RTWA. Ken Mitchell seconded the motion. All agreed.**

Motion **Bill Rosson made a motion that the Richland Township Water Authority add Tim Arnold as a signatory for the RTWA. Chris Vanelli seconded the motion. All agreed.**

SOLICITOR'S REPORT

The Board of Directors held an executive session last month to discuss two items pertaining to personnel matters.

Employee #3 has accepted the settlement offer. The Board needs to execute and sign the agreement.

Motion **Chris Vanelli made a motion that the Richland Township Water Authority Board execute and sign the settlement agreement with Employee #3. Bill Rosson seconded the motion. All agreed.**

ENGINEER'S REPORT

No report.

OPERATIONS REPORT

Water use data since 2014 was provided to the Board, per Chris' request.

Production remains steady.

Customer Care Calls:

1. Colonial Drive – brown water. There was no service leak – the color may be caused by the water softener media breaking up.
2. Presidential Drive – Tim A went to the home to check the water pressure – it was fine.

Emergency

On Dec. 25, Tim received a call that there was water coming out of a hydrant on Station Road. He arrived and found that a hydrant valve was leaking. Harry came to assist. They closed the two valves on either side to isolate the bad valve, and made arrangements to get it fixed.

On Dec. 26, the office got a call from Giant saying they had no water. Giant had two connections, but one had been off. Tim and Harry restored the water to Giant. Shortly after, we were notified that the other three stores had no water. These stores were tied directly into the line that had been shut off. The valve was opened a bit so the stores would have water service.

The cause of the problem was a corroded nut that had come off the bolt, causing the valve to split and break. Repairs were made as soon as possible.

Motion **Chris Vanelli made a motion to adjourn at 7:45 p.m. Bill Rosson seconded the motion. All agreed.**

Respectfully submitted,
Dianne McLane
Recording Secretary