

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**August 13, 2015**

The meeting was called to order by Ken Mitchell, Chairman, at 7:05 p.m. Other Board members present were Bill Rosson, Bruce Jones, and Zane Stauffer. Chris Vanelli was absent. Also present were Tim Arnold, Executive Director; Steve Shelly, Solicitor; and Tim Gluck. Mark Bahnick, Van Cleef Engineering; and Harry Koenig, System Operator; did not attend.

*There will be an Executive Session after the meeting to discuss personnel matters.*

**MINUTES**

**Motion**            **Bruce Jones made a motion to approve the minutes from the meeting on July 9, 2015. Bill Rosson seconded the motion. All agreed.**

**PRESENTATION OF BILLS**

A question was raised about the invoices for Mark Somers' appraisals. The new auditors requested that appraisals be done for the two parcels near the water tank on Reservoir Road.

**Motion**            **Bill Rosson made a motion to approve the July bills. Ken Mitchell seconded the motion. All agreed.**

**EXECUTIVE DIRECTOR'S REPORT**

**Updates on Projects**

- Sweetbriar Tank Project – the prep work has been completed and painting will begin next week.
- Hydrants – painting is in progress.

**Dunkin Donuts**

The Letter of Intent was mailed on July 10.

**Purchase of a Plow**

We received a quote from E.M. Kutz for a plow for the new RTWA truck at a cost of \$4,692.00. This includes everything that is needed to install it. The frame is already set up. The plow will help to maintain our properties, as well as assist the township in snow removal. If it is ordered soon, the plow could arrive by the first snowfall.

**Motion**            **Bruce Jones made a motion that the RTWA purchase a plow from E.M. Kutz with the price not to exceed \$5,500.00. Ken Mitchell seconded the motion. All agreed.**

**Vehicle Policy**

Tim A presented the Board with a draft copy of a RTWA Vehicle Policy. The policy will cover all aspects of operating the vehicles, safety measures, etc. It also covers employees who have a car allowance, specifying where and when the employee could use the company vehicle. Bill mentioned a few changes, which will be made, giving the Board time to review the policy for the next meeting.

**RTWA 2014 Audit**

The Board members will review a draft of the 2014 audit for the next meeting.

**ENGINEER'S REPORT**

No report.

**SOLICITOR'S REPORT**

No report.

## **OPERATIONS REPORT**

We pumped 800,000 gallons more than last month. Sweetbriar has been shut down since mid-July. Production was increased at the other two wells, and the valves with MTWA have been opened. The system is handling the demand well.

### *Complaints:*

1. 2148 Claymont Drive – low water pressure. The water softener was the problem – the disintegrated media had jammed his system.
2. 1140 Presidential Drive – humming sound. The meter was replaced and the noise went away. Tim G notified the homeowner that if the noise comes back, it will not be the meter.
3. 1400 Cobblestone Way – low pressure. The water softener was the problem.
4. 1130 Bridle Path Drive – brown water. It cleared up on its own.
5. 529 Westfield Court – low pressure. The meter was replaced. The PRV may be replaced.
6. 1109 Presidential – white water was coming out of one faucet. The water cleared up on its own.
7. 1203 Arbor Court – chlorine smell. Tim G went to the house and checked the levels there. They were consistent with the levels at the pump house that morning.
8. 2121 Claymont Drive – vibration noise. Tim A and Tim G went to the house, shut off the main, and opened several spigots to release any air pockets in the lines. When the water was turned back on, the noise was gone.

## **TOWNSHIP DISCUSSION**

Supervisor Rick Orloff, Supervisor Tim Ritter, Township Manager Steve Sechriest, and Linc Treadwell, Township Solicitor, were in attendance to discuss the Lease and Management Agreement. This agreement provides for the lease of the building, personnel issues, and salaries for other employees. The agreement had been written in 2011 with an amount of \$79,000.

Mr. Treadwell said that the terms of the agreement and how it is worded needs to be cleaned up. He offered to meet with Mr. Shelly to discuss possible changes.

The payment to the township covers out-of-pocket expenses only. It is currently at \$160,000.

Mr. Orloff provided costs of water service for surrounding municipalities based on 5,000 gallons/month. He also suggested that there be closer cost-sharing between the township and the RTWA, such as shared vehicles and equipment.

**Motion**            **Bill Rosson made a motion to adjourn at 7:45 p.m. Bruce Jones seconded the motion. All agreed.**

Respectfully submitted,  
Dianne McLane  
Recording Secretary