

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY

MINUTES OF March 20, 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, G. Anderson, N. Baldauf. Also in attendance were Interim Director J. Dailey, Office Administrator April Shepard, System Supervisor Scott Trzeciak, Solicitor S. Miller and Engineer D. Coldren. Absent were Members B. Dorsch and C. Fogliani.

CALL TO ORDER

Chairman Funk called the regularly scheduled meeting to order at 6:00 P.M

PLEDGE OF ALLIGENCE

RECOGNITION OF VISITORS

No visitors were present.

APPROVAL OF February 21, 2024 REGULAR MEETING MINUTES

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

FINANCE

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

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

**REVENUES RECORDED MONTH OF
February 29, 2024**

Water Bill Collections		\$ 253,617.44	
Miscellaneous		\$ 18,026.47	*see details below
Taps		\$ -	
TOTAL		\$ 271,643.91	

**MAJOR EXPENDITURES MONTH OF
February 29, 2024**

West View Water Authority - \$116,021.68 - Water Purchase
 KLH Engineers Inc - \$19,732.33 - Engineering Services and Capital Improvement Projects
 Dailey Operation Consulting - \$6,332.50

**BANK BALANCES AS OF
February 29, 2024**

			Int Rate
Nextier Money Market		\$ 1,541,817.03	4.13%
Nextier Revenue Account		\$ 9,857.72	N/A
Nextier Payroll Account		\$ -	N/A
Nextier Savings		\$ 81,793.87	3.96%
TOTAL BALANCE		\$ 1,633,468.62	

***Miscellaneous Revenue**

Lien Letters	\$ 350.00
Mobile Home Parks	\$ 3,166.60
Bulk Water	\$ 7,188.36
Public Fire Invoices	\$ -
Private Fire Invoices	\$ -
Tank Antenna Rental	\$ 600.00
Meter and Meter Pit Sales	\$ 783.00
Interest, Discounts, Misc.	\$ 5,938.51
TOTAL	\$ 18,026.47

Loans	Payment	Interest Rate	Balance	Matures
Mars Bank Tank Loan	\$ 9,000.00	3.45%	\$ 145,223.95	7/1/2028
Mars Bank Mortgage	\$ 10,000.00	3.82%	\$ 544,913.61	3/12/2035
		TOTAL BALANCE	\$ 690,137.56	

Developer Escrow Account	Interest Rate	Balance
Mars Bank Developers Escrow	0.05%	\$ 36,570.59
Includes Deposits from:	Interest	\$ 2.09
	Chatham Eco Village	\$ 1,196.00
	Chatham University Bunkhouse	\$ 3,803.50
	Colony Courts Phase III	\$ 3,153.54
	Olympus Energy	\$ 440.00
	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 Baldauf to accept the Treasurer's Report.
 Motion carried by unanimous vote.

The Payable Voucher List was submitted for review:

03/14/24

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY
 Payable Vouchers
 As of March 20, 2024

	Type	Date	Num	Name	Credit
1000 - Nextier Bank Checking 3920					
*	Bill Pmt -Check	02/22/2024	11282	CINTAS 11899809	18.40
*	Bill Pmt -Check	02/22/2024	11283	EASTERN ALLIANCE INSURANCE 0000528845	382.00
*	Bill Pmt -Check	02/22/2024	11284	MICHAEL C LICHINA TRUCKING INC	2,168.66
*	Bill Pmt -Check	02/22/2024	11285	R&M EMBROIDERING & SCREEN PRINTING	1,014.00
+	Check	02/23/2024	EFT	ADP#	86.16
+	Bill Pmt -Check	02/25/2024	EFT	TOSHIBA FINANCIAL SERVICES	141.46
+	Bill Pmt -Check	02/26/2024	EFT	DUQUESNE LIGHT COMPANY 1586-230-000	331.40
+	Check	02/26/2024	EFT	DUQUESNE LIGHT 6848-207-443	15.60
*	Bill Pmt -Check	02/28/2024	11286	CITCO WATER	2,638.41
*	Bill Pmt -Check	02/28/2024	11287	FESCEMYER, ANDREW	79.11
*	Bill Pmt -Check	02/28/2024	11288	JERRY SCHWICKRATH WINDOW CLEANING LLC	125.00
*	Bill Pmt -Check	02/28/2024	11289	RUSSELL STANDARD 116010	526.50
+	Check	02/29/2024	EFT	COMPUTER FELLOWS INC	252.50
+	Check	03/01/2024	EFT	MARS NATIONAL BANK 94659#	9,000.00
+	Check	03/01/2024	EFT	EASTERN ALLIANCE INSURANCE 0000528845	382.00
+	Check	03/01/2024	EFT	VOGEL DISPOSAL SERVICE INC 01 0009372 3	139.41
+	Check	03/04/2024	EFT	VERIZON WIRELESS 742081832-00001	103.45
+	Check	03/05/2024	EFT	BMO#	821.72
*	Bill Pmt -Check	03/06/2024	11290	DAILEY OPERATION CONSULTING SCORP	5,097.50
*	Bill Pmt -Check	03/06/2024	11291	HTBS CREDIT 436942	171.24
*	Bill Pmt -Check	03/06/2024	11292	MEIT 09000-0290	10,438.12
*	Bill Pmt -Check	03/06/2024	11293	PA DEPT ENVIRONMENTAL PROTECTION 5020018	6,550.00
*	Bill Pmt -Check	03/06/2024	11294	TEAMSTERS LOCAL UNION 205	259.00
*	Bill Pmt -Check	03/06/2024	11295	WALMART CAPITAL ONE 641039	66.91
+	Check	03/08/2024	EFT	BOOKMINDERS RTMAAC	1,989.22
+	Check	03/08/2024	EFT	ADP#	86.16
+	Check	03/10/2024	EFT	PURCHASE POWER 8000-9090-0955-5991	208.99
+	Check	03/11/2024	EFT	COMPUTER FELLOWS INC	169.82
+	Check	03/12/2024	EFT	MARS NATIONAL BANK 49666#	10,000.00
*	Bill Pmt -Check	03/13/2024	11296	ADVANCE AUTO PARTS 1239009494	59.50
*	Bill Pmt -Check	03/13/2024	11297	CITCO WATER	1,869.80
*	Bill Pmt -Check	03/13/2024	11298	DAILEY, RAEANN*	75.30
*	Bill Pmt -Check	03/13/2024	11299	MIKE NELSON CONSULTING SERVICES	1,050.00
*	Bill Pmt -Check	03/13/2024	11300	PENNSYLVANIA ONE CALL SYSTEM INC RA1	143.68
*	Bill Pmt -Check	03/13/2024	11301	VENEZIA, TAMMY	300.00
+	Check	03/16/2024	EFT	COMPUTER FELLOWS INC	62.50
+	Bill Pmt -Check	03/20/2024	EFT	WEST VIEW WATER AUTH 60000-0148900-001	99,947.46
	Bill Pmt -Check	03/20/2024	11302	CINTAS 11899809	234.60
	Bill Pmt -Check	03/20/2024	11303	CITCO WATER	5,927.93
	Bill Pmt -Check	03/20/2024	11304	CWM ENVIRONMENTAL INC	2,432.75
	Bill Pmt -Check	03/20/2024	11305	KLH ENGINEERS INC 162-01	12,961.00
	Bill Pmt -Check	03/20/2024	11306	L/B WATER SERVICE INC 13167	4,564.53
	Bill Pmt -Check	03/20/2024	11307	PA RURAL WATER ASSOCIATION	375.00
	Bill Pmt -Check	03/20/2024	11308	POSTMASTER GIBSONIA 126	320.00
	Bill Pmt -Check	03/20/2024	11309	RICHLAND TOWNSHIP 130	1,362.21
	Bill Pmt -Check	03/20/2024	11310	USABLUEBOOK 77001	1,207.50
Total 1000 - Nextier Bank Checking 3920					<u>186,156.50</u>
1010 - Nextier Bank Payroll 3933					
+	Check	02/29/2024	EFT	PAYROLL DIRECT DEPOSIT#	10,771.20
+	Check	02/29/2024	EFT	PAYROLL IMPOUNDED TAXES#	5,233.75
+	Check	02/29/2024	EFT	MG TRUST#	2,163.30
+	Check	03/14/2024	EFT	PAYROLL DIRECT DEPOSIT#	10,807.62
+	Check	03/14/2024	EFT	PAYROLL IMPOUNDED TAXES#	5,086.89
+	Check	03/14/2024	EFT	MG TRUST#	2,163.30
Total 1010 - Nextier Bank Payroll 3933					<u>36,226.06</u>
1020 - Nextier Bank MM 3946					
+	Check	02/23/2024	EFT	RETURNED DEPOSIT#	184.72
+	Check	02/29/2024	EFT	NEXTIER BANK FEE#	30.00
+	Check	02/29/2024	EFT	NEXTIER BANK FEE#	392.45
Total 1020 - Nextier Bank MM 3946					<u>607.17</u>
1035 - Mars Bank Dev Escrow 5281					
Total 1035 - Mars Bank Dev Escrow 5281					
TOTAL					<u><u>222,989.73</u></u>

Motion made by Member Baldauf and seconded by Member Anderson 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.

INTERIM DIRECTORS REPORT

The Director discussed the required audit for the GEDTF grant that was received for McMorran Road. The Authority auditor sent an Engagement Letter for \$2500 that was signed and returned for the audit to begin.

WATER SYSTEM SUPERVISORS REPORT

System Supervisor Trzeciak discussed with the Board that there have been 5 breaks this past month. Gbisonia Road and Clearview Road were both discussed in detail. It was agreed that the Board would like for Clearview to be replaced as a priority this year with inhouse resources. Water consumption has been up for this month as a result of the various breaks. The Grove/Franklin project was discussed to bid out since it was already designed which the Board was agreeable and had previously approved.

Water System Supervisors Report
February 2024

	Month	Year
Final Readings	9	30
Backflow inspections	5	13
New service customer sign up	0	0
New Service customer metered	4	8
Service line locate	35	60
Main line locate	77	124
Service Line Inspection	2	2
Meter Change out	21	46
Radio Read Install	4	9
Service shut off	2	8
Service turn on	1	6
Service Leaks	0	1
Misc Service calls	7	22
Main line Breaks	5	14
Total number of taps	1	5
Bore	3	3
Short	1	1

	Feb 2024	Feb 2023	Yr to Date
Total Water Purchased/West View	19,394,000 (+3.4%)	18,750,000	41,683,000(+6.5%)
Total Water used/Richland Tank	11,399,000 (+1.0%)	11,281,000	24,111,000(+2.3%)
Total Water used/Bakerstown Tank	7,995,000 (+7.0%)	7,469,000	17,572,000(+12%)
Average Water use/334 days West View	669,000	670,000	695,000
Average Water use/334 days Richland	393,000	403,000	402,000
Average Water use/334 days Bakerstown	276,000	267,000	293,000
Peak day demand/system	759,000	735,000	839,000
Peak day demand/Richland Tank	482,000	469,000	546,000
Peak day demand/Bakerstown Tank	296,000	299,000	437,000
Total Precipitation	1.67	1.96	6.83

SOLICITOR'S REPORT

Solicitor Miller discussed the comments that were provided for the Right of Way on 910 as part of the Community Center Drive project.

Member Funk discussed a mutual aid agreement with the Township that would provide both the Township and the Authority with some level of security for share labor and equipment. The Interim Director agreed to discuss with the Township Manager.

ENGINEER'S REPORT

Dave Coldren discussed with the Board that a Payment Request was forthcoming from Protocol for McMorran Road and requested that it be paid and ratified at the next meeting provided that KLH, the System Supervisor and Interim Director approve this payment.

It was discussed that the specs for the water tank painting and Grove Road are complete and that an advertisement will be forthcoming for the Authority Interim Director to have posted.

OLD BUSINESS

No Old Business.

NEW BUSINESS

The Board discussed the purchase of computers for Board member use at Board meetings not to exceed \$500 per computer. Motion by Member Baldauf, Seconded by Member Anderson. Motion carried.

The Board was presented with the need for the labor staff computer and laptop to be replaced due to aging operating systems and field use. Motion by Member Anderson, Seconded by Member Baldauf to approve the replacement purchase of these devices not to exceed \$6,000. Motion carried.

There being no more business Motion made by Member Dorsch and seconded by Member Anderson to adjourn the meeting at 7:14 PM.

Respectfully submitted: George Anderson, Secretary

The next meeting will be held Wednesday April 17, 2024, at the Richland Township Municipal Authority located at 2012 Kramer Road, Gibsonia, PA.

Jason Dailey
Interim Director