

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY

MINUTES of October 16, 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 N. Baldauf, B. Dorsch and N. Buszynski. Also in attendance were Interim Director J. Dailey, Engineer D. Coldren, Solicitor Slade Miller Office Administrator April Shepard and System Supervisor Scott Treziak. G. Anderson and C. Fogliani were absent.

Chairman Baldauf called the meeting to order at 6:03 pm. The Pledge of Allegiance followed.

RECOGNITION OF VISITORS

No visitors were present.

APPROVAL OF the September 18, 2024 REGULAR MEETING MINUTES

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

FINANCE

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

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

**REVENUES RECORDED MONTH OF
September 30, 2024**

| | | | |
|------------------------|--|----------------------|--------------------|
| Water Bill Collections | | \$ 268,071.73 | |
| Miscellaneous | | \$ 128,755.48 | *see details below |
| Taps | | \$ 1,253.03 | |
| TOTAL | | \$ 398,080.24 | |

**MAJOR EXPENDITURES MONTH OF
September 30, 2024**

West View Water Authority - \$145,065.22 - Water Purchase
 MEIT - \$10,438.12 - Health Insurance
 Dailey Operation Consulting - \$7,237.50
 PA DEP - \$6,550.00 - Compliance Fee

**BANK BALANCES AS OF
September 30, 2024**

| | | | |
|-------------------------|--|------------------------|----------|
| | | | Int Rate |
| Nextier Money Market | | \$ 1,512,297.02 | 4.02% |
| Nextier Revenue Account | | \$ 19,745.12 | N/A |
| Nextier Payroll Account | | \$ - | N/A |
| Nextier Savings | | \$ 84,222.94 | 3.92% |
| TOTAL BALANCE | | \$ 1,616,265.08 | |

***Miscellaneous Revenue**

| | |
|----------------------------|----------------------|
| Lien Letters | \$ 575.00 |
| Mobile Home Parks | \$ - |
| Bulk Water | \$ - |
| Public Fire Invoices | \$ 121,800.00 |
| Private Fire Invoices | \$ - |
| Tank Antenna Rental | \$ - |
| Meter and Meter Pit Sales | \$ (168.00) |
| Interest, Discounts, Misc. | \$ 6,548.48 |
| TOTAL | \$ 128,755.48 |

| Loans | Payment | Interest Rate | Balance | Matures |
|-------------------|--------------|----------------------|----------------------|-----------|
| Nextier Tank Loan | \$ 9,000.00 | 3.45% | \$ 84,609.70 | 7/1/2028 |
| Nextier Mortgage | \$ 10,000.00 | 3.82% | \$ 486,392.73 | 3/12/2035 |
| | | TOTAL BALANCE | \$ 571,002.43 | |

| Developer Escrow Account | Interest Rate | Balance |
|---------------------------|---|---------------|
| Nextier Developers Escrow | 0.05% | \$ 26,073.00 |
| Includes Deposits from: | Interest | \$ - |
| | Chatham University Bunkhouse | \$ - |
| | Colony Courts Phase III | \$ 3,153.54 |
| | Olympus Energy | \$ (5,056.00) |
| | Traditions of America | \$ 8,933.46 |
| | Gibsonia Commons Maintenance Bond - Expiration 02/14/2025 | \$ 19,042.00 |

Interest - 09/30/2024 balance of \$12.45 transferred to Revenue Checking account
 Chatham University Bunkhouse - escrow balance refunded to developer

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

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

10/10/24

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY
Payable Vouchers
 As of October 16, 2024

| | Type | Date | Num | Name | Credit |
|-----------------------------------|-----------------|------------|-------|-------------------------------|-----------|
| 1000 - Nextier Bank Checking 3920 | | | | | |
| * | Bill Pmt -Check | 09/19/2024 | 11536 | CINTAS 11899809 | 323.94 |
| * | Bill Pmt -Check | 09/19/2024 | 11537 | CWM ENVIRONMENTAL INC | 2,706.05 |
| * | Bill Pmt -Check | 09/19/2024 | 11538 | LINDY PAVING INC | 1,163.02 |
| * | Bill Pmt -Check | 09/19/2024 | 11539 | ZOTTOLA LAWN AND LANDSCAPE | 1,075.00 |
| + | Check | 09/20/2024 | EFT | ADP# | 90.47 |
| + | Check | 09/21/2024 | EFT | COMPUTER FELLOWS INC | 218.75 |
| * | Bill Pmt -Check | 09/25/2024 | 11540 | FUNG, BRIAN* | 249.95 |
| * | Bill Pmt -Check | 09/25/2024 | 11541 | HTBS CREDIT 436942 | 228.21 |
| * | Bill Pmt -Check | 09/25/2024 | 11542 | MCWILLIAMS, MELISSA | 54.21 |
| + | Check | 10/01/2024 | EFT | NEXTIER 94659# | 9,000.00 |
| * | Bill Pmt -Check | 10/01/2024 | 11543 | MEIT 09000-0290 | 10,438.12 |
| + | Bill Pmt -Check | 10/01/2024 | EFT | VOGEL DISPOSAL SERVICE INC 01 | 139.41 |
| * | Bill Pmt -Check | 10/02/2024 | 11545 | BRASH JR, RICHARD | 169.48 |
| * | Bill Pmt -Check | 10/02/2024 | 11546 | COUNTY LINE SUPPLY YARD | 569.25 |
| * | Bill Pmt -Check | 10/02/2024 | 11547 | D&M PAINTING CORP | 48,807.60 |
| * | Bill Pmt -Check | 10/02/2024 | 11548 | DAILEY OPERATION CONSULTING | 2,550.00 |
| * | Bill Pmt -Check | 10/02/2024 | 11549 | DANCU, GEORGE | 68.76 |
| * | Bill Pmt -Check | 10/02/2024 | 11550 | ESTATE OF PATRICK MONROE | 26.76 |
| * | Bill Pmt -Check | 10/02/2024 | 11551 | H GERHARDT SUPPLY LLC | 474.94 |
| * | Bill Pmt -Check | 10/02/2024 | 11552 | HOME DEPOT CREDIT SERVICES) | 226.98 |
| * | Bill Pmt -Check | 10/02/2024 | 11553 | JERRY SCHWICKRATH WINDOW C | 125.00 |
| * | Bill Pmt -Check | 10/02/2024 | 11554 | LI, HONG | 48.43 |
| * | Bill Pmt -Check | 10/02/2024 | 11555 | MEYER, CHAD | 100.96 |
| * | Bill Pmt -Check | 10/02/2024 | 11556 | RICHLAND TOWNSHIP 130 | 98,745.90 |
| * | Bill Pmt -Check | 10/02/2024 | 11557 | TEAMSTERS LOCAL UNION 205 | 304.00 |
| * | Bill Pmt -Check | 10/02/2024 | 11558 | VENEZIA, TAMMY | 300.00 |
| * | Bill Pmt -Check | 10/02/2024 | 11559 | WALMART CAPITAL ONE 641039 | 63.26 |
| + | Check | 10/03/2024 | EFT | COMPUTER FELLOWS INC | 252.50 |
| + | Check | 10/04/2024 | EFT | COMPUTER FELLOWS INC | 62.50 |
| + | Bill Pmt -Check | 10/04/2024 | EFT | VERIZON WIRELESS 742081832-00 | 92.73 |
| + | Check | 10/04/2024 | EFT | COMPUTER FELLOWS INC | 62.50 |
| + | Check | 10/04/2024 | EFT | ADP# | 90.47 |
| + | Check | 10/05/2024 | EFT | BMO# | 414.39 |
| * | Bill Pmt -Check | 10/09/2024 | 11560 | BAJUS, MICHAEL* | 288.21 |
| * | Bill Pmt -Check | 10/09/2024 | 11561 | CITCO WATER | 2,637.34 |
| * | Bill Pmt -Check | 10/09/2024 | 11562 | DUQUESNE LIGHT COMPANY 1586 | 492.08 |
| * | Bill Pmt -Check | 10/09/2024 | 11563 | PAYARGO INC | 582.75 |
| * | Bill Pmt -Check | 10/09/2024 | 11564 | WILLIAMS, CAROL D | 26.76 |
| + | Bill Pmt -Check | 10/10/2024 | EFT | PITNEY BOWES PURCHASE POWE | 214.99 |
| + | Check | 10/10/2024 | EFT | BOOKMINDERS RTMAAC | 2,062.85 |
| + | Check | 10/11/2024 | EFT | RICHLAND TWP SEWER ACCT 3011 | 224.61 |
| + | Check | 10/11/2024 | EFT | COMPUTER FELLOWS INC | 170.90 |
| + | Check | 10/12/2024 | EFT | NEXTIER 49666# | 10,000.00 |
| + | Check | 10/16/2024 | EFT | ARMSTRONG 0581275-01 | 204.25 |
| | Bill Pmt -Check | 10/16/2024 | 11565 | ADVANCE AUTO PARTS 123900949 | 180.12 |
| | Bill Pmt -Check | 10/16/2024 | 11566 | ANGERT, JUSTIN | 109.52 |
| | Bill Pmt -Check | 10/16/2024 | 11567 | CLARK, DAWN | 15.62 |
| | Bill Pmt -Check | 10/16/2024 | 11568 | DUQUESNE LIGHT COMPANY 6848 | 1,235.51 |
| | Bill Pmt -Check | 10/16/2024 | 11569 | EDMUNDS GOVTECH H-0114-2 | 6,612.52 |

10/10/24

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY

Payable Vouchers

As of October 16, 2024

| | Type | Date | Num | Name | Credit |
|---|-----------------|------------|-------|--------------------------|--------------------------|
| | Bill Pmt -Check | 10/16/2024 | 11570 | H GERHARDT SUPPLY LLC | 1,165.00 |
| | Bill Pmt -Check | 10/16/2024 | 11571 | KLH ENGINEERS INC 162-01 | 5,597.10 |
| Total 1000 - Nextier Bank Checking 3920 | | | | | <u>211,063.67</u> |
| 1010 - Nextier Bank Payroll 3933 | | | | | |
| + | Check | 09/26/2024 | EFT | MG TRUST# | 2,224.09 |
| + | Check | 09/26/2024 | EFT | PAYROLL DIRECT DEPOSIT# | 10,677.90 |
| + | Check | 09/26/2024 | EFT | PAYROLL IMPOUNDED TAXES# | 5,013.41 |
| + | Check | 10/10/2024 | EFT | MG TRUST# | 2,414.39 |
| + | Check | 10/10/2024 | EFT | PAYROLL DIRECT DEPOSIT# | 10,123.03 |
| + | Check | 10/10/2024 | EFT | PAYROLL IMPOUNDED TAXES# | 4,921.81 |
| Total 1010 - Nextier Bank Payroll 3933 | | | | | <u>35,374.63</u> |
| 1020 - Nextier Bank MM 3946 | | | | | |
| + | Check | 09/26/2024 | EFT | RETURNED DEPOSIT# | 131.20 |
| + | Check | 09/26/2024 | EFT | RETURNED DEPOSIT# | 157.96 |
| + | Check | 09/30/2024 | EFT | NEXTIER BANK FEE# | 30.00 |
| + | Check | 09/30/2024 | EFT | NEXTIER BANK FEE# | 363.25 |
| Total 1020 - Nextier Bank MM 3946 | | | | | <u>682.41</u> |
| 1035 - Nextier Escrow 5281 | | | | | |
| * | Check | 09/30/2024 | 1579 | CHATHAM UNIVERSITY# | 3,803.50 |
| * | Check | 09/30/2024 | 1581 | RTMAAC# | 12.45 |
| Total 1035 - Nextier Escrow 5281 | | | | | <u>3,815.95</u> |
| TOTAL | | | | | <u><u>250,936.66</u></u> |

*paid prior to meeting
+electronic payment

Motion made by Member Dorsch and seconded by Member Buszynski to approve the Payable Vouchers List for September as presented. Motion carried.

Office Administrator April Shepard presented on a new initiative the Authority has undertaken implementing Positive Pay with Nextier which is another safety net to avoid check fraud. The program requires daily review of checks being processed by April and an upload file to the bank each check run.

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 an uptick in PA One Calls taking staff time, leak check program having resulted in leak repairs on Lori Rd and Saddlebrook. Lastly, a lab / sampling item was discussed.

Water System Supervisors Report
September 2024

| | Month | Year |
|------------------------------|-------|------|
| Final Readings | 22 | 161 |
| Backflow inspections | 2 | 50 |
| New service customer sign up | 0 | 8 |
| New Service customer metered | 1 | 28 |
| Service line locate | 45 | 515 |
| Main line locate | 72 | 800 |
| Service Line Inspection | 1 | 17 |
| Meter Change out | 11 | 93 |
| Radio Read Install | 1 | 27 |
| Service shut off | 0 | 35 |
| Service turn on | 1 | 37 |
| Service Leaks | 0 | 3 |
| Misc Service calls | 11 | 93 |
| Main line Breaks | 1 | 20 |
| Total number of taps | 1 | 18 |
| Bore | 0 | 11 |
| Short | 1 | 7 |

| | September 2024 | September 2023 | Yr to Date |
|---------------------------------------|--------------------|----------------|--------------------|
| Total Water Purchased/West View | 22,604,000 (+4.4%) | 21,633,000 | 206,340,000(+3.9%) |
| Total Water used/Richland Tank | 12,814,000 (+3.0%) | 12,434,000 | 117,186,000(+1.8%) |
| Total Water used/Bakerstown Tank | 9,790,000 (+6.4%) | 9,199,000 | 89,144,000(+7.2%) |
| Average Water use/274 days West View | 753,000 | 721,000 | 753,000 |
| Average Water use/274 days Richland | 427,000 | 415,000 | 428,000 |
| Average Water use/274 days Bakerstown | 315,000 | 316,000 | 325,000 |
| Peak day demand/system | 828,000 | 827,000 | 1,173,000 |
| Peak day demand/Richland Tank | 480,000 | 456,000 | 708,000 |
| Peak day demand/Bakerstown Tank | 364,000 | 425,000 | 616,000 |
| Total Precipitation | 2.10 | 3.69 | 34.33 |

SOLICITOR'S REPORT

No report.

ENGINEER'S REPORT

Engineer Coldren provided updates on Grove Rd waterline project , the status of the Chessrown grant project being ready for bid possibly next month, an update was provided on the status of the Township's bidding of the 910 signal project, the GEDTF grant submission for Bakerstown Rd bridge and the status of the CFA meeting where last years LSA grants will be discussed was also mentioned.

OLD BUSINESS

The Board was presented with preliminary design specifications for the Bakerstown Rd Pump Station near the Pine Township line. Several samples of structures, the possible location and general design were discussed.

NEW BUSINESS

Boney Construction has completed work to date on Grove Road that has been inspected and presented their first pay application for review to the Authority Engineer who is recommending it for payment. After some discussion, Motion made by Member Dorsch and seconded by Member Buszynski to approve the pay application in the amount of \$97,218. Motion carried.

There being no more business Motion made by Member Dorsch and seconded by Member Buszynski to adjourn the meeting at 7:11 PM. Motion carried.

Respectfully submitted: George Anderson, Secretary

The next regularly scheduled meeting will be held Monday November 20, 2024, at the Richland Township Municipal Authority located at 2012 Kramer Road, Gibsonia, PA.

Jason Dailey
Interim Director