

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY

MINUTES OF January 17, 2024 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, B. Dorsch , C. Fogliani, G. Anderson, N. Baldauf. Also in attendance were Interim Director J. Dailey, Solicitor S. Miller, Engineer D. Coldren, and Office Administrator April Shepard.

CALL TO ORDER

Chairman Funk called the regularly scheduled meeting to order at 6:01 P.M

PLEDGE OF ALLIGENCE

RECOGNITION OF VISITORS

No visitors were present.

APPROVAL OF December 14, 2023 REGULAR MEETING MINUTES

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

APPROVAL OF January 4, 2024 REORGANIZATION MEETING MINUTES

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

FINANCE

The Treasurer's Report was submitted and read by Member Fogliani.

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

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

Water Bill Collections		\$ 227,265.83	
Miscellaneous		\$ 9,723.63	*see details below
Taps		\$ -	
TOTAL		\$ 236,989.46	

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

Protocol LLC - \$145,556.33 - Capital Improvements - McMorrان Rd
 West View Water Authority - \$107,292.33 - Water Purchase
 Stefanik's Next Generation Contracting Co - \$21,372.16 - Asphalt Repairs - Community Center Dr
 CRS Contracting LLC - \$11,393.35 - Capital Improvements - Carl & Betty Lane
 MEIT - \$9,546.22 - Health Insurance
 KLH Engineers Inc - \$8,110.30 - Engineering Services and Capital Improvement Projects
 Eastern Alliance Insurance - \$5,388.00 - Workers Compensation Insurance

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

			Int Rate
Nextier Money Market	\$ 1,520,208.31		4.13%
Nextier Revenue Account	\$ 21,787.05		N/A
Nextier Payroll Account	\$ -		N/A
Nextier Savings	\$ 81,793.87		3.96%
TOTAL BALANCE	\$ 1,623,789.23		

***Miscellaneous Revenue**

Lien Letters	\$ 250.00
Mobile Home Parks	\$ -
Bulk Water	\$ 3,836.68
Public Fire Invoices	\$ -
Private Fire Invoices	\$ -
Tank Antenna Rental	\$ -
Meter and Meter Pit Sales	\$ -
Interest, Discounts, Misc.	\$ 5,636.95
TOTAL	\$ 9,723.63

Loans	Payment	Interest Rate	Balance	Matures
Mars Bank Tank Loan	\$ 9,000.00	3.45%	\$ 162,286.74	7/1/2028
Mars Bank Mortgage	\$ 10,000.00	3.82%	\$ 561,362.62	3/12/2035
		TOTAL BALANCE	\$ 723,649.36	

Developer Escrow Account	Interest Rate	Balance
Mars Bank Developers Escrow	0.01%	\$ 37,216.96
Includes Deposits from:	Interest	\$ 0.96
	Chatham Eco Village	\$ 1,196.00
	Chatham University Bunkhouse	\$ 3,803.50
	Colony Courts Phase III	\$ 3,153.54
	Olympus Energy	\$ 1,087.50
	Traditions of America	\$ 8,933.46
	Gibsonia Commons Maintenance Bond - Expiration 02/14/2025	\$ 19,042.00

Motion made by Member Anderson and seconded by Member Dorsch to accept the Treasurer's Report.
 Motion carried by unanimous vote.

The Payable Voucher List was submitted for review:

01/11/24

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY

Payable Vouchers

As of January 17, 2024

Type	Date	Num	Name	Credit
1000 - Nextier Bank Checking 3920				
*				
Bill Pmt -Check	12/15/2023	11199	ALLEGHENY COUNTY TREASURER	180.00
Bill Pmt -Check	12/15/2023	11200	MEIT 09000-0290	891.90
*				
Bill Pmt -Check	12/15/2023	11201	CRS CONTRACTING LLC	11,393.35
+				
Check	12/15/2023	EFT	ADP#	86.16
+				
Check	12/20/2023	EFT	PEOPLES 200004361651	103.87
+				
Check	12/20/2023	EFT	PEOPLES 200004361735	19.63
*				
Bill Pmt -Check	12/20/2023	EFT	WEST VIEW WATER AUTH 60000-0148900-001	107,292.33
*				
Bill Pmt -Check	12/20/2023	11202	CINTAS 11899809	303.32
+				
Bill Pmt -Check	12/20/2023	11204	ELLISON, CHRISTY	136.00
*				
Bill Pmt -Check	12/20/2023	11205	GRAINGER 820751105	438.06
+				
Bill Pmt -Check	12/20/2023	11206	HTBS CREDIT 436942	161.12
*				
Bill Pmt -Check	12/20/2023	11207	MATKO, FREDERICK	17.84
+				
Bill Pmt -Check	12/20/2023	11208	PROTOCOL LLC	145,556.33
*				
Bill Pmt -Check	12/20/2023	11209	RENWICK, NANCY	17.84
+				
Bill Pmt -Check	12/20/2023	11210	WAGNER ELECTRIC AND CONSTRUCTION LLC	1,212.00
+				
Bill Pmt -Check	12/25/2023	EFT	TOSHIBA FINANCIAL SERVICES	141.46
+				
Check	12/26/2023	EFT	DUQUESNE LIGHT COMPANY 1586-230-000	442.87
*				
Bill Pmt -Check	12/27/2023	11211	GRAINGER 820751105	235.56
+				
Bill Pmt -Check	12/27/2023	11212	H GERHARDT SUPPLY LLC	165.36
*				
Bill Pmt -Check	12/27/2023	11213	L'HERBIER, DANIEL P	17.84
*				
Bill Pmt -Check	12/27/2023	11214	PA MUNICIPAL AUTH ASSOC 454	2,500.00
+				
Bill Pmt -Check	12/27/2023	11215	RICHLAND TOWNSHIP 130	787.97
*				
Bill Pmt -Check	12/27/2023	11216	RICHLAND TWP SEWER ACCT 301018	209.61
+				
Bill Pmt -Check	12/27/2023	11217	SCHLOTTERBECK, STEVEN	709.52
*				
Bill Pmt -Check	12/27/2023	11218	WILL, KURT*	28.47
+				
Bill Pmt -Check	12/27/2023	11219	ARMSTRONG 0581275-01	204.35
+				
Check	12/29/2023	EFT	ADP#	86.16
+				
Check	12/31/2023	EFT	COMPUTER FELLOWS INC	252.50
+				
Bill Pmt -Check	12/31/2023	EFT	EASTERN ALLIANCE INSURANCE 0000528845	5,388.00
+				
Check	12/31/2023	EFT	VOGEL DISPOSAL SERVICE INC 01 0009372 3	139.41
+				
Check	01/01/2024	EFT	MARS NATIONAL BANK 94659#	9,000.00
*				
Bill Pmt -Check	01/01/2024	11220	MEIT 09000-0290	10,438.12
+				
Bill Pmt -Check	01/01/2024	11221	TEAMSTERS LOCAL UNION 205	259.00
+				
Check	01/02/2024	EFT	VERIZON WIRELESS 742081832-00001	92.38
+				
Check	01/03/2024	EFT	DUQUESNE LIGHT 6848-207-443	2,223.12
*				
Bill Pmt -Check	01/03/2024	11222	CITCO WATER	2,783.21
+				
Bill Pmt -Check	01/03/2024	11223	JERRY SCHWICKRATH WINDOW CLEANING LLC	125.00
*				
Bill Pmt -Check	01/03/2024	11224	MILLER & MILLER PLLC	450.00
+				
Bill Pmt -Check	01/03/2024	11225	NORTON, JEREMY	175.80
*				
Bill Pmt -Check	01/03/2024	11226	VENEZIA, TAMMY	300.00
+				
Check	01/05/2024	EFT	BMO#	1,183.51
+				
Check	01/10/2024	EFT	BOOKMINDERS RTMAAC	1,669.25
*				
Bill Pmt -Check	01/10/2024	11227	ADVANCE AUTO PARTS 1239009494	58.71
+				
Bill Pmt -Check	01/10/2024	11228	ARMSTRONG 0581275-01	7.95
*				
Bill Pmt -Check	01/10/2024	11229	DAILEY OPERATION CONSULTING LLC	3,245.00
+				
Bill Pmt -Check	01/10/2024	11230	DAVE SUTTER AUTO SERVICE	88.58
*				
Bill Pmt -Check	01/10/2024	11231	MCCLYMONDS SUPPLY & TRANSIT CO., INC	1,219.62
+				
Bill Pmt -Check	01/10/2024	11232	NAPA FAYETTES PARTS SERVICE 14100	236.53
*				
Bill Pmt -Check	01/10/2024	11233	PENNSYLVANIA ONE CALL SYSTEM INC RA1	131.22
+				
Bill Pmt -Check	01/10/2024	11234	STEIN, BRIAN	122.28
*				
Bill Pmt -Check	01/10/2024	11235	TRIB TOTAL MEDIA 1113660	123.75
+				
Check	01/11/2024	EFT	COMPUTER FELLOWS INC	169.82
+				
Check	01/12/2024	EFT	LOWES BUSINESS ACCOUNT/SYNCB X7621	676.17
+				
Check	01/12/2024	EFT	MARS NATIONAL BANK 49666#	10,000.00
+				
Check	01/12/2024	EFT	ADP#	86.16
*				
Bill Pmt -Check	01/17/2024	11236	COLOSIMO, ANTHONY	42.00
+				
Bill Pmt -Check	01/17/2024	11237	CWM ENVIRONMENTAL INC	704.05
+				
Bill Pmt -Check	01/17/2024	11238	ESTATE OF ALAJOS GALVANICS	58.33
*				
Bill Pmt -Check	01/17/2024	11239	HOSACK SPECHT MUETZEL & WOOD LLP	9,750.00
+				
Bill Pmt -Check	01/17/2024	11240	HTBS CREDIT 436942	85.80
*				
Bill Pmt -Check	01/17/2024	11241	KLH ENGINEERS INC 162-01	25,202.78

01/11/24

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY

Payable Vouchers

As of January 17, 2024

	Type	Date	Num	Name	Credit
Total 1000 - Nextier Bank Checking 3920					359,826.97
1010 - Nextier Bank Payroll 3933					
+	Check	12/21/2023	EFT	PAYROLL DIRECT DEPOSIT#	10,262.16
+	Check	12/21/2023	EFT	PAYROLL IMPOUNDED TAXES#	4,918.44
+	Check	12/21/2023	EFT	MG TRUST#	2,132.73
+	Check	01/02/2024	EFT	MG TRUST#	2,131.81
+	Check	01/04/2024	EFT	PAYROLL DIRECT DEPOSIT#	10,029.90
+	Check	01/04/2024	EFT	PAYROLL IMPOUNDED TAXES#	4,809.96
Total 1010 - Nextier Bank Payroll 3933					34,285.00
1020 - Nextier Bank MM 3946					
+	Check	12/21/2023	EFT	NEXTIER BANK FEE#	357.30
+	Check	12/26/2023	EFT	RETURNED DEPOSIT#	42.00
+	Check	12/26/2023	EFT	RETURNED DEPOSIT#	122.28
+	Check	12/27/2023	EFT	RETURNED DEPOSIT#	149.04
+	Check	12/29/2023	EFT	NEXTIER BANK FEE#	30.00
+	Check	12/31/2023	EFT	NEXTIER BANK FEE#	357.30
+	Check	01/02/2024	EFT	RETURNED DEPOSIT#	72.69
Total 1020 - Nextier Bank MM 3946					1,130.61
1035 - Mars Bank Dev Escrow 5281					
Total 1035 - Mars Bank Dev Escrow 5281					
TOTAL					395,242.58

*paid prior to meeting
+electronic payment

Motion made by Member Dorsch and seconded by Member Fogliani to approve the Payable Vouchers List as presented. Motion carried by unanimous vote.

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.

Justin Vancheri presented the Authority with the 2023 Audited Financials for the Authority. Mr. Vancheri discussed the strong financial position the Authority is in as a result of increased tap fees and user rates, setting it for capital planning in the future. After some discussion, Motion by Member Anderson, Seconded by Member Baldauf. Motion carried.

INTERIM DIRECTORS REPORT

Weekly reports were provided to the Members.

WATER SYSTEM SUPERVISORS REPORT

Interm Director Dailey updated the Board on various leaks and breaks the crew has been addressing. There was some discussion on the recent Adler Landscaping fire that resulted in two different breaks. There was also discussion of the one on Ewalt Rd and Chessrown Avenue.

Water System Supervisors Report
December 2023

	Month	Year
Final Readings	20	247
Backflow inspections	3	54
New service customer sign up	0	39
New Service customer metered	2	54
Service line locate	41	1362
Main line locate	71	2503
Service Line Inspection	2	40
Meter Change out	14	124
Radio Read Install	2	52
Service shut off	0	32
Service turn on	0	23
Service Leaks	0	8
Misc Service calls	9	100
Main line Breaks	2	16
Total number of taps	2	61
Bore	0	33
Short	2	28

	Dec 2023	Dec 2022	Yr to Date
Total Water Purchased/West View	20,948,000 (+2.6%)	21,496,000	260,790,000(+2.3%)
Total Water used/Richland Tank	12,233,000 (-7.0%)	13,201,000	152,232,000(+4.9%)
Total Water used/Bakerstown Tank	8,715,000 (+7.7%)	8,295,000	108,558,000(-1.1%)
Average Water use/365 days West View	675,000	693,000	714,000
Average Water use/365 days Richland	394,000	426,000	419,000
Average Water use/365 days Bakerstown	281,000	267,000	297,000
Peak day demand/system	710,000	871,000	1,223,000
Peak day demand/Richland Tank	412,000	565,000	861,000
Peak day demand/Bakerstown Tank	303,000	306,000	535,000
Total Precipitation	3.61	2.16	46.95

SOLICITOR'S REPORT

No report. Solicitor Miller thanked the Board for the reappointment.

ENGINEER'S REPORT

Dave Coldren updated the Board on the status of McMorran Road work by Protocol. Main line work has been completed. Two payment requests were submitted, reviewed and approved for payment for the Boards consideration. The survey work has been completed for Grove Road waterline replacement and the Tank painting design plans are 70% complete. Mr. Coldren also thanked the Board for the reappointment.

OLD BUSINESS

No Old Business.

NEW BUSINESS

The Board was presented with Resolution R-1-24 which lists documents eligible for destruction per the Adopted Policy of the Authority and State law. After some discussion, Motion by Member Anderson, Seconded by Member Dorsch approving Resolution R-1-24.

The Engineer reviewed and recommended Payment Request #1 for Phase 1 of McMorrان Road in the amount of \$147,178.75. Motion by Member Baldauf, Seconded by Member Fogliani approving the recommendation for payment. Motion carried.

The Engineer reviewed and recommended Payment Request #2 for Phase 2 of McMorrان Road in the amount of \$12,418.46. Motion by Member Baldauf, Seconded by Member Fogliani approving the recommendation for payment. Motion carried.

There being no more business Motion made by Member Anderson and seconded by Member Baldauf to adjourn the meeting at 6:50 PM.

Respectfully submitted: George Anderson, Secretary

The next meeting will be held Wednesday February 21, at the Richland Township Municipal Authority located at 2012 Kramer Road, Gibsonia, PA.

Jason Dailey
Interim Director