

**RICHLAND TOWNSHIP WATER AUTHORITY**  
**MINUTES**  
**March 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, Bruce Jones, and Zane Stauffer. 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 on March 4, 2017, to discuss pending litigation.*

**MINUTES**

**Motion**            **Chris Vanelli made a motion to approve the minutes from the meeting on February 9. Bill Rosson seconded the motion. All agreed.**

**PRESENTATION OF BILLS**

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

The financial reports from the 4<sup>th</sup> quarter of 2016 were presented to the Board.

**EXECUTIVE DIRECTOR'S REPORT**

**US Cold Storage**

The letter of credit was released.

**Richlandtown Borough**

We continue to visit the pump stations twice a day for chlorine residual monitoring. One of the pump stations has a booster pump that has been slowly deteriorating. The pump will be removed Monday, March 13, and replaced Friday, March 17, which means one of the pump stations will be shut down for 5 days.

The amended Operator Agreement should be approved at the meeting on March 13.

**Updates on Pump Stations**

*Walnut Bank Farm:*

- Normal daily operations and maintenance
- A leak was discovered near one well before treatment. After digging up the location, we found that the leak was in the area of the bell (the area where two pipes connect). The leak was fixed with a bell clamp and gasket.

*Sweetbriar:*

- Normal daily operations and maintenance
- We replaced a coupling for the booster pump

*Richland Court:*

- Normal daily operations and maintenance

*Paletown Road well:*

- Normal daily operations and maintenance
- Documents were received from Van Cleef, including the Notice of Award, Performance Bond, and the contract. The Chairman and Secretary need to sign the contract.

**Motion**            **Chris Vanelli made a motion that the RTWA chairman execute the contract with A.C. Schultes for the improvements to the QCS-1 Well. Bill Rosson seconded the motion. All agreed.**

Tim A and the contractor discussed several minor changes. Instead of utilizing the existing electrical box and installing the components onsite, it may be smarter to order a new box with the components already installed. A.C. Schultes will then deliver the new box and install it. It is important to keep the box cool. The old box had a door that needed to be opened in order to access the components. The new box will stay closed and have a touch pad on the front. The contractor will need a crane to pull out the old pump, so they may wait for dryer weather to avoid causing damage to the lawn. The project may take one to two weeks, and then it needs to go through DEP testing, just as if it was a new well.

### **Sampling**

The monthly coliform samples were taken.

Tim A received the new testing calendar. We will now need to collect only 20 samples for lead and copper.

### **Right to Know Request**

*When a request is received, the Right to Know Officer (Tim Arnold) has 5 days to send an initial response. If further examination is needed, a second response must be sent within 30 days.*

- Tim A received a right to know request from Rick Orloff. The response is enclosed.

### **ICMA**

The applications for a 401 defined contribution plan and a 457 deferred contribution plan have been submitted. These plans will only apply to Tim A and Dianne for now.

### **North Loop**

The North Loop project needs:

- PUC approval
- Wetlands Delineation (for bog turtles)
- E&S and NPDES approval
- Pre-construction items

### **Trumbauersville Road Repair**

A leak was discovered near the First Church of the Brethren. When the waterline was installed, a service line was installed to possibly service the church in the future. This line was leaking. It was repaired by shutting off the corp, which controlled the water flow to the service line.

### **2016 Audit**

#### **Motion**

**Bruce Jones made a motion that the RTWA engage Hutchinson, Gillahan & Freeh to perform the 2016 Audit at a base fee of \$7,750, plus an hourly rate of \$95 for additional services. Bill Rosson seconded the motion. All agreed.**

### **SOLICITOR'S REPORT**

Melissa presented privileged documents to the Board members. She requested that the Board members look them over and contact her to schedule another Executive Session.

### **ENGINEER'S REPORT**

No report.

### **OPERATIONS REPORT**

We pumped a little bit less than last month.

Flushing will start in mid-April and continue through early May.

At Walnut Bank Farms, well #2 had always been the main producing well. It was discovered that after fixing the leak at well #3, this well is now pumping more water.

*Customer Care Calls:*

1. 3016 Dovecote Drive – low water pressure. The problem was the water softener.
2. 1121 Longwood Drive – the meter was making a loud knocking sound. A new meter was installed.
3. 1130 Liberty Court – owner could hear water running. There was a leak in his service line.

**Motion**            **Chris Vanelli made a motion to adjourn at 8:00 p.m. Bill Rosson seconded the motion. All agreed.**

Respectfully submitted,  
Dianne McLane  
Recording Secretary