

RICHLAND TOWNSHIP WATER AUTHORITY
MINUTES
October 11, 2018

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

MINUTES

Motion **Chris Vanelli made a motion to approve the minutes from the meeting of September 13, 2018. Bill Rosson seconded the motion. All agreed.**

PRESENTATION OF BILLS

Motion **Bill Rosson made a motion to approve the September bills and payroll. Chris Vanelli seconded the motion. All agreed.**

Quarterly financial statements were provided to the Board.

EXECUTIVE DIRECTOR'S REPORT

Richlandtown Borough

- We visit the pump stations twice a day for chlorine residual monitoring
- Monthly coliform samples were taken

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
- The motor was replaced and the well was refurbished.
- Tim A noticed that the booster pump was running continuously. A check valve had malfunctioned, which allows water from the system to come back in. The booster pump will need to be replaced.

Paletown Road well:

- Normal daily operations and maintenance

Sampling

- The monthly coliform samples were taken

CVS Pharmacy

Correspondence relating to the release of the professional escrow accounts and release of the Letter of Credit for the project were provided to the Board.

Edgewater

This project of 40 townhomes was purchased by a new developer from the original developer, MEI. The new developer is Lennar. Lennar has provided the funds for a professional escrow account and therefore MEI's escrow has been released. The Board was asked to confirm this action which was discussed at September's meeting in a formal motion.

Motion Ken Mitchell made a motion that the Richland Township Water Authority Board release the escrow account for MEI-Edgewater and accept the escrow amount of \$21,708.00 from Lennar. Bill Rosson seconded the motion. All agreed.

Nursery School

The school notified Tim A that they have acquired an operator for their water system and they no longer require assistance in that regard.

Twin Lakes

Select Properties has requested the release of construction escrow. Van Cleef has reviewed the completed work and has recommended an amount to be released.

Motion Chris Vanelli made a motion that the Richland Township Water Authority Board of Directors approve escrow release #1 by Select Properties for Twin Lakes in the amount of \$288,409.12, subject to the deduction of any outstanding fees due the Richland Township Water Authority. Ken Mitchell seconded the motion. All agreed.

Northfield Business Campus Lots 1 & 2

Gorski Engineering has proposed this project consisting of one 50,100 sq. ft building on Lot 1, with a provision for a future 12,000 sq. ft. building, and one 30,500 sq. ft. building on Lot 2. They have asked for a Letter of Intent.

Motion Chris Vanelli made a motion that the Richland Township Water Authority Board of Directors authorize the Executive Director to issue a Will Serve letter to Northfield Business Campus for Lots 1 and 2. This Will Serve letter is subject to final review and modifications by the Richland Township Water Authority's administration and professionals. Bill Rosson seconded the motion. All agreed.

PennDOT Master Agreement

This agreement would allow the water authority to work on a state road which PennDOT is working on. The authority's work can be incorporated into the contract with PennDOT's contractor.

Motion Chris Vanelli made a motion that the Richland Township Water Authority adopt Resolution No. 2018-2: Master Agreement for Adjustment of Incorporated Utility Facilities. Ken Mitchell seconded the motion. All agreed.

New Purchase

Tim A demonstrated a water line detection tool that was recently purchased for the Authority.

New Billing Program

Muni-Link, a cloud-based billing system, conducted a presentation of the program for Tim A and Dianne. One benefit is a Customer Portal which would allow customers to look at their account history, review their usage, receive e-bills, and make payments. Customers would also be able to sign up for automated billing.

Motion Chris Vanelli made a motion that the Richland Township Water Authority Board of Directors authorize the Executive Director to enter into an agreement with MuniLink at a cost of \$860 per month, with a total upfront cost not to exceed \$12,000, upon final approval of the terms and conditions by the Solicitor and the Executive Director. Ken Mitchell seconded the motion. All agreed.

2019 Meeting Dates

The Board approved the 2019 meeting dates for the second Thursday of the month.

SOLICITOR'S REPORT

No report.

ENGINEER'S REPORT

No report.

OPERATIONS REPORT

We pumped a bit less water in September than in August. Usage will continue to drop as we go through autumn.

Customer Care Calls:

1. Arbour Lane – low water pressure. The homeowner was instructed to adjust the PRV.
2. Creekside Lane – the homeowner could hear water running outside when he was in the basement. Tim A and Tim G went to the home and discovered a service line leak. The leak was fixed today.

Motion Chris Vanelli made a motion to adjourn at 7:50 p.m. Bill Rosson seconded the motion. All agreed.

Respectfully submitted,
Dianne McLane
Recording Secretary