

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**July 13, 2017**

The meeting was called to order by Ken Mitchell, Chairman, at 7:00 p.m. Other Board members present were Bruce Jones, Bill Rosson, and Zane Stauffer. Chris Vanelli 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 meeting on June 8 to discuss potential or pending litigation and personnel matters.*

**MINUTES**

**Motion**            **Bill Rosson made a motion to approve the minutes from the meeting on June 8. Bruce Jones seconded the motion. All agreed.**

**VISITORS**

Boy Scout Troop 16 from Zion Hill attended the meeting as a requirement for their citizenship badge.

**PRESENTATION OF BILLS**

**Motion**            **Bruce Jones made a motion to approve the June 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. One well pump was not working. A pump vendor will send a technician to determine the problem. This vendor will also replace the packings on 2 well pumps to avoid leaks.

**Updates on Pump Stations**

*Walnut Bank Farm:*

- Normal daily operations and maintenance
- We will be getting a proposal to laser align the booster pumps. This will keep them on a straight line to prevent damage to the couplings.

*Sweetbriar:*

- Normal daily operations and maintenance
- We will be getting a proposal to laser align the booster pumps.

*Richland Court:*

- Normal daily operations and maintenance
- The chlorine analyzer was replaced

*Paletown Road well:*

- Normal daily operations and maintenance
- We will purchase a new chlorine analyzer for this pump station and use the refurbished one (from Richland Court) as a backup.
- This project is expected to begin at the end of July

**Sampling**

- The monthly coliform samples were taken
- Arsenic samples were taken this month – all results were compliant.
- SOC results look fine

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

The letter and checks were sent to Prospect Acquisitions to close out their escrow accounts.

## **North Loop**

This project needs the following:

- DEP General Permit
- BCCD permit
- PUC permit to go under the railroad trestle.

The township contacted the RTWA about this project. They would like sewer lines to be installed under the trestle at the same time to go to Veterans Park for future bathrooms. Because of the Township request, the plans needed to be revised for all the permits. The PUC permit requires a 30-day response time. The contractor will separate the sewer line costs.

## **Banking**

QNB has submitted a proposal for a loan at 2.45% for the North Loop. Rudolph Clarke has stated that a Bond Counsel should handle the contract.

**Motion Ken Mitchell made a motion to allow the executive director to solicit and engage a Bond Counsel for the North Loop. Bill Rosson seconded the motion. All agreed.**

The project is slated to begin at the beginning of August. We are hoping to be done before school starts. PennDOT is OK with the project.

## **Transition Update**

- Tim G will remain on the Township's HSA plan through COBRA, since the RTWA does not offer an HSA plan this year.
- The new server will be installed July 15-17. We will be getting new email addresses – our existing email address will forward to the new address for one year. Board members will also get their own RTWA email addresses.
- An Employee Handbook is needed. Tim A and Bill will work on it.

## **Riley, Rodzianko & Clymer Engagement**

This accounting firm sent us a Letter of Engagement to perform certain financial services for the water authority, such as the bank reconciliations.

**Motion Bill Rosson made a motion that the RTWA retain Riley, Rodzianko & Clymer pursuant to their Engagement Letter dated June 20, 2017, and the terms therein. Ken Mitchell seconded the motion. All agreed.**

## **2016 Audit**

Copies of the 2016 audit were presented to the Board.

**Motion Ken Mitchell made a motion that the RTWA accept the 2016 Audit as prepared by Hutchinson, Gillahan & Freeh. Bill Rosson seconded the motion. All agreed.**

## **Customer Care Follow-up Letter**

A draft of a follow-up letter was presented to the Board. This letter will be sent to customers after their issue has been resolved. The Board approved the draft.

## **PMAA Update**

The RTWA received correspondence from the PMAA concerning House Bill 1490, which would allow the PUC to have oversight over the Pittsburgh Water Authority. Currently, the PUC controls utilities, but not local water authorities. The consensus was that the PUC should not be allowed to step in and control local water authorities – this control should come from its customers.

## **SOLICITOR'S REPORT**

### **Right To Know Request**

The discussion on Mr. Orloff's Right-to-Know Request was tabled until next month.

## **ENGINEER'S REPORT**

No report.

## **OPERATIONS REPORT**

The amount of water pumped for June is average for this time of year. We adjust the amount of water pumped at each pump station to stay within our docket.

### *Customer Care Calls:*

1. Dovecote Drive – water bill was too high. The reading was correct; even though the owner has not been there, there were people living in the house. The owner is responsible for the bill.
2. Berkley Avenue – low water pressure. The whole house filter had reduced the water pressure. The owner replaced the cartridge.
3. N. West End Blvd. – no water. It was discovered that the valve had been accidentally turned off.
4. Meadow Brook Drive – leak at or before the meter. The problem was the PRV.
5. Village Court – low water pressure. The owner had a plumber replace the PRV.
6. Arbour Lane – no pressure. The PRV was adjusted.

## **AUTHORITY COMMENTS**

Tim A mentioned we had received a letter from a customer who was very pleased with the service she received after she had called about low water pressure.

**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