

RICHLAND TOWNSHIP WATER AUTHORITY
MINUTES
November 12, 2020

The meeting was called to order at 7:05 p.m. by Ken Mitchell, Chairman. Other Board members present were Chris Vanelli, Bill Rosson, and Brian Foster. Gary Yakub was absent. Also present were Tim Arnold, Executive Director/Operator; and Lauren Gallagher, Solicitor. Sean Gore, Technician, and Mark Bahnick, Van Cleef Engineering, were not in attendance.

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

MINUTES

Motion **Bill Rosson made a motion to approve the minutes from the meeting of October 8, 2020. Brian Foster seconded the motion. All agreed.**

PRESENTATION OF BILLS

There was a question about the invoice from Fluid Conservation Tech – this company had worked on a water line leak repair which needed to be done before dedication of the lines in Arbours at Morgan Creek. We are also working on dedication at Spring Meadows, Heather Valley, and Richland Court. Testing for leaks at these developments has been done.

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

Budget vs Actual

Tim provided the report for the third quarter.

2021 Budget

Tim provided a copy of the draft budget and told the Board members to look it over. It will be discussed and voted on at the next meeting.

Chris asked if the media would need to be replaced at any of the pump stations next year. Tim said no, the arsenic levels are still in compliance and the media should last another 3 years.

EXECUTIVE DIRECTOR'S REPORT

Richlandtown Borough

- We visit the pump stations twice a day for chlorine residual monitoring
- The structural aspect and most of the plumbing are done at the Union Street station. We would like to get 4th quarter samples from the station to avoid another violation notice.

Updates on Pump Stations

Tim provided a report on the Authority's facilities:

Walnut Bank Farm:

- Normal daily operations and maintenance
- The driveway was sealed

Sweetbriar:

- Normal daily operations and maintenance
- The driveway was repaired and sealed
- Replaced the coupling for booster pump #1
- Tim is considering having the booster pumps laser lined again

Richland Court:

- Normal daily operations and maintenance
- We had applied for a grant to replace the tank but did not get it. We will apply again.

Paletown Road well:

- Normal daily operations and maintenance
- Start-up has been postponed because it is difficult to get a representative from the DEP to come out due to COVID-19. It is not necessary to have this well running yet.

Sampling

- Monthly coliform samples were taken

Right-to-Know Request

We received a Right to Know Request for a list of all property addresses that have been disconnected for 2 months or longer. We responded with a list of properties that had zero usage.

RTWA Meeting Dates

The Board agreed to keep the 2021 meeting dates on the second Thursday of the month.

2020 Audit

Hutchinson, Gillahan & Freeh submitted a proposal to perform the 2020 audit.

Motion **Bill Rosson made a motion that the Richland Township Water Authority Board authorize the Executive Director to sign the letter of engagement from Hutchinson, Gillahan & Freeh to provide the 2020 audit at a cost of \$8,650.00, with a \$125 hourly rate for additional services. Chris Vanelli seconded the motion. All agreed.**

Shop With A Cop

The Board voted to donate to this cause again this year.

Motion **Brian Foster made a motion that the RTWA donate \$450.00 for the Shop With a Cop event. Ken Mitchell seconded the motion. All agreed.**

The event falls on the same day as the December meeting. Since Tim volunteers at the event, the Board voted to change the meeting date to Wednesday, Dec. 16 at 7:00 PM.

SOLICITOR'S REPORT

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

Lauren asked if the Board needed to discuss Tim's contract again. The Board said no.

Motion **Ken Mitchell made a motion that the Board approve the Employment Agreement between the Richland Township Water Authority and Executive Director Tim Arnold. Chris Vanelli seconded the motion. All agreed.**

Lauren has prepared an addendum to the Agreement with Richlandtown Borough which would increase their monthly operational fee from \$1,250 to \$1,400. The change would take effect January 1, 2021. It has been sent to the Borough for their consideration.

ENGINEER'S REPORT

No report.

OPERATIONS REPORT

Water usage continued to drop in October.

Customer Care Calls:

1. Creekside Lane – no water. The problem was a jammed meter which was replaced.
2. Meadow Brook Drive – high pressure. Owner will replace the PRV.
3. Arbour Lane – low pressure. The problem was the PRV.

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

Respectfully submitted,
Dianne McLane
Recording Secretary