

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**January 12, 2017**

The meeting was called to order by Ken Mitchell, Chairman, at 7:00 p.m. Other Board members present were Bill Rosson, Zane Stauffer and Bruce Jones. Chris Vanelli was absent. Also present were Tim Arnold, Executive Director/Operator; Tim Gluck; Melissa Fiala, Solicitor; and Mark Bahnick, Van Cleef Engineering.

The Richland Township Water Authority began the meeting by holding its reorganization. The Reorganizational Meeting was called to order by Ken Mitchell.

**MOTION** Ken Mitchell made a motion to name Bill Rosson as temporary chairman. Zane Stauffer seconded the motion. All agreed.

Bill Rosson opened the floor for nominations.

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

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

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

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

**MOTION** A motion was made by Ken Mitchell to elect Zane Stauffer as Assistant Secretary/Treasurer. Bill Rosson seconded the motion. All agreed.

**MOTION** A motion was made by Ken Mitchell to appoint Rudolph Clarke as Solicitor and to approve the fees as presented. Bill Rosson 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. Bruce Jones 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 2017 at 7:07 p.m. He noted that there was an executive session on Dec. 19, 2016, following the last Board meeting, to discuss matters of potential litigation; and there was an executive session on Dec. 26, 2016, to discuss matters of potential litigation.

*There will be an Executive Session following the meeting to discuss pending litigation.*

**MINUTES**

**Motion** Bruce Jones made a motion to approve the minutes from the meeting on December 19, 2016. Bill Rosson seconded the motion. All agreed.

## **PRESENTATION OF BILLS/PAYROLL**

**Motion** Bill Rosson made a motion to approve the December bills and payroll. Bruce Jones seconded the motion. All agreed.

Note: Per the direction of the Board of Directors at the September 8, 2016 meeting, the Executive Director's salary is now being paid directly from the Authority's operating account. Previous payments were made to Richland Township as a reimbursement for paying his salary. During this transition, it was discovered that we failed to include the payroll record within the Board's packets for the November and December meetings.

**Motion** Ken Mitchell made a motion to re-ratify the payment of bills to include the payroll document for October and November. Bruce Jones seconded the motion. All agreed.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Richlandtown Borough**

We continue to visit the pump stations twice a day for chlorine residual monitoring. The operator agreement has expired, and is now on a month-to-month basis. It will need to be extended for another year. The Board directed the Executive Director to work with Richlandtown Borough to renew the operator's contract.

### **Updates on Pump Stations**

#### *Walnut Bank Farm:*

1. Normal daily operations and maintenance,
2. The media for arsenic remediation was replaced.

#### *Sweetbriar:*

1. Normal daily operations and maintenance,
2. A Cl2 solenoid was replaced.

#### *Richland Court:*

1. Other than normal daily operations and maintenance, no specific work was done at this station.

#### *Paletown Road well:*

1. Normal daily operations and maintenance,
2. Mark reported that he received the necessary information to allow this project to move forward. Van Cleef can put it out to bid next week.

## **Sampling**

The monthly coliform samples were done.

The results from the PFOA and PFOS samples were received and we are well below the allowed levels.

## **Claridon Court**

This was a 20 home subdivision off Paletown Road, built by THP. The proper easements for this project have been received, but no Deed of Dedication was issued. Steve Shelly has prepared a Deed of Dedication which has been signed by the Homeowners Association.

**Motion** Ken Mitchell made a motion that the RTWA direct Steve Shelly to sign the Deed of Dedication for Claridon Court on behalf of the RTWA. Bill Rosson seconded the motion. All agreed.

## **Right to Know Request**

*When a request is received, the Right to Know Officer (Tim Arnold) has 5 days to send an initial response. If further examination is needed, a second response must be sent within 30 days.*

1. The second response to Rick Orloff's Right to Know Request is enclosed.

**Hiring of Dianne McLane and Tim Gluck**

Dianne will submit her letter of retirement and Tim G will submit his letter of resignation to the Township on January 16. Their last day as Township employees will be January 27.

Due to timing issues, health insurance will not be obtained until March 1, so COBRA coverage will be needed for the month of February. Starting March 1, Dianne will be covered under Medicare and a supplemental insurance plan plus the Keystone plan for her spouse. Tim G will stay on the HSA family plan which will require him to contribute 4%.

The RTWA will offer a 9% defined contribution pension.

**Motion** Ken Mitchell made a motion that the RTWA hire Tim Gluck as the RTWA technician and Dianne McLane as the RTWA Office Manager at each of their respective hourly rates along with benefits typically provided to full-time employees; and the RTWA will cover any lapse in benefits which occur during the transition process. Bill Rosson seconded the motion. All agreed.

**2017 Budget**

Tim A went through the line items on the budget with the Board.

**Motion** Bill Rosson made a motion that the RTWA approve the 2017 Budget. Ken Mitchell seconded the motion. All agreed.

**ENGINEER'S REPORT**

**North Loop**

When US Cold Storage was being built, they contributed \$200,000.00 toward a second point of connection (the North Loop). The North Loop will be approximately 4,600 feet long and run up East Pumping Station Road from Heller Road and eventually connect to the line behind the SPCA.

The Township wants to make road improvements to California Road and East Pumping Station Road, so the RTWA would like to finish this project before the road improvements are done.

**Station Road Extension**

There is one service line on Route 309 which turns on Tollgate Road. The CVS project brought attention to possible problems if something should happen to this line. This water line would alleviate any problems. It would be 800 feet long and run from just behind the Giant Food Store to Huntington Road.

**SOLICITOR'S REPORT**

No report.

**OPERATIONS REPORT**

We pumped more water than last month.

While the work was being done at Walnut Bank Farms, well #2 was shut down for a few days.

*Customer Care Calls:*

1. 1025 Bartram Lane – low water pressure. The problem was the PRV.
2. 1895 Old Bethlehem Pike – yellowish color. The homeowner ran the water for a while and it cleared up.

**Motion** Bruce Jones made a motion to adjourn at 8:00 p.m. Bill Rosson seconded the motion. All agreed.

Respectfully submitted,  
Dianne McLane  
Recording Secretary