

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**December 28, 2017**

The meeting was called to order by Ken Mitchell, Chairman, at 7:05 p.m. Other Board members present were Bill Rosson and Chris Vanelli. Bruce Jones and Zane Stauffer were absent. Also present were Tim Arnold, Executive Director/Operator; and Melissa Fiala, Solicitor. Tim Gluck and Mark Bahnick, Van Cleef Engineering, did not attend.

**MINUTES**

**Motion**            **Chris Vanelli made a motion to approve the minutes from the meeting on November 16. Bill Rosson seconded the motion. All agreed.**

**PUBLIC COMMENT/VISITORS**

- Cub Scout Pack 185 of St. Isidore's attended the meeting, as well as Troop 13 of Trumbauersville to achieve their communications/merit badges.
- Supervisor Tim Ritter thanked the board for watching over the water system and said he hoped they will continue to serve. Chris thanked Mr. Ritter for his support over the past year.

**PRESENTATION OF BILLS**

**Motion**            **Chris Vanelli made a motion to approve the November 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.
- Melissa presented the Board with an addendum to the Operations Agreement to extend the service through 2018. The Borough has hired another employee for their Department. The monthly charge was increased to \$1,250. Tim mentioned that they may need a SCADA system and generators.

**Motion**            **Chris Vanelli made a motion that the RTWA approve the Addendum to the Services Agreement as written to continue providing service to Richlandtown Borough, subject to the executive director making any necessary changes. Bill Rosson seconded the motion. All agreed.**

**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
- A booster pump was replaced

*Richland Court:*

- Normal daily operations and maintenance

*Paletown Road well:*

- Normal daily operations and maintenance
- The Variable Frequency Drive has been installed. Tim A will schedule training and performing a draw down test on the well.

## **Sampling**

- The monthly coliform samples were taken

## **North Loop Project Update**

The contractor has finally broken through the rock. They took a slight break until the beginning of the year. Tim A estimated that the project will be complete by the end of January. The RTWA will provide water to the bathrooms at Veterans Park.

## **Park 309**

The Letter of Intent to Serve was sent to the developer.

## **Phoebe Richland**

Phoebe Richland has withdrawn their application.

## **Townhomes at Edgewater**

The developer has asked for an escrow release. This project is being sold to another developer.

**Motion**            **Chris Vanelli made a motion that the RTWA approve escrow release #1 by Mignatti Companies for Townhomes at Edgewater in the amount of \$165,107.70, subject to the deduction of any outstanding fees due the Richland Township Water Authority. Ken Mitchell seconded the motion. All agreed.**

## **CVS Resolutions/Dedication**

The CVS project has been completed since December 2016. The developer has asked the RTWA to accept the waterline easement and dedication of the water facilities. The Maintenance Bond will start December 31, 2016.

**Motion**            **Ken Mitchell made a motion that the RTWA adopt Resolution 2017-7 and 2017-8, accepting grant of waterline easement and dedication of water facilities for the CVS project. Bill Rosson seconded the motion. All agreed.**

## **Twin Lakes**

We have not received the developer agreements back from the developer. A pre-con meeting will be held soon. The project will be built in two phases. Tim A provided the financial information for Phase 1 (58 homes).

## **2018 Budget**

Tim A went over the budget with the Board, noting that there will be no water rate increase for 2018.

**Motion**            **Chris Vanelli made a motion to approve the Budget for 2018. Ken Mitchell seconded the motion. All agreed.**

## **SOLICITOR'S REPORT**

### **Right-To-Know Request**

Rick Orloff had requested a copy of our 2016 audit and management letters from the auditors for 2012-2016. Management Letters are only issued if the auditors have negative findings. No such letters exist. Mr. Orloff was provided copies of the audits from 2012-2016.

## **ENGINEER'S REPORT**

No report.

## **OPERATIONS REPORT**

Usage is down this time of year.

*Customer Care Calls:*

1. N. Penrose Street – brown water coming out of a faucet. The faucet was outside and had not been used for a while. After running the water for a while, it cleared up.

**Motion**      **Chris Vanelli made a motion to adjourn at 8:15 p.m. Bill Rosson seconded the motion. All agreed.**

Respectfully submitted,  
Dianne McLane  
Recording Secretary