

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY

MINUTES of September 18, 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 G. Anderson, N. Baldauf, B. Dorsch, N. Buszynski and C. Fogliani. Also in attendance were Interim Director J. Dailey, Engineer D. Coldren, Solicitor Slade Miller Office Administrator April Shepard and System Supervisor Scott Treziak.

Chairman Baldauf called the meeting to order at 6 pm. The Pledge of Allegiance followed.

RECOGNITION OF VISITORS

No visitors were present.

APPROVAL OF the August 21, 2024 REGULAR MEETING MINUTES

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

FINANCE

The Treasurer's report for August was submitted and read by Assistant Treasurer Dorsch.

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

**REVENUES RECORDED MONTH OF
August 31, 2024**

Water Bill Collections		\$ 286,156.73	
Miscellaneous		\$ 13,888.25	*see details below
Taps		\$ 15,612.09	
TOTAL		\$ 315,657.07	

**MAJOR EXPENDITURES MONTH OF
August 31, 2024**

West View Water Authority - \$145,752.37 - Water Purchase
 KLH Engineers - \$11,352.70 - Engineering Services and Capital Improvement
 MEIT - \$10,438.12 - Health Insurance
 CAT Financial Commercial - Cleveland Brothers - \$8,155.00 - Capital Improvement - Clearview Replacement

**BANK BALANCES AS OF
August 31, 2024**

			Int Rate
Nextier Money Market		\$ 1,476,364.40	4.13%
Nextier Revenue Account		\$ 27,956.40	N/A
Nextier Payroll Account		\$ -	N/A
Nextier Savings		\$ 83,392.22	3.96%
TOTAL BALANCE		\$ 1,587,713.02	

***Miscellaneous Revenue**

Lien Letters	\$ 475.00
Mobile Home Parks	\$ 9,143.00
Bulk Water	\$ (3,787.21)
Public Fire Invoices	\$ -
Private Fire Invoices	\$ -
Tank Antenna Rental	\$ -
Meter and Meter Pit Sales	\$ 170.00
Interest, Discounts, Misc.	\$ 7,887.46
TOTAL	\$ 13,888.25

Loans	Payment	Interest Rate	Balance	Matures
Nextier Tank Loan	\$ 9,000.00	3.45%	\$ 93,331.60	7/1/2028
Nextier Mortgage	\$ 10,000.00	3.82%	\$ 494,816.68	3/12/2035
		TOTAL BALANCE	\$ 588,148.28	

Developer Escrow Account	Interest Rate	Balance
Nextier Developers Escrow	0.05%	\$ 33,330.05
Includes Deposits from:	Interest	\$ 11.05
	Chatham University Bunkhouse	\$ 3,803.50
	Colony Courts Phase III	\$ 3,153.54
	Olympus Energy	\$ (1,613.50)
	Traditions of America	\$ 8,933.46
	Gibsonia Commons Maintenance	
	Bond - Expiration 02/14/2025	\$ 19,042.00

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

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

09/12/24

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY

Payable Vouchers

As of September 18, 2024

Type	Date	Num	Name	Credit
1000 - Nextier Bank Checking 3920				
*	Bill Pmt -Check	08/22/2024 11501	ZOTTOLA LAWN AND LANDSCAPE	950.00
+	Check	08/23/2024 EFT	ADP#	90.47
+	Bill Pmt -Check	08/26/2024 EFT	TOSHIBA FINANCIAL SERVICES	145.81
+	Check	08/28/2024 EFT	COMPUTER FELLOWS INC	31.25
*	Bill Pmt -Check	08/28/2024 11502	CITCO WATER	1,081.04
*	Bill Pmt -Check	08/28/2024 11503	JERRY SCHWICKRATH WINDOW CLEANING LLC	125.00
*	Bill Pmt -Check	08/28/2024 11504	MCCLYMONDS SUPPLY & TRANSIT CO., INC	640.97
*	Bill Pmt -Check	08/28/2024 11505	PA RURAL WATER ASSOCIATION	707.00
+	Check	08/31/2021 EFT	COMPUTER FELLOWS INC	252.50
+	Check	08/31/2024 EFT	VOGEL DISPOSAL SERVICE INC 01 0009372 3	139.41
*	Bill Pmt -Check	09/01/2024 11506	MEIT 09000-0290	10,438.12
*	Bill Pmt -Check	09/01/2024 11507	PA DEPT ENVIRONMENTAL PROTECTION 5020018	6,550.00
*	Bill Pmt -Check	09/01/2024 11508	TEAMSTERS LOCAL UNION 205	307.00
+	Check	09/01/2024 EFT	NEXTIER 94659#	9,000.00
+	Check	09/02/2024 EFT	VERIZON WIRELESS 742081832-00001	92.69
*	Bill Pmt -Check	09/04/2024 11510	COUNTY LINE SUPPLY YARD	1,336.00
*	Bill Pmt -Check	09/04/2024 11511	DAILEY OPERATION CONSULTING SCORP	7,237.50
*	Bill Pmt -Check	09/04/2024 11512	DUQUESNE LIGHT COMPANY 1586-230-000	464.93
*	Bill Pmt -Check	09/04/2024 11513	DUQUESNE LIGHT COMPANY 6848-207-443	1,714.40
*	Bill Pmt -Check	09/04/2024 11514	HOSACK SPECHT MUETZEL & WOOD LLP	2,250.00
*	Bill Pmt -Check	09/04/2024 11515	HUBBELL, MATTHEW	33.08
*	Bill Pmt -Check	09/04/2024 11516	RANGANATHAN, KARTHIKEYAN	113.36
*	Bill Pmt -Check	09/04/2024 11517	WALMART CAPITAL ONE 641039	30.91
+	Check	09/05/2024 EFT	BMO#	212.90
+	Check	09/06/2024 EFT	ADP#	90.47
+	Check	09/09/2024 EFT	PITNEY BOWES PURCHASE POWER	214.99
+	Check	09/10/2024 EFT	BOOKMINDERS RTMAAC	1,922.85
*	Bill Pmt -Check	09/11/2024 11518	AMAZON CAPITAL SERVICES	39.70
*	Bill Pmt -Check	09/11/2024 11519	CITCO WATER	399.38
*	Bill Pmt -Check	09/11/2024 11520	LINDY PAVING INC	510.49
*	Bill Pmt -Check	09/11/2024 11521	OBRIEN, SEAN	91.69
*	Bill Pmt -Check	09/11/2024 11522	RUDOLPH AUTO REPAIR	97.32
*	Bill Pmt -Check	09/11/2024 11523	SHOCKLING, VALERIE	140.12
*	Bill Pmt -Check	09/11/2024 11524	USPS	3,000.00
*	Bill Pmt -Check	09/11/2024 11525	VENEZIA, TAMMY	300.00
+	Check	09/12/2024 EFT	LOWES BUSINESS ACCOUNT/SYNCB X7621	126.51
+	Check	09/12/2024 EFT	NEXTIER 49666#	10,000.00
+	Bill Pmt -Check	09/12/2024 EFT	WEST VIEW WATER AUTH 60000-0148900-001	145,065.22
+	Check	09/13/2024 EFT	COMPUTER FELLOWS INC	170.41
+	Check	09/16/2024 EFT	ARMSTRONG 0581275-01	204.25
+	Check	09/17/2024 EFT	PEOPLES 200004361651	22.97
+	Check	09/17/2024 EFT	PEOPLES 200004361735	19.56
	Bill Pmt -Check	09/18/2024 11526	CAT FIN COMM/CLEVELAND BROS	3,247.14
	Bill Pmt -Check	09/18/2024 11527	COUNTY LINE SUPPLY YARD	784.10
	Bill Pmt -Check	09/18/2024 11528	DUQUESNE LIGHT COMPANY 6848-207-443	1,520.23
	Bill Pmt -Check	09/18/2024 11529	ESTATE OF MARGARET PETERSON	149.04
	Bill Pmt -Check	09/18/2024 11530	GREGOR, PATRICIA	26.76
	Bill Pmt -Check	09/18/2024 11531	HTBS CREDIT 436942	283.29
	Bill Pmt -Check	09/18/2024 11532	KLH ENGINEERS INC 162-01	2,475.50
	Bill Pmt -Check	09/18/2024 11533	LINDY PAVING INC	1,500.56

09/12/24

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY

Payable Vouchers

As of September 18, 2024

Type	Date	Num	Name	Credit
Bill Pmt -Check	09/18/2024	11534	MILLER & MILLER PLLC	900.00
Bill Pmt -Check	09/18/2024	11535	TRACTOR SUPPLY CREDIT PLAN X7517	199.98
Total 1000 - Nextier Bank Checking 3920				217,446.87
1010 - Nextier Bank Payroll 3933				
+	Check	08/29/2024	EFT MG TRUST#	2,226.97
+	Check	08/29/2024	EFT PAYROLL DIRECT DEPOSIT#	10,518.30
+	Check	08/29/2024	EFT PAYROLL IMPOUNDED TAXES#	4,924.42
+	Check	09/10/2024	EFT MG TRUST#	2,226.97
+	Check	09/12/2024	EFT PAYROLL DIRECT DEPOSIT#	10,177.84
+	Check	09/12/2024	EFT PAYROLL IMPOUNDED TAXES#	4,895.93
Total 1010 - Nextier Bank Payroll 3933				34,970.43
1020 - Nextier Bank MM 3946				
+	Check	08/31/2024	EFT NEXTIER BANK FEE#	30.00
+	Check	09/03/2024	EFT RETURNED DEPOSIT#	114.88
+	Check	09/03/2024	EFT NEXTIER BANK FEE#	382.30
Total 1020 - Nextier Bank MM 3946				527.18
1035 - Nextier Escrow 5281				
Total 1035 - Nextier Escrow 5281				
TOTAL				<u>252,944.48</u>

*paid prior to meeting

+electronic payment

Motion made by Member Anderson and seconded by Member Fogliani to approve the Payable Vouchers List for August 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.

WATER SYSTEM SUPERVISORS REPORT

Supervisor Trecziak reviewed work this past month that included a hydrant repair on Middlesex St., landscaping work on Clearview Road and planning that is underway for the Richland Park waterline relocation to accommodate a play structure. Paving is about to begin from water break repairs on McMorran Road and Oakcrest. A leak was discovered on Meadow Ln and the crew is beginning to take their vacation time after the major construction season has wrapped up.

Water System Supervisors Report
August 2024

	Month	Year
Final Readings	18	139
Backflow inspections	1	48
New service customer sign up	4	5
New Service customer metered	0	27
Service line locate	51	470
Main line locate	92	728
Service Line Inspection	0	16
Meter Change out	2	82
Radio Read Install	1	26
Service shut off	1	35
Service turn on	0	36
Service Leaks	0	3
Misc Service calls	8	82
Main line Breaks	20	19
Total number of taps	6	17
Bore	4	11
Short	2	6

	August 2024	August 2023	Yr to Date
Total Water Purchased/West View	25,036,000 (+8.7%)	23,032,000	183,736,000(+4.1%)
Total Water used/Richland Tank	12,411,000 (+7.5%)	12,471,000	104,372,000(+1.7%)
Total Water used/Bakerstown Tank	11,625,000 (+10%)	10,561,000	67,729,000(+5.8%)
Average Water use/182 days West View	808,000	748,000	753,000
Average Water use/182 days Richland	433,000	399,000	428,000
Average Water use/182 days Bakerstown	375,000	349,000	325,000
Peak day demand/system	990,000	887,000	1,173,000
Peak day demand/Richland Tank	708,000	494,000	708,000
Peak day demand/Bakerstown Tank	522,000	478,000	616,000
Total Precipitation	6.79	6.95	32.23

SOLICITOR'S REPORT

No report.

ENGINEER'S REPORT

Engineer Coldren provided updates on Grove Rd waterline project award to Boney Construction. The Notice to Proceed has been issued and work is to be completed within 90 days. Chessrown Ave and Community Center Drive waterline projects are nearly complete with design and the County will be engaged next with a pre-bid meeting. The Township has not set a date yet for the bid for the 910 waterline relocation. Work has been underway for the Olympus design work and the Annual Report was provided by the Engineer that details work on the system this past year.

OLD BUSINESS

There was no old business.

NEW BUSINESS

The Board was presented with the Annual Operations Budget as follows for \$3,287,604 that includes the need for a 4.1% rate increase from West View Water. After some discussion, Motion by Member Fogliani, Seconded by Member Dorsch to approve the 2025 Budget. Motion carried.

	6350 - Materials and Supplies	0.00	108.75	500.00	(391.25)	21.75%	500.00	0.00%
	Total 6300 - West View Route 910 Meter Pit	1,318.03	1,520.27	1,750.00	(229.73)	86.87%	3250.00	85.71%
	6400 - Bakerstown Tank							
	6410 - Labor	311.08	38.22	500.00	(461.78)	7.64%	750.00	50.00%
	6420 - Contract Labor	2,391.53	1,061.25	2,500.00	(1,438.75)	42.45%	2500.00	0.00%
	6430 - Electricity	569.64	695.52	700.00	(4.48)	99.36%	800.00	14.29%
	6440 - Natural Gas	220.27	222.62	250.00	(27.38)	89.05%	350.00	40.00%
	6450 - Materials and Supplies	0.00	0.00	500.00	(500.00)	0.0%	500.00	0.00%
	Total 6400 - Bakerstown Tank	3,492.52	2,017.61	4,450.00	(2,432.39)	45.34%	4900.00	10.11%
	6500 - Richland Tanks							
	6510 - Labor	69.02	279.17	500.00	(220.83)	55.83%	750.00	50.00%
	6520 - Contract Labor	2,391.53	811.25	2,500.00	(1,688.75)	32.45%	2500.00	0.00%
	6530 - Electricity	281.77	506.29	500.00	6.29	101.26%	600.00	20.00%
	6550 - Materials and Supplies	0.00	0.00	500.00	(500.00)	0.0%	500.00	0.00%
	Total 6500 - Richland Tanks	2,742.32	1,596.71	4,000.00	(2,403.29)	39.92%	4350.00	8.75%
	6600 - Ridge Road Tank							
	6610 - Labor	202.45	0.00	500.00	(500.00)	0.0%	750.00	50.00%
	6620 - Contract Labor	2,391.53	1,911.45	2,500.00	(588.55)	76.46%	2500.00	0.00%
	6630 - Electricity	2,182.95	2,055.09	2,500.00	(444.91)	82.2%	2500.00	0.00%
	6650 - Materials and Supplies	0.00	0.00	500.00	(500.00)	0.0%	500.00	0.00%
	Total 6600 - Ridge Road Tank	4,776.93	3,966.54	6,000.00	(2,033.46)	66.11%	6250.00	4.17%
	6700 - General Expenses							
	6710 - Payroll Expenses							
	6711 - Unapplied Labor	37,249.64	35,091.20	40,000.00	(4,908.80)	87.73%	6668.62	-83.33%
	6712 - Labor - Meter Reading	0.00	20,257.51	0.00	20,257.51	100.0%	25000.00	100.00%
	6713 - Leave - Paid Time Off	0.00	0.00	0.00	0.00	0.0%	42524.28	100.00%
	6714 - Payroll Taxes	25,612.80	24,606.22	30,600.00	(5,993.78)	80.41%	32000.00	4.58%
	6715 - Employee Benefits	93,442.96	100,901.06	110,200.00	(9,298.94)	91.56%	132750.00	20.46%
	6716 - Deferred Compensation	17,812.00	18,809.29	23,000.00	(4,190.71)	81.78%	25000.00	8.70%
	Total 6710 - Payroll Expenses	237,996.33	199,665.28	203,800.00	(4,134.72)	97.97%	263942.80	29.51%
	6740 - Building Maintenance	17,050.92	10,996.21	21,000.00	(10,003.79)	52.36%	13500.00	-35.71%
	6750 - Telephone	3,288.72	3,536.86	3,900.00	(363.14)	90.69%	3900.00	0.00%
	6751 - Cell Phone	1,520.64	1,613.44	1,950.00	(336.56)	82.74%	1950.00	0.00%
	6760 - Electricity	4,449.02	5,001.20	5,500.00	(498.80)	90.93%	6500.00	18.18%
	6770 - Natural Gas	1,516.42	1,540.51	3,300.00	(1,759.49)	46.68%	2000.00	-39.39%
	6780 - Telemetry	5,930.00	5,930.00	5,040.00	890.00	117.66%	6500.00	28.97%
	6800 - Postage	8,626.97	8,835.96	11,000.00	(2,164.04)	80.33%	11000.00	0.00%
	6810 - Insurance	27,041.97	27,041.97	25,000.00	2,041.97	108.17%	30000.00	20.00%
	6830 - Taxes, Licenses, Permits	50.00	50.00	1,000.00	(950.00)	5.0%	250.00	-75.00%
	6835 - Uniform Allowance	244.89	244.89	750.00	(505.11)	32.65%	750.00	0.00%
	6837 - Uniform Expense	0.00	1,535.29	0.00	1,535.29	100.0%	1900.00	100.00%
	6840 - Equipment Rentals	0.00	0.00	500.00	(500.00)	0.0%	500.00	0.00%
	6850 - Truck and Equip Repairs							
	6851 - Dump Truck	1,011.20	3,752.53	1,200.00	2,552.53	312.71%	1500.00	25.00%
	6852 - Small Service Truck	3,829.12	1,487.65	1,500.00	(12.35)	99.18%	1500.00	0.00%
	6853 - Backhoe	1,839.48	963.31	2,000.00	(1,036.69)	48.17%	2000.00	0.00%
	6854 - 2017 Colorado Pickup Truck	2,926.24	2,814.00	2,000.00	614.00	140.7%	2000.00	0.00%
	6855 - 2015 Pickup Truck	4,491.31	1,160.37	2,500.00	(1,339.63)	46.42%	2000.00	-20.00%
	6856 - 2021 Chevy Silverado Truck	3,260.10	1,807.69	3,500.00	(1,692.31)	51.65%	2500.00	-28.57%
	6859 - Other Small Equipment	69.44	498.83	500.00	(1.17)	99.77%	500.00	0.00%
	Total 6850 - Truck and Equip Repairs	17,426.89	12,484.38	13,200.00	(715.62)	94.58%	12000.00	-9.09%
	6860 - Tools and Supplies	5,767.55	9,378.08	12,000.00	(2,621.92)	78.15%	12000.00	0.00%
	6880 - Employee Evaluation/Training	889.84	2,068.61	3,000.00	(931.39)	68.95%	3000.00	0.00%
	6900 - Trash Removal	1,346.31	1,389.74	1,600.00	(210.26)	86.86%	1600.00	0.00%
	6910 - Sewage	642.67	670.75	750.00	(79.25)	89.43%	750.00	0.00%
	6920 - Miscellaneous Expense	643.96	523.21	3,000.00	(2,476.79)	17.44%	2000.00	-33.33%
	6930 - Fire Hydrant Tax	134.99	106.25	135.00	(26.75)	80.19%	135.00	0.00%
	Total 6700 - General Expenses	330,730.11	292,614.63	316,425.00	(23,610.37)	92.48%	374177.80	18.25%
	7000 - Administrative Expenses							
	7010 - Payroll Expenses							
	7011 - Office Salaries	3,495.06	45,834.93	67,275.00	(21,440.07)	68.13%	66725.00	-2.30%
	7012 - Foreman Admin Salary	88,092.78	85,305.22	107,532.00	(22,226.78)	79.33%	111322.00	3.52%
	Total 7010 - Payroll Expenses	91,587.84	131,140.15	174,807.00	(43,666.85)	75.02%	177047.00	1.28%
	7020 - Payroll Processing	1,944.99	2,005.18	2,500.00	(494.82)	80.21%	2500.00	0.00%

Respectfully submitted: George Anderson, Secretary

The next regularly scheduled meeting will be held Monday October 16, 2024, at the Richland Township Municipal Authority located at 2012 Kramer Road, Gibsonia, PA.

Jason Dailey
Interim Director