

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**June 8, 2017**

The meeting was called to order by Ken Mitchell, Chairman, at 7:00 p.m. Other Board members present were Bruce Jones and Zane Stauffer. Chris Vanelli and Bill Rosson were absent. Also present were Tim Arnold, Executive Director/Operator; Tim Gluck; and Melissa Fiala, Solicitor. Mark Bahnick, Van Cleef Engineering, did not attend.

*There was an Executive Session after the meeting on May 11, and there will be an Executive Session after this meeting, to discuss potential or pending litigation and personnel matters.*

**MINUTES**

**Motion**            **Bruce Jones made a motion to approve the minutes from the meeting on May 11. Zane Stauffer seconded the motion. All agreed.**

**PRESENTATION OF BILLS**

**Motion**            **Ken Mitchell made a motion to approve the May bills and payroll. Bruce Jones seconded the motion. All agreed.**

**EXECUTIVE DIRECTOR'S REPORT**

**Richlandtown Borough**

We visit the pump stations twice a day for chlorine residual monitoring. One of the chlorine injector pumps was not working. A backup pump is being used until the repair is made. Ken asked about the amount of time that RTWA personnel are spending at the Borough. Tim A said that the time spent there is on the positive end.

**Updates on Pump Stations**

*Walnut Bank Farm:*

- Normal daily operations and maintenance
- A cl2 solenoid was replaced

*Sweetbriar:*

- Normal daily operations and maintenance

*Richland Court:*

- Normal daily operations and maintenance

*Paletown Road well:*

- Normal daily operations and maintenance
- An update on this project will be presented next month

**Sampling**

- The monthly coliform samples were taken
- SOC's will be collected this month

**Townhomes at Edgewater - MEI**

This project consists of 44 homes off Heller Road. We have received the agreements and appropriate fees from the developer.

**Motion**            **Ken Mitchell made a motion to authorize the executive director to sign the Water Service Agreement and Water System Improvement Security Agreement with MEI-Edgewater. Bruce Jones seconded the motion. All agreed.**

## **Townhomes at Edgewater – WB Homes**

This project was sold to MEI. WB Homes has asked the RTWA to close out the escrow accounts.

**Motion**            **Bruce Jones made a motion that the RTWA approve the release of the escrow funds to Prospect Acquisitions for the Edgewater project: 1) the application escrow account in the amount of \$1,000.00, and 2) the developer escrow account in the amount of \$5,500.00, contingent upon any fees due the Richland Township Water Authority. Zane Stauffer seconded the motion. All agreed.**

## **Right to Know Request**

- Tim A received a Right to Know Request from Rick Orloff. The response is enclosed.

## **North Loop**

- This project is still waiting for the DEP General Permit

## **Banking**

Tim A has been communicating with QNB to lower the interest rate on the West Loop loan to 2.45%, as well as financing options for the North Loop.

**Motion**            **Bruce Jones made a motion to allow the executive director and solicitor to proceed with discussions concerning finance options with QNB. Ken Mitchell seconded the motion. All agreed.**

## **Transition Update**

- Tim G is now an employee of the water authority.
- The new server is expected to be installed June 17-19. We need to purchase a battery backup and firewall. We will be getting new email addresses – our existing email address will forward to the new address for one year.
- Establish a new website
- Harris needs to migrate FlexiBill from the township server to ours
- Purchase Quickbooks
- We will still need access to the township server for Munilogic and the Kyocera scanner
- Tim A and Dianne met with an accountant to discuss their help with bank reconciliations and financial reports. The Budget vs Actual report can be done in Quickbooks. The accountant will provide a Letter of Engagement for approval at next month's meeting.
- Board members' stipend will now be paid by the RTWA once a month

## **NEW BUSINESS**

PMAA will hold their annual conference in September in Hershey. Ken said he will think about going.

**Motion**            **Ken Mitchell made a motion to approve the executive director's attending the 2017 PMAA Conference in September. Bruce Jones seconded the motion. All agreed.**

## **SOLICITOR'S REPORT**

- Completed audit letter and sent to auditors.
- Edgewater agreements.
- Right to Know Request from Rick Orloff for attorney fees: we had provided redacted bills after a 30-day extension. Mr. Orloff appealed. The Office of Open Records Officer requested we provide her with certain information.

## **ENGINEER'S REPORT**

No report.

## **OPERATIONS REPORT**

We pumped about the same amount this month as last month. Usage should go up once the weather stays hot.

Both wells at Walnut Bank Farm are pumping about the same amount.

### *Customer Care Calls:*

1. Creekside Lane – black filter. Iron and manganese are being removed by the home filter, which is supposed to remove 99.9%.
2. Dovecote Drive – low water pressure. The problem was the PRV.
3. Spring Meadow Drive – very little water pressure. The customer has a lateral leak. The repair has not been done yet.
4. Mayflower Drive – after her curb box had been repaired, the pipe sticks up about 8". The customer wanted it lowered. Tim G made the repair.
5. Waterway Court – low water pressure. The problem was the PRV.
6. Garden Court – low water pressure. The problem was the PRV.
7. Meadow Brook Drive – discolored water. The customer was told to run the bathtub for a while, and the water cleared up. Their home filter was full.

## **AUTHORITY COMMENTS**

Tim A mentioned that he is considering having the Board members send a follow-up letter to those customers who place a Customer Care Call.

**Motion**            **Ken Mitchell made a motion to adjourn at 7:50 p.m. Bruce Jones seconded the motion. All agreed.**

Respectfully submitted,  
Dianne McLane  
Recording Secretary