

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**February 9, 2017**

The meeting was called to order by Ken Mitchell, Chairman, at 7:05 p.m. Other Board members present were Chris Vanelli, Bill Rosson, and Zane Stauffer. Bruce Jones was 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 January meeting to discuss pending litigation.*

**MINUTES**

**Motion**            **Bill Rosson made a motion to approve the minutes from the reorganizational and regular meeting on January 12. Ken Mitchell seconded the motion. All agreed.**

**PRESENTATION OF BILLS**

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

**EXECUTIVE DIRECTOR'S REPORT**

**Reserves at Woodside Creek**

Chris Canavan attended the meeting to discuss this project on Paletown Road. The plans call for 75 single family homes. Chris stated that they would like to construct the homes in two phases: the first phase would be 35 new homes plus an existing home, and phase 2 would be the remaining 39 homes. The phases were necessary due to sewer capacity. He is asking for the Board's approval to phase the project.

Chris also said that water service for the project would tie in at the Quakertown Christian School and continue along Paletown Road to a proposed second point of connection. This would give the 17 existing homes in that area the ability to tie in to public water, as service connections would be installed at that time. The whole water line would be done as part of phase 1.

Tim A suggested that the necessary agreements and bonds should be drawn up for each phase. The Board gave Chris their approval.

**US Cold Storage**

The attorney for this project has requested the release of monies relative to the work that was performed in 2014. There were two letters of credit posted when the project began, but one was the Maintenance Bond which should not have been posted until the project was done. Tim A asked the attorney to post this letter of credit for another 12 months. Also, an easement is needed in order for the water authority to access the meter pit.

**Motion**            **Chris Vanelli made a motion that the RTWA approve the escrow release in the amount of \$136,565.00 for US Cold Storage, contingent upon the extension of the Maintenance Bond and the granting of the easement to access the meter pit. Ken Mitchell seconded the motion. All agreed.**

**Richlandtown Borough**

We continue to visit the pump stations twice a day for chlorine residual monitoring. The amended Operator Agreement was sent to their solicitor who had no problems with it. It will be presented to Borough Council on February 13.

**Updates on Pump Stations**

*Walnut Bank Farm:*

1. Normal daily operations and maintenance

*Sweetbriar:*

1. Normal daily operations and maintenance

*Richland Court:*

1. Normal daily operations and maintenance

*Paletown Road well:*

1. Normal daily operations and maintenance
2. Bid openings were held on February 2. Van Cleef submitted a memo concerning the received bids. There were two bids: a Base Bid and an Alternate A Bid, which included the installation of a variable speed drive. A.C. Schultes was the low bidder for both.

**Motion Ken Mitchell made a motion that the RTWA award the bid for the improvements to Well QCS-1 to A.C. Schultes in the amount of \$30,700.00, subject to review and approval of the required preconstruction documentation. Bill Rosson seconded the motion. All agreed.**

**Sampling**

The monthly coliform samples were taken.

The lead and copper results were below the action level for both. We can now return to yearly sampling.

**Hiring of Dianne McLane and Tim Gluck**

It was discovered that Tim Gluck was not yet vested in the Township pension plan, since there is a 6 month waiting period. He will remain a Township employee until June.

Dianne is now a Water Authority employee.

The Township has paid for health insurance for February. The Township has also paid the dental insurance through April. The RTWA will reimburse the Township.

The RTWA now has Workers Compensation Insurance, which covers Dianne and Tim A, and Auto Insurance for the GMC Sierra.

Tim A spoke to a representative from ICMA regarding the retirement plans. There are two kinds: a 401 defined contribution plan and a 457 deferred contribution plan (which allows the employee to also contribute).

**Motion Ken Mitchell made a motion that the RTWA authorize the Executive Director to sign the application and the administrative services agreement for ICMA to start both a 401 defined contribution plan and a 457 deferred contribution plan. Chris Vanelli seconded the motion. All agreed.**

**Motion Chris Vanelli made a motion that the RTWA adopt Resolution 2017-2 authorizing a 457 deferred contribution plan; and adopt Resolution 2017-3 authorizing a 401 defined contribution plan. Bill Rosson seconded the motion. All agreed.**

**SOLICITOR'S REPORT**

**Amended By-Laws**

The RTWA's decision to change the check signers brought about amending the By-Laws. The amended version lists only Board members being allowed to sign checks. We have a Crime Policy which covers everyone (Board members and employees). Tim Arnold, Paul Stepanoff and Tracey Virnelson will be removed. Tim A will be the person to transfer funds.

**Motion Chris Vanelli made a motion that the RTWA adopt Resolution 2017-1 to amend the Richland Township Water Authority By-Laws. Bill Rosson seconded the motion. All agreed.**

### **Statement of Financial Interests**

Melissa provided a memorandum addressing common issues relating to the filing of a Statement of Financial Interest. The forms will be mailed to the Board members.

### **ENGINEER'S REPORT**

#### **North Loop Waterline**

Waterline horizontal and vertical alignments have been established. Van Cleef is working on the necessary plan applications and permits. A wetlands delineation and a bog turtle habitat survey will need to be performed.

#### **Station Road Waterline**

Waterline horizontal and vertical alignments have been established. Van Cleef is working on the necessary plan applications and permits.

### **OPERATIONS REPORT**

We pumped about the same amount of water as last month.

Tim G and Tim A replaced a selanoid valve at Sweetbriar Well #2.

#### *Customer Care Calls:*

1. 1118 Virginia Way – pressure issues, noise and air in the line. The problem was the PRV.
2. 3255 Dovecote Drive – the meter may be corroded. The problem was the PRV.
3. 1130 Creekside Lane – low water pressure. The problem was the PRV.
4. 2213 Claymont Drive – low water pressure. The problem was the water softener.
5. 3080 Dovecote Drive – low water pressure. The meter was replaced.
6. 1087 Arbour Lane – low water pressure. The problem was the expansion tank in the water heater.

**Motion**            **Chris Vanelli made a motion to adjourn at 8:20 p.m. Bill Rosson seconded the motion. All agreed.**

Respectfully submitted,  
Dianne McLane  
Recording Secretary