

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY

MINUTES of August 14, 2023 REGULAR MEETING

This regularly scheduled monthly meeting was held at the Richland Township Municipal Authority located on Kramer Road. In attendance were Board Members M. Funk, G. Anderson, N. Baldauf, B. Dorsch (via conference call) and C. Fogliani. Also in attendance were Interim Director J. Dailey, Engineer D. Coldren, Solicitor Slade Miller and System Supervisor Scott Treziak.

Chairman Funk called the meeting to order at 6 pm and announced an Executive Session was held prior to the meeting to discuss personnel matters. The Pledge of Allegiance followed.

The Board recognized System Supervisor Scott Treziak's 35 year anniversary working for the Authority and presented a small token of appreciation from the Board.

RECOGNITION OF VISITORS

No visitors were present.

APPROVAL OF the July 11, 2023 REGULAR MEETING MINUTES

Motion made by Member Baldauf and seconded by Member Fogliani to approve the Minutes as presented. Motion carried.

FINANCE

The Treasurer's report for July was submitted and read by Treasurer Fogliani.

**RICHLAND TOWNSHIP MUNICIPAL AUTHORITY
TREASURER'S REPORT**

**REVENUES RECORDED MONTH OF
July 31, 2023**

Water Bill Collections		\$ 255,799.63	
Miscellaneous		\$ 16,226.73	*see details below
Taps		\$ 3,030.00	
TOTAL		\$ 275,056.36	

**MAJOR EXPENDITURES MONTH OF
July 31, 2023**

West View Water Authority - \$158,925.29 - Water Purchase
 MEIT - \$9,438.22 - Health Insurance
 C&C Landscaping Contractors - \$5,976.00 - Lawn Service
 KLH Engineers - \$5,627.65 - Engineering Costs
 Dailey Operation Consulting - \$5,030.63 - June Consulting Services

**BANK BALANCES AS OF
July 31, 2023**

			Int Rate
Nextier Money Market		\$ 1,360,507.52	4.00%
Nextier Revenue Account		\$ 1,959.69	N/A
Nextier Payroll Account		\$ 16,216.90	N/A
Nextier Savings		\$ 80,234.65	3.77%
TOTAL BALANCE		\$ 1,458,918.76	

***Miscellaneous Revenue**

Lien Letters	\$ 275.00
Mobile Home Parks	\$ -
Bulk Water	\$ 472.84
Public Fire Invoices	\$ -
Private Fire Invoices	\$ 5,650.00
Tank Antenna Rental	\$ -
Meter and Meter Pit Sales	\$ 213.00
Interest, Discounts, Misc	\$ 9,615.89
TOTAL	\$ 16,226.73

Loans	Payment	Interest Rate	Balance	Matures
Mars Bank Tank Loan	\$ 9,000.00	3.45%	\$ 204,551.00	7/1/2028
Mars Bank Mortgage	\$ 7,000.00	3.82%	\$ 602,033.12	3/12/2035
		TOTAL BALANCE	\$ 806,584.12	

Developer Escrow Account	Interest Rate	Balance
Mars Bank Developers Escrow	0.01%	\$ 19,374.71
Includes Deposits from:	Interest	\$ 2.51
	Chatham University Bunkhouse	\$ 3,803.50
	Colony Courts Phase III	\$ 3,153.54
	Gibsonia Commons	\$ 2,285.70
	Traditions of America	\$ 8,933.46
	Chatham Eco Village	\$ 1,196.00

Motion made by Member Anderson and seconded by Member Baldauf to accept the Treasurer's Reports as submitted. Motion carried.

The Payable Voucher List was submitted for review for July and presented as follows:

08/09/23

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY
 Payable Vouchers
 As of August 14, 2023

	Type	Date	Num	Name	Credit
1000 · Nextier Bank Checking 3920					
+	Check	07/11/2023	EFT	COMPUTER FELLOWS INC	167.52
*	Bill Pmt -Check	07/11/2023	11004	C&C LANDSCAPING CONTRACTORS	5,976.00
*	Bill Pmt -Check	07/11/2023	11006	H GERHARDT SUPPLY LLC	330.72
*	Bill Pmt -Check	07/11/2023	11007	MICHAEL C LICHINA TRUCKING INC	96.90
*	Bill Pmt -Check	07/11/2023	11008	OYLER, STEPHEN & KATE	68.74
*	Bill Pmt -Check	07/11/2023	11009	PENNSYLVANIA ONE CALL SYSTEM INC RA1	347.61
*	Bill Pmt -Check	07/11/2023	11010	PUGLIESE, BREANNA	48.84
+	Check	07/12/2023	EFT	MARS NATIONAL BANK 49666#	7,000.00
+	Check	07/14/2023	EFT	ADP#	86.16
*	Bill Pmt -Check	07/18/2023	11011	CAMPBELL DURRANT PC	1,081.00
*	Bill Pmt -Check	07/18/2023	11012	KLH ENGINEERS INC 162-01	5,627.65
*	Bill Pmt -Check	07/18/2023	11013	LINDY PAVING INC	833.79
*	Bill Pmt -Check	07/18/2023	11014	MILLER & MILLER PLLC	1,800.00
*	Bill Pmt -Check	07/18/2023	11015	RICHLAND TOWNSHIP 130	972.06
*	Bill Pmt -Check	07/18/2023	11016	TRACTOR SUPPLY CREDIT PLAN X7517	249.97
+	Check	07/19/2023	EFT	PEOPLES 200004361651	24.36
+	Check	07/19/2023	EFT	PEOPLES 200004361735	18.63
*	Bill Pmt -Check	07/19/2023	6518	VENEZIA, TAMMY	300.00
+	Bill Pmt -Check	07/20/2023	EFT	WEST VIEW WATER AUTH 60000-0148900-000	158,925.29
+	Check	07/24/2023	EFT	DUQUESNE LIGHT COMPANY 1586-230-000	479.55
+	Bill Pmt -Check	07/25/2023	EFT	TOSHIBA FINANCIAL SERVICES	11.88
*	Bill Pmt -Check	07/25/2023	11017	ARMSTRONG 0581275-01	204.35
*	Bill Pmt -Check	07/25/2023	11018	CINTAS 11899809	334.52
*	Bill Pmt -Check	07/25/2023	11020	COMMONWEALTH OF PA 5020018	65.00
*	Bill Pmt -Check	07/25/2023	11021	CWM ENVIRONMENTAL INC	1,079.05
*	Bill Pmt -Check	07/25/2023	11022	DAVE SUTTER AUTO SERVICE	1,053.94
*	Bill Pmt -Check	07/25/2023	11023	HUNZEKER, GEORGE	78.10
*	Bill Pmt -Check	07/25/2023	11024	LB WATER SERVICE INC 13167	4,221.25
*	Bill Pmt -Check	07/25/2023	11025	LOBAUGH, WILLIAM	25.26
*	Bill Pmt -Check	07/25/2023	11026	MILLER & MILLER PLLC	370.00
*	Bill Pmt -Check	07/25/2023	11027	STOVER, CAMERON	50.52
*	Bill Pmt -Check	07/25/2023	11028	WHITEMAN, RICHARD	25.26
*	Bill Pmt -Check	07/25/2023	11029	CITCO WATER	1,339.30
+	Check	07/26/2023	EFT	DUQUESNE LIGHT 6848-207-443	51.82
+	Check	07/28/2023	EFT	ADP#	86.16
+	Check	07/31/2023	EFT	VOGEL DISPOSAL SERVICE INC 01 0009372 3	135.05
*	Bill Pmt -Check	08/01/2023	11030	540 TECHNOLOGIES	12,127.00
*	Bill Pmt -Check	08/01/2023	11031	CITCO WATER	43.00
*	Bill Pmt -Check	08/01/2023	11032	DAILEY OPERATION CONSULTING LLC	5,000.00
*	Bill Pmt -Check	08/01/2023	11033	DAVE SUTTER AUTO SERVICE	530.42
*	Bill Pmt -Check	08/01/2023	11034	JERRY SCHWICKRATH WINDOW CLEANING LLC	125.00
*	Bill Pmt -Check	08/01/2023	11035	LB WATER SERVICE INC	235.96
*	Bill Pmt -Check	08/01/2023	11036	MEIT 09000-0290	9,760.22
*	Bill Pmt -Check	08/01/2023	11037	PAWARN	55.00
*	Bill Pmt -Check	08/01/2023	11038	WINTERS, JOHN	259.00
+	Check	08/01/2023	EFT	MARS NATIONAL BANK 94659#	9,000.00
*	Bill Pmt -Check	08/01/2023	11039	CITCO WATER	43.00
+	Check	08/02/2023	EFT	VERIZON WIRELESS 742081832-00001	92.25
+	Check	08/02/2023	EFT	VERIZON WIRELESS 842077142-00001	170.10
+	Check	08/05/2023	EFT	PITNEY BOWES GLOBAL FIN SVC 0010686478	213.90
+	Check	08/05/2023	EFT	BMO#	382.32
+	Check	08/08/2023	EFT	PURCHASE POWER 8000-9090-0955-5991	208.99
*	Bill Pmt -Check	08/08/2023	11040	CITCO WATER	2,983.37
*	Bill Pmt -Check	08/08/2023	11041	DAVE SUTTER AUTO SERVICE	5,014.98
*	Bill Pmt -Check	08/08/2023	11042	TOSHIBA AMERICA - SERVICE	5.96
*	Bill Pmt -Check	08/08/2023	11043	VENEZIA, TAMMY	300.00
+	Check	08/10/2023	EFT	BOOKMINDERS RTMAAC	1,961.25
+	Check	08/11/2023	EFT	ADP#	86.16
+	Check	08/11/2023	EFT	COMPUTER FELLOWS INC	167.93
+	Check	08/12/2023	EFT	MARS NATIONAL BANK 49666#	10,000.00
Total 1000 · Nextier Bank Checking 3920					252,332.06

08/09/23

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY
Payable Vouchers
As of August 14, 2023

	Type	Date	Num	Name	Credit
1010 · Nextier Bank Payroll 3933					
+	Check	07/18/2023	EFT	MG TRUST#	2,031.53
+	Check	07/20/2023	EFT	PAYROLL DIRECT DEPOSIT#	9,719.08
+	Check	07/20/2023	EFT	PAYROLL IMPOUNDED TAXES#	4,495.71
+	Check	08/03/2023	EFT	PAYROLL DIRECT DEPOSIT#	9,608.71
+	Check	08/03/2023	EFT	PAYROLL IMPOUNDED TAXES#	4,581.46
+	Check	08/07/2023	EFT	MG TRUST#	2,026.73
Total 1010 · Nextier Bank Payroll 3933					<u>32,463.22</u>
1020 · Nextier Bank MM 3946					
+	Check	07/14/2023	ACH	NSF CHECK	132.22
+	Check	07/21/2023	EFT	BRIDGE CITY CLOSINGS#	25.00
+	Check	07/25/2023	ACH	NSF CHECK	206.32
+	Check	07/31/2023	EFT	NEXTIER BANK FEE#	30.00
+	Check	07/31/2023	EFT	NEXTIER BANK FEE#	392.65
+	Check	08/03/2023	ACH	NSF CHECK	610.26
Total 1020 · Nextier Bank MM 3946					<u>1,396.45</u>
1035 · Mars Bank Dev Escrow 5281					
	Bill Pmt -Check	07/25/2023	1564	MILLER & MILLER PLLC	181.75
Total 1035 · Mars Bank Dev Escrow 5281					<u>181.75</u>
TOTAL					<u><u>286,373.48</u></u>

*paid prior to meeting
+electronic payment

Motion made by Member Dorsch and seconded by Member Baldauf to approve the Payable Vouchers List for May and June as presented. Motion carried.

The Board was presented with their Monthly Budget Reports that included the listed Capital Projects Budget, Budget to Actual, Balance Sheet for all funds, the Comparative Income Statement and the Monthly Consumption report.

INTERIM DIRECTORS REPORT

Weekly reports were provided to the Members. Reviewed letters that were sent for taps paid and not made, commercial capital improvement fees and the McMorran Rd waterline construction. A review of the Mars Loan payment adjustment which increased the payment from \$7,000 to \$10,000 was presented and discussed as necessary to avoid the increased interest rate in 2029.

WATER SYSTEM SUPERVISORS REPORT

Supervisor Trecziak updated the Board on a continued water issue that is being chased on Carl Ln. It is believed to be a groundwater issue at this point. A review of the Chessrown Ave flow meter installation was discussed. A brief discussion took place on the Swanson property and Mr Swansons environmental impact issues.

**Water System Supervisors Report
July 2023**

	<u>Month</u>	<u>Year</u>
Final Readings	21	138
Backflow inspections	8	36
New service customer sign up	3	25
New Service customer metered	9	37
Service line locate	61	1027
Main line locate	119	1901
Service Line Inspection	2	28
Meter Change out	9	67
Radio Read Install	9	32
Service shut off	3	15
Service turn on	3	20
Service Leaks	0	4
Misc Service calls	11	64
Main line Breaks	0	10
Total number of taps	8	46
Bore	5	26
Short	3	20

	July 2023	July 2022	Yr to Date
Total Water Purchased/West View	24,086,000 (-2.0%)	24,743,000	153,359,000(+3.6%)
Total Water used/Richland Tank	13,119,000 (0%)	12,200,000	89,357,000 (+5.8%)
Total Water used/Bakerstown Tank	10,907,000 (-5.2%)	11,543,000	64,002,000(+0.3%)
Average Water use/212 days West View	777,000	798,000	723,000
Average Water use/212 days Richland	423,000	426,000	421,000
Average Water use/212 days Bakerstown	354,000	372,000	302,000
Peak day demand/system	853,000	925,000	1,223,000
Peak day demand/Richland Tank	494,000	515,000	861,000
Peak day demand/Bakerstown Tank	435,000	513,000	535,000
Total Precipitation	7.38	5.15	27.60

SOLICITOR'S REPORT

Solicitor Miller provided the developer signed Dedication Agreement for TOA Phase 1 & 2. The Authority is still waiting for the documents for Phase 3 and will accept all three phases at one time with a formal motion at a future meeting. There was also an update provided on Gibsonia Commons Dedication Agreement which the Authority is still awaiting formal paperwork.

ENGINEER'S REPORT

Engineer Coldren updated the Board on the status of the McMorran Rd waterline project with a pre construction meeting scheduled for end of August and work expected to start early September. An update was also provided on the SCADA communication improvements underway.

OLD BUSINESS

The Board was presented with the summary of negotiated terms for the Teamsters Contract which were as follows:

1. Five year contract October 1, 2023-September 30, 2028
2. Wages 3.5% per year for 5 years
3. Life insurance increases to \$70k from \$60k
4. Employees contribute annually 2, 2.5, 3, 3.5, 4 % of healthcare premium over 5 year contract
5. Working Foreman increase to \$2.50 / hour and a permanent position (not only when Scott is off)
6. Probationary period for new employees to 9 months from 6 months
7. Promoted employees increase to 120 day probation period (from 60 days).
8. Time to report for callouts increased to one hour from 45 minutes if out of town.
9. Cell phone annual allowance increased to \$200 from \$150
10. \$500 one time signing bonus

Member Fogliani discussed the importance of the Authority Board relying on the role of committees, specifically in this instance the Personnel Committee that was to handle these negotiations, that are formed and not single members acting alone so the direction of the Board as a whole is followed. After some discussion, Motion by Member Baldauf, Seconded by Member Dorsch. Motion carried 4-1 with Member Fogliani dissenting.

NEW BUSINESS

The Board was presented with the Audit Engagement letter received last year for three years. The cost for the 2023 Audit by Hosack, Specht, Muetzel and Wood LLP is \$9,750. There being no additional discussion, Motion by Member Anderson, Seconded by Member Fogliani. Motion carried.

The Interim Director presented the tentative 2024 budget to the Board, discussing the need for a 5.9% or a \$.50/1000 gallon increase to balance the operations budget at \$3,180,946 A formal budget presentation on the operations and capital improvement budget will be presented at the September meeting for consideration and formal adoption.

There being no more business Motion made by Member Fogliani and seconded by Member Baldauf to adjourn the meeting at 7:23 PM. Motion carried.

Respectfully submitted: George Anderson, Secretary

The next regularly scheduled meeting will be held Monday September 11, 2023, at the Richland Township Municipal Authority located at 2012 Kramer Road, Gibsonia, PA.

Jason Dailey
Interim Director