

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**November 9, 2018**

The meeting was called to order at 7:00 p.m. by Bill Rosson, Secretary. Other Board members present were Brian Foster and Zane Stauffer. Ken Mitchell and Chris Vanelli were 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**            **Zane Stauffer made a motion to approve the minutes from the meeting of October 11, 2018. Brian Foster seconded the motion. All agreed.**

**PRESENTATION OF BILLS**

**Motion**            **Brian Foster made a motion to approve the October 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
- Monthly coliform samples were taken
- Quarterly arsenic samples were taken and were compliant with the MCL.

**Updates on Pump Stations**

Tim A provided a report on the Authority's facilities:

*Walnut Bank Farm:*

- Normal daily operations and maintenance
- Pump station building and tank were power washed

*Sweetbriar:*

- Normal daily operations and maintenance
- Pump station building and tank were power washed

*Richland Court:*

- Normal daily operations and maintenance
- Pump station building and tank were power washed

*Paletown Road well:*

- Normal daily operations and maintenance

**Sampling**

- The monthly coliform samples were taken
- Quarterly arsenic samples were taken and were compliant with the MCL.

**Twin Lakes**

Copies of the letters that were mailed for Escrow Release #1 were included in the packet.

**Shop With A Cop**

The Authority received a thank you letter from the Borough for our contribution.

This event takes place on the regular scheduled date for the December meeting. It was decided to hold the meeting on December 20.

## **2018 RTWA Audit**

Hutchinson, Gillahan & Freeh submitted a proposal for the 2018 audit.

**Motion**        **Zane Stauffer made a motion that the Richland Township Water Authority Board authorize the Executive Director to sign the letter of engagement from Hutchinson, Gillahan & Freeh to provide the 2018 audit at a cost of \$8,100.00, with a \$100 hourly rate for additional services. Brian Foster seconded the motion. All agreed.**

## **New Billing Program**

At the last meeting, the Board voted to enter into an agreement with Muni-Link at a cost not to exceed \$12,000. We were informed that there will be a one-time set up/training fee of \$5,000 in addition to the monthly fee, so the initial cost will be \$15,320.00.

**Motion**        **Bill Rosson made a motion to rescind the motion from October 11, 2018, for Muni-Link. Zane Stauffer seconded the motion. All agreed.**

**Motion**        **Brian Foster made a motion that the Richland Township Water Authority Board of Directors authorize the Executive Director to enter into an agreement with Muni-Link at a cost of \$860 per month, with a total upfront cost not to exceed \$17,500, upon final approval of the terms and conditions by the Solicitor and the Executive Director. Bill Rosson seconded the motion. All agreed.**

Muni-Link also provides a website. Tim A and Dianne will be taking a webinar on the website next week. It was suggested that a letter be sent to our customers when everything new is in place.

## **2019 Budget**

A discussion was held on a draft version of the 2019 budget. Tim A noted that rates have not increased since 2016. A vote will be held next month.

## **SOLICITOR'S REPORT**

No report.

## **ENGINEER'S REPORT**

No report.

## **OPERATIONS REPORT**

We pumped a bit less water in October. The production at Richland Court was increased since the arsenic residual is a bit higher at Sweetbriar and Walnut Bank Farm.

### *Customer Care Calls:*

1. Huntington Road – low water pressure. The homeowner was instructed to call a plumber to check the PRV.

**Motion**        **Zane Stauffer made a motion to adjourn at 7:45 p.m. Brian Foster seconded the motion. All agreed.**

Respectfully submitted,  
Dianne McLane  
Recording Secretary