

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, January 22nd, 2020**

Members

Skip Missimer
Mike Poff
Jeff Herrman
Dennis Klinedinst
Chris Minnich

Others

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Andy Miller, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Tony Musso
Dianne Price
Stephanie Weaver

Bob & Tina Frutiger
Dustin Boyd

1. The meeting was called to order @ 7:00p.m, followed by the pledge to the flag. Board members welcomed newest RLMA member, Chris Minnich as he was appointed by Borough Council for a 5-year term.
2. Mr. Poff made a motion to approve December 17th, 2019 Meeting Minutes; Mr. Herrman seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Keith reported 4.75” rainfall was received since last meeting. Usage is higher than this time last year & Beaver Creek is being used to supplement the reservoir. Mr. Missimer thanked Keith for supplying the 10-year Operating Report, which he said is a great source of information.
4. **CONNECTIONS REPORT**—0 new connections since last meeting.
5. **VISITORS**—Dustin Boyd gave a presentation to the Board about his new business “D & B Broadband” in the hopes of installing 3 antennas on the RLMA tower to offer a less expensive high-speed option to the Red Lion community, gradually expanding to offer it beyond Red Lion. Dustin is a Borough resident, living on South Franklin Street & has taught at Red Lion School District the past 5 years, but recently started teaching Computer Science at Dover School District. Working at schools, Dustin has noticed there seems to be a problem for people who can’t afford wireless internet.
Dustin reported, per FCC regulations, approx. 19 million Americans lack internet access and the problem with the new 5G internet is that it’s costly to implement, especially in rural areas where a satisfactory coverage isn’t available. He doesn’t expect to compete with the larger companies, but reported on the costs of using Verizon & Comcast for high-speed internet, adding that Verizon doesn’t offer the connectivity that is often needed for students to have general computer usage, to stream educational videos and other things that may be necessary for their schoolwork. FCC reports students need 5-25 Mbps (minimum download speed) of internet in which to stream videos, etc. Verizon typically offers 3.1-7 Mbps for approx. \$40/month.
D & B’s proposal of WISP (wireless internet service provider) uses only a single tower (or multiple towers) to transmit internet via wireless radio between the towers. Each home would have an individual receiver, which are very inexpensive, that connects back to the main tower (similar to a cell phone). It would offer much faster internet speeds at a lower cost than larger service providers. WISP benefits include:
 - Unlicensed frequencies—FCC licensing is not necessary
 - Non-proprietary—anyone could have access to the equipment & be able to use it.
 - Does not interfere with other carrier’s equipment.

He is requesting usage of RLMA’s tower because it has a wide coverage area & is located near a fast fiber optic network. The equipment is very minimal in size, weight and requires minimal

electricity. Dustin is currently proposing only 3 antennas on the monopole (RLMA tower), each being approx. 18” in height. From the 3 antennas he’s proposing to start with, Dustin estimates he could serve approx. 150-160 customers (50-60/antenna). He stated some benefits of WISP to the Authority could include:

- Ability to add monitoring to current water towers at no cost.
- Ability to add cameras to pumping sites for security purposes.
- Ability to add a diverse internet connection to an existing network in the event another server would go down.

D & B would be willing to create a liability policy around the Authority’s needs, so all parties are protected. The Authority has other agreements in place from other renters on the tower, so Andy said this would be required from D & B also. Dustin doesn’t currently have liability insurance, but that & an engineering study of his proposal are two main factors that need to be in place prior to any agreement being made.

Before deciding on a working relationship with D & B, Mr. Missimer requested that Dustin first submit his business plan & names of financial backers, which Dustin stated he has, but not with him tonight. What kind (or timeline) of contract will he require with RLMA? How much money is he prepared to pay as tower rent? These types of questions need to be addressed.

Dustin will send the requested information to Keith, along with names of personal references or other municipalities that have experience with WISP, for the Board’s review.

6. **WATER AND SEWER—OLD BUSINESS**

- **Solicitor’s Report**—Andy reported the following:
 - **Kaltreider-Benfer Library Subdivision Plan**—Changes to the cross-access & easement agreements were distributed last month. Now we’re waiting on a proposed fix to the stormwater management facilities from the Borough Engineer.
Mr. Missimer said the library is in the process of revamping their construction plans for the expansion. When completed, they will submit a final Land Development Plan to the Borough.
Jason Reichard stated the “fix” to the stormwater management issue may not be as easy as previously thought. There were plans to intercept the original overflow line with a manhole & tie into the stormsewer, ending up at the current location. However, it was determined that, during the construction process, the old line was demolished & terminated because it was no longer needed. A new line was run from an inlet box (just outside the tank) tying into the stormwater system. In order to create the necessary “fix”, a new line would need to be extended across the parking lot to a discharge point. There is no easy way to undo what has already been done without disturbing the parking lot.
Mr. Missimer said if a new line needs to be ran, then he requested Jason & CSD staff obtain a cost proposal for such work by February’s RLMA meeting. Jason agreed.
Andy said he’s not going to revise the easement agreement again until he hears back from Borough staff or the Borough Solicitor. Mrs. Price thought this was all handled in December, but she will contact Mr. Craley to discuss.
 - **Proposed contract extension with Dallastown-Yoe Water Authority**—DYWA is very interested in extending their current contract with RLMA beyond the 2023 expiration date. The contract will be voted on by the Board after Dallastown-Yoe’s review; this simply extends the contract for a much longer time. Mr. Minnich made a motion to send the contract extension to DYWA for their review; Mr. Poff seconded. All were in favor; motion carried.

- **York Water/DYWA-DEP permit for emergency interconnect**—nothing new to report on this.
- **Engineer's Report**—Jason reported the following:
 - **Road Interconnect Project**—7 bids were received, well below expected costs. The latest estimate that Jason had authorization for was \$320,000. Detraglia Excavating (from Mechanicsburg) had the low bid at \$228,551. Jason received favorable feedback about Detraglia from some colleagues & has also secured a list of references on them, all of which were great other than being a small family-owned business, which may require RLMA staff to monitor their progression to keep them moving forward. Jason said this is a straightforward project that includes only laying pipe & paving; no connections are involved. He concurs with Detraglia's bid & with awarding this project to them. An estimated start date is March/April with Jason estimating approx. 30 days to complete. Mr. Klinedinst made a motion to accept Detraglia Excavating's bid of \$228,551; Mr. Minnich seconded. All were in favor; motion carried. Jason will make the Board aware of the preconstruction meeting, when scheduled.
- **Superintendent's Report**—Keith reported the following:
 - Authority members attending Borough Work Sessions/Regular meetings:
 - February 10th—Mike Poff (no Work Session in February)
 - March 2nd & 9th—Mr. Minnich & Mr. Klinedinst will be present at both meetings, so another RLMA member is not necessary.
 - February 12th—shut offs for delinquent bills
 - February 25th, 2020—Source Water Protection Meeting to be held at the Red Lion Municipal Office @ 6:30p.m.
 - Chemical contracts for 2020 need to be signed tonight.
 - C.S. Davidson submitted the Annual Safety Inspection Report for the Cabin Creek Dam to DEP. Keith has a copy tonight for the Board's review.
 - Concrete work at the Wastewater Treatment Plant is ongoing. The current WWTP (the old Water Treatment Plant) is being converted to a pipe gallery. Keith showed pictures to the Board & visitors. It was discussed to pull the pumps & motors that were there in order to install a stairwell. Jeff is gathering prices on stairwells now. Lighting will also be added in the pipe gallery, as no provisions existed for lighting. Where the vacuum chamber was located, valves had been installed, but staff needed to climb down approx. 20-22' to complete maintenance on the valves & the contractor had cut the ladder off. This needs to be rectified to be safer & more maintenance friendly. This project is ongoing & will be completed as time allows. Staff is shorthanded currently, with some employees on vacation & sick leave. Keith & Jeff hope to keep the work below \$11,200.
 - Board members, supervisors, solicitor & engineer must complete the State Ethics Statement of Financial Interest form & return them to Keith or Jeff by May 1st, 2020.
 - Jeff Beard reported a 3rd quote for removal of the fuel tanks should be received this week and the cheapest of the three will be used. All departments & users of the fuel have been notified & have received their credit cards for another gas supplier/station but are still using what fuel is there. Jeff estimates April or May to be the soonest for tank removal because the company is currently so busy.

- Lori Groupe is not renewing her Notary certification, as she is planning to retire before another 4-year term would expire. Heather Grove has agreed to take the course to fill Lori's spot.
- Water treatment truck that was ordered is to be delivered tomorrow, 1/23. The old plow unit will be put on the new truck, but probably after winter is over. Staff will sell the old truck on MunicBid.

7. **WATER AND SEWER—NEW BUSINESS**

- Election of officers for 2020
 - Chairman—Mr. Poff nominated Skip Missimer as Chairman. No other nominations were received. All were in favor.
 - Vice-Chairman—Mr. Missimer nominated Mike Poff for Vice-Chairman. No other nominations were received. All were in favor.
 - Secretary—Mr. Missimer nominated Jeff Herrman as Secretary. No other nominations were received. All were in favor.
 - Treasurer—Mr. Missimer nominated Denny Klinedinst as Treasurer. No other nominations were received. All were in favor.
 - Asst. Secretary/Treasurer—Mr. Missimer nominated Chris Minnich as Asst. Secretary/Treasurer. No other nominations were received. All were in favor.
- Consulting Engineer for 2020—Mr. Poff made a motion to reappoint C.S. Davidson as RLMA Engineer for 2020; Mr. Herrman seconded. All were in favor; motion carried.
- Solicitor for 2020—Mr. Herrman made a motion to reappoint MPL Law Firm for the RLMA Solicitor for 2020; Mr. Poff seconded. All were in favor; motion carried.
- Auditor for 2020—Mr. Poff made a motion to remain with Hamilton & Musser as RLMA Auditor for 2020; Mr. Minnich seconded. All were in favor; motion carried.
- Chapter 94 Report (based on sewer) was submitted to C.S. Davidson on January 8th. Keith sends the information to CSD; it then goes to Springettsbury, who is the collector; then finally to PA DEP.
- Of note, Keith reported the Mill Creek Interceptor meter has not been installed yet. The Borough had given the Authority a pole to use for this. The pole has been modified & an electrician has been contacted to see what's needed for solar power, but RLMA staff hasn't had time to install/connect the meter yet.
- Signature on checks—Keith got a Resolution from M&T that will enable Board members to continue to sign checks/payments for RLMA.

8. **Other business to come before the Authority—**

- Mr. Minnich explained that Borough Council had never voted on the audio and monitor system that was recently installed in the Municipal Office meeting room. The September Borough Council minutes noted the price for the system to be installed by Reynolds AV. The minutes also stated that the Municipal Authority would pay \$1,334, which was half the price of the monitors. The Authority had no use for the audio system & didn't want to pay any portion of that.

Although this was presented by the Redevelopment Committee that they wished to purchase it, Mr. Minnich said Borough Council never voted on the purchase. It was brought to Redevelopment's attention later (**after** the system was purchased) that, although they have a budget of \$1,000 to spend, all their purchases must come before Council for approval prior to spending.

Council President Tony Musso was present tonight & stated he thinks the audio & monitor system was presented to Council differently than to the Authority. He was taking up for Redevelopment & the fact that when they were told they had money to spend, they were unaware expenditures had to be brought before Council first, so they went ahead & ordered the system. The monitors & audio were installed & the invoice was before

Borough Council to be paid when the confusion was discovered. As Chairman of the Redevelopment Committee, Mr. Musso said Nevin Horne should've made a motion to Council to approve the purchase, but this was never done.

Mr. Minnich said Borough Council is agreeable with paying 50% of the entire system; however, because of the miscommunication the way it was presented to Council, he's asking for leniency from the Authority by asking them to pay 50% of the entire purchase also, both the audio & the monitoring system. Mrs. Price said the invoice came in Red Lion Borough's name, but in December it was stated that the Borough would reimburse RLMA for ½ of the cost, so she was prepared to reimburse RLMA. Borough Council had voted to reimburse Red Lion Municipal Authority at their January meeting.

Mr. Missimer said RLMA should reimburse the Borough if the invoice came in the Borough's name. He said his understanding, at the time the proposal was presented, was that RLMA didn't have a need for the audio system, but that RLMA would reimburse the Borough or Redevelopment for ½ of the monitor cost. Mrs. Price stated at the time the proposal for the system was presented to Council, she was unaware that Redevelopment wanted to purchase it.

Jeff Herrman stated regardless of how it came about, he believes the system will benefit all groups that meet in that room, but he believes the maintenance and/or replacement of the system should be in an agreement that those costs will be split 50/50 also, because the Municipal Authority is not going to be solely responsible for all the cost. Mr. Minnich agreed with that idea.

Jeff Herrman made a motion for Red Lion Municipal Authority to reimburse Red Lion Borough for 50% of all costs (of audio & video) and to create an agreement that costs for maintenance/replacement of the system will also be split 50/50 between the Borough and Municipal Authority and that the point of contact would be RLMA staff; Mr. Minnich seconded. All were in favor; motion carried.

Andy stated the maintenance and/or replacement portion of this motion should come before Borough Council to be sure it's understood. Mr. Missimer said the Authority will move forward with reimbursing the Borough for ½ of the invoice.

Mr. Missimer also stated no one on Borough Council or on Borough staff should ever hesitate to contact him with any questions or concerns, as is the same with RLMA staff or Board members.

- PMAA (Pennsylvania Municipal Authorities Association) offers great courses & informational emails regarding water information. Mr. Missimer urged Mr. Minnich to take advantage of this information & to spend as much time as possible with RLMA staff to educate himself as a new Authority member.
9. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Herrman seconded. All were in favor; motion carried.
 10. **Adjournment**—With no further business before the Authority, the meeting adjourned @ 8:36p.m.
 11. **The next RLMA Meeting will be held Wednesday, February 26th, 2020.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, February 26th, 2020**

Members present

Skip Missimer, Chairman
Mike Poff, Vice-Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer

Others present

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Doug Myers, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Eric Immel
Dianne Price
Cindy Barley
Steve Olkowski

Stephanie Weaver
Dustin Boyd
Bob & Tina Frutiger

1. The meeting was called to order @ 7:00p.m, followed by the pledge to the flag.
2. Mr. Poff made a motion to approve the January 22nd, 2020 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—4.8” of rainfall was received since last meeting. Keith reported usage of Beaver Creek is down this month.
4. **CONNECTIONS REPORT**—5 new connections
5. **VISITORS**—the following were before the Board:
 - Dustin Boyd from D & B Broadband distributed his business plan that he’s proposing with RLMA, per the Authority’s request from last month’s meeting, along with a picture of the potential coverage area within a line of sight from the water tower. Since last month, he’s also obtained a general liability policy of \$2million that includes \$1million general expenditures, \$2million accidental and a rider for cyber security issues & incidentals. Mr. Missimer requested an engineering study be done for wind load & Dustin assured this would be done. Keith said some of the current (tower) customers have completed recent updates, i.e. changing antennas, removing dishes to replace with antennas and RLMA staff always receives an engineering report when this is done. Dustin’s next step, after obtaining RLMA’s approval, would be to establish a customer base, although he currently has 10 customers willing to try his service. Customers will need to apply for FCC approval (completing a simple form & submitting it to FCC) because the equipment Dustin uses is not required to be licensed by the FCC. The equipment is similar to a wireless router that residents may have in their homes now. After he has a good customer base, Dustin said his next step would be to add more towers & head south to broaden his customer base to those needing high-speed internet. Mr. Missimer had spoken to Andy Miller about the D & B Broadband system, who said he sees very little downside to the Authority moving forward with D & B. There are similar systems popping up in the county. Startup fees for Dustin are approx. \$3,600/year (based on his current 10 customers). This would include a receiver (\$80-90) that a customer would install at their home for a cost to them of under \$100. Radio cost is approx. \$300/radio & \$300/antenna and Dustin would like to start with 6 antennas, as he can get 50 customers per antenna. The antenna itself is approx. 18” in height. As far as response time, Dustin estimates a 2-hr downtime in the event of an incident or problem with the antenna or equipment. He’s uncertain what the monthly charge to his customers will be until he knows what his tower cost is. The Board is amenable to charging him a certain percentage of his gross

revenue as a tower fee. Mr. Missimer suggested starting with 5% of D & B's gross revenue, to be revisited in 6 months to 1-year. He believes it best to start with a 2-year contract between RLMA and D & B Broadband & this can also be revisited after that time.

Dustin stated once he's established (and is more familiar with his operating costs), he will do more marketing to increase his customer base, but he's also interested in offering service to nonprofits, food banks and other lower-income residents who can't afford high-speed internet.

As far as the electricity his antennas would use, Dustin is amenable to paying the Authority \$20/month in addition to 5% of his gross revenue. This amount can also be revisited, should it be necessary to revise it.

Mr. Klinedinst made a motion to move forward with a business relationship between RLMA and D & B Broadband for his antennas on their tower, requesting Dustin & his attorney create a contract stating he will submit \$20/month plus 5% of his gross revenues to Red Lion Municipal Authority for a 2-year period. The contract will be reviewed by RLMA's Solicitor before accepting and can be revisited at the end of the two years. Mr. Minnich seconded. All were in favor; motion carried.

- Eric Immel was recognized by the Board at which time, Mr. Missimer presented him with a plaque recognizing his years of service to the Red Lion Municipal Authority from 2000-2019. Mr. Immel thanked the Board, stating he has gained friends as well as a lot of knowledge in those 20 years. He wished the best for the town & for the Authority. At this time, Jeff Herrman presented Eric with a lamp made of metal piping and a "Red Lion Water Company" curb stop cover from RLMA staff and Board to thank him for his service. Eric took time to shake hands with staff & Board members around the table.
- Steve Olkowski from Red Lion Salvage Yard was present to discuss the situation that occurred on January 29th, when the Authority's water main, believed to be abandoned and "dead", ruptured and caused flooding on the junkyard property. The flooding went on for approx. 6 hours creating heavy damage to the crushing area, lots #4 & #5 and driveway. The water proceeded to carry away most of his crushing area into other lots. He obtained a quote for repair of the damage to the crushing area from Fitz & Smith totaling \$40,300 and he came tonight to ask for financial help for the repair. The Board stated the Municipal Authority has a 20' easement in that area & although they thought the line was dead, a significant cover of that right-of-way was removed. Mr. Missimer said, although Municipal staff believed this line was dead, the fact that the soil was removed from the ROW didn't help the flooding situation. Mr. Olkowski said they were only crushing cars & not digging in the area, but Mr. Missimer said someone removed soil from that line & when they did that, they should've called PA One Call and they did not. He believes the salvage yard & Authority are "even" in this situation, stating they were both impacted negatively.

Mr. Olkowski said he's called PA One Call on more than one occasion & while they knew the line was there (and thought it was dead), the line was never marked. He mentioned that he also called RLMA offices a couple times about water seepage along the line & was told this was a spring following the line. Jeff Beard sampled that water & found it was not Red Lion Water (fluoride would not dissipate & would show up in the sample).

Mr. Olkowski stated since the ruptured water main, a representative from Clean Water & Streams has visited the site to complete an inspection. Mr. Olkowski had installed booms in the creek to catch oil & the Clean Water rep suggested he put tablets in the stream for the chlorine, but the amounts were too excessive, and he doesn't believe the tablets would be of much help.

Jeff Beard said the leak was shut down totally in under 5 hours and RLMA staff is still unclear of when & why this water main was still energized. Keith said this line/valve is on RLMA maps & the CSDatum system and all employees are now aware of it, should anything arise in the future.

The line at General Dynamics (up from the salvage yard) was also closed & how it got opened again, the staff does not know. In 1996, the line was rerouted with the nearby development and Jeff Beard said it's unclear when it got energized. The Municipal Authority didn't consider abandoning the line until mid-90's because of General Dynamics issues. The valve that staff was trying to find (at the time of the leak) was in the woods & that was inserted around 1996-97 and staff assumed the valve was shut off ever since.

Jeff Beard said that line was installed in 1925 as the original transmission line to the Borough. A new line was added in the mid-90's and a fire line (for a sprinkler system) was installed.

RLMA staff is holding a meeting at General Dynamics tomorrow (2/27) @ 10:30am to suggest they install a meter pit.

- Stephanie Weaver stated Carl from Reynolds AV will be at the March 2nd Council Work Session to give a brief instruction for the video & audio system in the meeting room. Any RLMA members may attend, if they wish.

6. **WATER AND SEWER—OLD BUSINESS**

- **Solicitor's Report**—Doug Myers reported some informational items from the recent Authority magazine:
 - EPCRA (Emergency Planning & Community Right-to-Know Act) had some recent changes giving the Authority additional rights to notifications.
 - PFAS in drinking water—additional testing for this to come.
 - Employees & firearms—RLMA staff is not allowed to carry firearms while working, but Doug said, should the Board's stance change on this, there is information available, as MPL is now dealing with this in other municipalities.
- **Engineer's Report**—Jason Reichard reported:
 - Burrows Road Water Main Interconnect—contract agreements have been secured with DeTraglia Excavating and a preconstruction meeting will be held either March 17th or 18th (to be confirmed later) to establish a date to proceed. Jason stated the project should be completed end of March-beginning of April, as he estimates 30 days to complete. Traffic control will be the biggest concern until the contractor gets beyond that main intersection.
 - Fairmount Tank overflow—an onsite meeting was held tonight between a few Council & RLMA members (& staff). Alternatives/solutions were discussed. The Board & staff can decide if the project will be done in-house or bid it out. Jason estimates costs to be approx. \$22,000, with 50% rock provision built in. Staff foresees this could be higher than 50% as there's a lot of rock in the area. Jason doesn't see the necessity for core samples to be taken with only digging 3-feet. And this would require geotextile engineering which would raise the cost significantly. Keith & Jeff believe the project could be completed in-house, possibly with a hoe-ram to start & renting larger equipment, if necessary. Or the rock excavation could be bid out by itself, which would bring the cost down below bid limits; 3 phone quotes could be obtained for that. There is no hurry to complete the project; Mr. Missimer said staff can complete it as their schedule allows, with a "end of 2020" given as a timeframe.

Although this is Authority property, the line extends onto Borough property and Jason said the sketch plan proposes an easement across that line to protect this in the future. The easement, however, does not exist, but Jason assumes an agreement can be worked into the land transfer. Mrs. Price stated there is no problem with the easement, but the agreement she was given to review has a place for a date (it's blank right now) for the project to be completed. She said this agreement must be completed for the library's subdivision and the easement could be shown on the subdivision plan. Mr. Missimer suggested entering '300 days' on the agreement as a

timeframe for the project to be completed; Mrs. Price said she will present it to Council for approval. The library's subdivision plan is coming before Planning Commission on March 16th (and Zoning Hearing Board in April), but Mrs. Price said it's no problem for the project to be started prior to that, as RLMA staff have time. Mr. Minnich made a motion to proceed with the suggested engineering plan from C.S. Davidson to install a new overflow line from the Fairmount tank out to the street; Mr. Herrman seconded. All were in favor; motion carried.

- **Superintendent's Report**—Keith reported the following:
 - March 11th—shut offs for delinquent water bills
 - Source Water Protection meeting was held on February 25th. Mr. Missimer said it was a great turnout with great input/discussion. The goal is to draft a Source Water Protection Plan for DEP approval by end of 2020. DEP was present at the Feb. 25th meeting and were very impressed with information to date, including the map showing potential sources of contamination.
 - April 6th—flushing tentatively scheduled to begin—this is two weeks later than usual to allow Red Lion Borough to complete street sweeping.
 - February 7th storm brought down trees, electric & communication lines at the Water Treatment Plant. Jeff Beard had scheduled a tree service to take down 2 trees; however, Met-Ed showed up the day before & completed the job.
 - Channel 27 camera is now on the roof of the RLMA office building. It's functioning & is pointed toward the square.

7. **WATER AND SEWER—NEW BUSINESS**—Keith reported the following:

- Red Lion Recreation requested the use of the Authority's generators for their Suds 'n' Song event (June 6th). Mr. Poff expressed concern if RLMA is covered from liability, should something happen while RL Rec is using the generator. Mrs. Price said the Borough is covered for liability through their policy when renting equipment. Mr. Klinedinst made a motion that RLMA rent the generator to Red Lion Recreation for \$1.00; Mr. Poff seconded. All were in favor; motion carried.
- Chapter 110 report & Water Allocation Report have been submitted to DEP and Keith got confirmation that DEP has received them.
- Dallastown-Yoe Water Authority is reviewing cell communication options to obtain meter readings since the February 7th power outage.
- 2019 Tier II submission has been done (this is done annually through the EPA & York County Emergency Services for storage of chemicals)
- Tank inspections are being scheduled with Pittsburgh Tank & Tower. Their price is \$1,500/tank or \$2,500 if both tanks are done during the same trip.
- CCR (Consumer Confidence Report) has been sent to DEP for approval. Although DEP's response was expected today, Keith has not heard anything yet. This report needs to be submitted to the public by July 1st, 2020.
- Meeting with General Dynamics will be held tomorrow, 2/27 @ 10:30a.m. to discuss a possible meter pit so they have one meter to feed their entire system, including sprinklers. Any Board members interested in attending are welcome.
- Roof inspection update from last year's study--some repairs were completed at that time. Several companies are contacting staff, suggesting they apply a new material, a white epoxy material, over the rubber roofs. It will make the roof stronger, it's highly reflective to reflect sunlight & it typically comes with a favorable warranty. Jeff stated two Amish contractors from Lancaster stopped to give a quote, as they were offering the same type of epoxy roofing material. Their quote was 1/3 of what last year's roofing contractor quoted. For the flat part of the warehouse roof (the cinder block part

only), last year's contractor quoted \$90,000. The Amish contractor would complete the same portion of roof for \$30,000.

Before moving forward using the material on a larger building, Keith & Jeff would like to get the Amish to complete the Beaver Creek pumphouse & a sewer pumpstation first. Their quote was \$2,681 for Beaver Creek (two roofs) and \$2,627 for the Bellevue sewer pumpstation.

Mr. Poff made a motion to move forward with obtaining the Amish contractor to apply the epoxy material to the two above-mentioned rubber roofs; Mr. Minnich seconded. All were in favor; motion carried.

- Fuel tanks out back—diesel fuel is all gone now, but there is still a lot of gas left. Contract has been signed with Keystone for the tank removal & the necessary paperwork has been started with DEP for the removal.
 - March 26th—Kaltreider-Benfer Library Open House to be held to discuss expansion plans with the community & answer any questions; 6-8p.m. They're asking people interested in attending to RSVP.
 - Laura Kirk, former EMA Director for the Borough, sent an email about a free course being offered on Sat, March 21st at the York County 911 Center called "Incident Command-Overview for Executive & Senior Officials".
 - FYI—the Borough is moving forward with opening Lancaster Street, although still in the stage of obtaining environmental clearances. If RLMA has utilities in that area, let the Borough know. Jeff Beard would like the two dead ends joined on the water main in that area (one at townhouses on Lancaster Street & one at the old Jedco building), which involves approx. 456' of distance. Sewer is already in the area. Mrs. Price will notify RLMA staff when clearances are obtained.
8. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Minnich seconded. All were in favor; motion carried.
9. **Adjournment**—Mr. Herrman made a motion to adjourn the meeting @ 8:29p.m. Motion carried, meeting adjourned.
- 10. The next RLMA meeting will be held Wednesday, March 25th, 2020 at 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

The March 25, 2020 RLMA meeting was cancelled.

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Meeting Minutes
Wednesday, April 22nd, 2020**

Members present

Skip Missimer, Chairman
Mike Poff, Vice Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer (joined @ 7:06pm)

Others present

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Doug Myers, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors—none

Public Notice was given that the Red Lion Municipal Authority, York County, Pennsylvania, will hold its regularly scheduled meeting on April 22nd, 2020 at 7:00pm via remote means. This notice was published in the York Daily Record on Friday, April 17th & also on Red Lion Borough/Municipal Authority website. Members of the Authority Board, RLMA staff & professionals will participate via audio, and an audio recording of the meeting will be made. Public may join the Zoom meeting via their own computer if they choose.

1. The Authority meeting was opened @ 7:00pm via Zoom remote access, followed by the pledge to the flag.
2. Mr. Herrman made a motion to approve the February 26th, 2020 Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried. Of note, the March 25th, 2020 Red Lion Municipal Authority Meeting was cancelled due to the COVID-19 pandemic.
3. **Retroactive bill approval**—Although the March 25th RLMA meeting was cancelled, it was necessary to mail the bills that were to be approved at that meeting. A list of those bills was sent to the Board members for review & questions prior to being signed by Mr. Missimer & Mr. Poff on March 25th, then mailed. Retroactive approval is needed by Board members. Mr. Herrman made a motion to retroactively approve the March 25th, 2020 meeting bills; Mr. Klinedinst seconded. All were in favor; motion carried.
4. **As a result of the COVID-19 emergency declaration, both nationally & in Pennsylvania**, Mr. Missimer & Keith decided to notify RLMA customers that the following two items would be suspended until further notice:
 - Installation of the new meters
 - Shutoffs for nonpayment of past due bills

It was thought that when Governor Wolf instructed all utilities not to conduct shut offs for non-payment of bills, that the order applied to municipal authorities as well; however, it was learned that this is not the case. RLMA Board members should decide whether to reinstate shut offs for non-payment. Keith provided the following information for March & April's delinquent bills:

- On March 5th, there were 187 accounts on the delinquent list, for an outstanding total of \$24,739.55. A call was made to those customers notifying them as such. By March 11th, 124 customers had paid their bill, leaving 63 unpaid accounts for an outstanding total of \$6,796.82 (this total includes the bill amount & late fees) Delinquent bill fees for these 63 accounts would have totaled \$3,150, if collected.
- On April 14th, there were 150 accounts on the delinquent list, for an outstanding total of \$16,681.81. A call was made to those customers notifying them as such. By April 17th, 42 customers had paid their bill, leaving 108 unpaid accounts for an outstanding total of \$11,961.55 (this total includes the bill amount & late fees) Delinquent bill fees for these 108 accounts would have totaled \$5,400, if collected.

- Keith stated the above outstanding amounts will be collected eventually. If it's a tenant bill, the payment may need to come from the landlord. If it's a bankruptcy/foreclosure situation, the bill would get paid when the property gets sold. Mr. Missimer suggested keeping the moratorium on water shut offs in affect for one more month (April), but as of May, delinquent customers would be notified that shut offs will resume & will include the \$50 delinquent bill fee.

Keith stated this would mean a message would go out to delinquent customers on Thursday, May 7th, notifying them of the May 13th shut off date. Currently, Governor Wolf has slated May 8th for the Stay at Home Order to be lifted, so customers can get their bill payment to the Red Lion Municipal Offices by various means—via U.S. Mail, dropping it in the office's overnight box, or via online bill pay through the website (up to the day before).

Keith stated partial payments are no longer accepted, as they were when quarterly billing was done. The current software system is not set up to accept partial payments, but Mr. Missimer said if it's possible to work with some customers experiencing financial difficulty, maybe the office staff could take whatever the customers could offer toward their bill. Mr. Herrman agreed that, under these extraordinary circumstances, we should try to work with customers.

Mr. Klinedinst stated that could possibly be reviewed in the future, but he feels the \$50 fee should be charged for the current due bill if it becomes delinquent. The government has offered stimulus money to help with people's financial situations, so the water bill should get paid.

Mr. Klinedinst made a motion that the moratorium on shutoffs for delinquent water/sewer bills will be lifted as of the beginning of May & that municipal staff will begin shut offs for nonpayment of bills (which will include a \$50 fee) on May 13th, 2020, Mr. Herrman seconded. All were in favor; motion carried.

5. **WATER USAGE REPORT**—5.93” of rainfall was received since the February RLMA meeting. Beaver Creek is still being used on & off, as needed.
6. **CONNECTIONS REPORT**—5 new connections since the February meeting (2-The Paddock, 1-Laurel Vista, 1-Redco & 1-Summit Lane).
7. **WATER & SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Doug Myers reported:
 - MPL staff is assisting with various questions regarding the COVID-19 pandemic, including the shutdown, PUC/State authority to freeze shut offs, meeting requirements & other issues.
 - D & B Broadband sent their lease draft (proposing their equipment on the tower) to MPL for review. Doug said comments regarding this will be discussed in May.
 - Red Lion Borough Pension Audit—Doug stated that Andy had discussed this with Borough Manager, Dianne Price. Mr. Missimer confirmed that Andy & Mrs. Price talked significantly about it & Mrs. Price was satisfied with the outcome.
 - **Engineer's Report**—Jason reported:
 - The Burrow's Road Interconnect Project was awarded to DeTraglia Excavating & the contracts are in place, the “Notice to Proceed” was issued & a preconstruction meeting was held. The contractor had started to mobilize materials to the site at the time of the Governor's first Stay at Home declaration. Staff & legal counsel deemed this project nonessential or critical to the operation of the water system, so the contractor was told to wait until further notice. Jason predicts a Contract Change Order will be necessary to extend the contract time; probably at the May RLMA meeting. Jason doesn't foresee the contractor charging the Authority for the material they delivered onsite & then had to pull off again.
 - CSD staff is watching details & updates as to what businesses & activities may/may not proceed. Board members agreed that the Interconnect Project should proceed when possible.
 - **Superintendent's Report**—Keith reported:

- Flushing was scheduled to begin April 6th; however, this has been postponed so as not to alarm residents about why flushing was taking place and/or to deter rumors that it was due to COVID-19. Since the new Water Treatment Plant has gone online, there isn't nearly as much sediment sitting in the lines as previously seen. Staff is confident that if flushing would be postponed until next year, there would be no negative results, but since May-September tends to be the heaviest water usage period, they plan to discuss whether to flush in the fall (or before the beginning of the 2020-2021 school year) at least at blowoff/dead ends.
- Because of COVID-19, notices & statements were posted on the website & updated, as necessary. RLMA staff has developed & is following a list of guidelines which includes altered work schedules for WTP operators, maintenance crews & office staff, sanitizing efforts of office & all WTP equipment twice/day, non-contact thermometers being purchased to test staff, additional purchases of masks & gloves and no bulk water haulers, delivery personnel, salesmen, etc. being allowed in the buildings. In addition, if any employee is feeling ill, they're advised to let their supervisor know & to not come to work. Keith stated one of the employees' wives sewed washable/reusable masks for all the employees also. Board members thanked Keith, Jeff & all RLMA staff for cooperating with the above guidelines. Their efforts to keep everyone safe & healthy are very much appreciated.
- A Pandemic Continuity of Operations Plan (COOP) was created, per EPA's recommendation (not a requirement). Mr. Missimer thanked Keith for sending this to the Board for their review. The plan is approx. 85% complete, but currently operational. Any comments can be sent to Keith or Mr. Missimer.
- 6" water main break was repaired on Appaloosa Way on April 19th. It was reported @ 7:30 that morning & repaired by 12:30 that afternoon.
- Possible deferment of PennVest loan payments—the State has made it optional for municipal authorities or other government entities with PennVest loans to defer payment for 3 months. Mr. Missimer stated that, while this may be necessary for some projects not generating revenue, he did not see any reason for Red Lion Municipal Authority to do this. It increases the amount of interest we would pay, while extending the life of the loan also. Since water & sewer revenue will continue as normal, Mr. Missimer & the rest of the Board agreed to not defer our PennVest loan payments.

8. **WATER AND SEWER—NEW BUSINESS**—Keith reported:

- The CCR report has been approved by DEP and a copy was sent to DYWA & Windsor Borough. Copies will be printed & delivered at the normal places once the printing company has resumed business. A link will be added to the water bill & is on the website, for customers' access. Keith stated there were 3 violations on the report, not due to water quality, but reporting issues:
 - Samples were fine, but the lab report was not uploaded to DEP's website by the 10th of the month (required), which resulted in a violation.
 - As of September 2019, chlorine calculations at the filter plant were to be done differently. After Lori & Keith had spoken to DEP's Sanitarian to discuss how the calculations were to be uploaded, Lori did so, as instructed. That Sanitarian then left DEP & another one came & found an error in the calculation because it was not done to his specification. This resulted in a violation to RLMA.
 - Another upload that was not done to the DEP site till after the 10th of the month, resulting in a violation.
- Clarifiers were cleaned at the Water Treatment Plant on April 7th & April 9th.
- It was reported that a fire hydrant at South Main & Lancaster Street was hit by a vehicle recently, in a hit & run incident. Municipal staff was not notified about it & although the

Borough owns the hydrants, Keith said he would like to keep a record of the repair in the CS Datum system. Municipal staff typically inspects all repairs too, once they're completed, but no inspection was done after this hydrant repair. Mr. Klinedinst was not aware of this issue, but he will research it. Keith stated Municipal Authority staff is always available to assist in any situation like this, if necessary.

9. **Approval of bills & statements**—Prior to tonight's meeting, a list of bills to be paid for April were emailed to Board members for review. Mr. Poff made a motion to approve the bills & statements; Mr. Minnich seconded. All were in favor; motion carried.
10. **Adjournment**—Mr. Herrman made a motion to adjourn the meeting @ 8:01p.m. Motion carried; meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, May 27th, 2020

Members present

Skip Missimer, Chairman
Mike Poff, Vice Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer

Others present

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Andy Miller, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Dustin Boyd

Public notice was given that tonight's meeting would be held via remote means. Members of the Authority Board, RLMA staff & professionals will participate via audio and an audio recording of the meeting will be made. Public may join the Zoom meeting via their own computer if they choose.

1. The Authority meeting was opened @ 7:01p.m. via Zoom remote access, followed by the pledge to the flag.
2. Mr. Poff made a motion to approve the April 22nd, 2020 Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—5.25" of rainfall was received since last meeting. Keith stated Beaver Creek has been used sparingly over the past month.
4. **CONNECTIONS REPORT**—1 new connection at 629 S. Main Street, Red Lion.
5. **VISITORS**—Dustin Boyd from D & B Broadband was present; his business is covered under Solicitor's Report.
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy reported the following:
 - D & B Broadband submitted their proposed lease of space on the monopole in the park. Andy had reviewed & revised it, as the electricity to D & B's equipment will now be handled with a separate meter to be paid directly by D & B. This will eliminate the \$20/month electric fee the Authority was proposing to charge to D & B. This leaves the client's rent at 5% of their sales revenue. 5% of D & B's revenue is unknown at this time until he builds a client base & his service area grows. Dustin plans to offer unlimited data for approx. \$50/month and he currently has 10 interested clients, but nothing is firm yet.
Andy stated D & B's lease was created similar to previous leases the Authority had with the school district & the County. Andy said the lease (Exhibit A) can be approved by the Board tonight, but Exhibit B (equipment list) still needs to be received. And Exhibit C (Lessee contact information) also needs to be received. Dustin said he will see that Andy receives this information.
Mr. Herrman made a motion to approve D & B Broadband's Site Lease Agreement with the stipulation that the equipment list & lessee contact information is submitted before the lease is valid; Mr. Minnich seconded. Motion carried (4-1) with Mr. Klinedinst opposing. Mr. Klinedinst opposed because he was unable to open the PDF of the lease agreement & review it in time for tonight's meeting.
 - **Engineer's Report**—Jason reported the following:
 - Burrows Road Project—Detraglia Excavating resumed this project once the Governor's restrictions were lifted on field construction activities. As of today, the

entire water line has been installed & hydrostatic testing was done in preparation of chlorinating the line for disinfection. Detraglia submitted their first payment request in the amount of \$79,308. This cost includes the installation of two wet taps, 455 linear feet of water main, tracer wire & a percentage of their mobilization costs. Retainage in the amount of \$8,812 is still being held. Jason concurs with the payment request.

Mr. Herrman made a motion to approve the \$79,308 payment to Detraglia Excavating; Mr. Poff seconded. All were in favor; motion carried.

- Contract Change Order #1—due to a delayed start & work restriction due to COVID-19, Detraglia Excavating is proposing a 45-day time extension for the Burrows Road Project. Jason concurs with the request but stated the contractor may not need the extension because of the significant progress they're making in the field. This is a time extension only; no additional monies are being requested.

Mr. Herrman made a motion to approve Change Order #1; Mr. Poff seconded. All were in favor; motion carried.

- Sanitary Sewer Improvements—On May 12th, 2020, the Borough Manager sent a letter (and pictures) to the Authority with concerns about the restoration work done by Barrasso Excavating's subcontractor. Jason contacted Barrasso about the concerns regarding some of the patchwork. Barrasso responded prior to the 1-year performance bond expiration date of May 14th, 2020 & requested an inspection of the patches be conducted with representatives from the Authority & Borough.

Clarification needs to be made of what work needs to be done by Barrasso to bring the street patches into compliance with the Borough. Jason will arrange a site inspection between Barrasso, Borough reps, Skip Missimer, Dennis Klinedinst, Keith & Jeff.

- **Superintendent's Report**—Keith reported the following:
 - Water shut offs were cancelled in April, May & June due to the COVID-19 pandemic and the fact that many people were out of work and hadn't received their income tax money or other funds. For the safety of the Municipal Authority employees (while turning off residents' water), staff extended the grace period for unpaid bills through the end of June. Notice will be sent with the June water bill stating shut offs will resume in July.
 - A Pandemic Continuity of Operations Plan (COOP) has been completed & sent to Authority members for their review & comment.
 - Roofer has completed repairs at the Beaver Creek pumphouse & Country Club Hill station. RLMA staff is satisfied with the work, along with the material and the process used. Jeff Beard stated this contractor was much more affordable than the previous contractor used.

7. **WATER AND SEWER—NEW BUSINESS**

- A lease purchase proposal to take over cell tower rents was received from Landmark. They were told the Municipal Authority is not interested in selling.
- Battery replacement for the UPS units at the Water Treatment Plant was discussed. The batteries are to be replaced every 5 years, but the current batteries have been purchased/in use almost 7 years, although 2 of the years, the batteries were in storage. Core Power quoted \$4,450 for 128 batteries of both units, including removal & disposal of the old batteries. Mr. Minnich made a motion to spend \$4,450 for the battery replacement of the UPS units at the WTP; Mr. Klinedinst seconded. All were in favor; motion carried.
- Cross Easement Agreement at Fairmount Park was presented & will be a recorded document but recorded separately from the deeds. Mr. Missimer thanked Andy Miller & Borough staff

for their patience in working through the process between the Borough, Municipal Authority & Kaltreider-Benfer Library.

- Snow Removal Agreement for Red Lion Borough parking lot at Fairmount Park was presented. This had been revised to include changes requested by the Borough related to snow removal & the number of days to disconnect the overflow from the water tower (required by RLMA before the end of year). This is a year-to-year agreement in which Red Lion Borough can terminate annually before July 1st.

This will require signatures but does not need to be recorded.

Mr. Poff made a motion to approve both above agreements; Mr. Minnich seconded. All were in favor; motion carried.

- Source Water Protection meeting was cancelled due to COVID-19; a future date will be determined later.
- General Dynamics—a 12” water main was capped (to the right of the salvage yard on High Street). No water was in the pipe; the valve was holding 100% of the water. Pictures were taken; this is now complete.
- Vactor truck repairs—Keith obtained a quote from A & H Equipment (Harrisburg) to complete repairs on the inside of the tank. Although currently useable, both sides of the truck are in need of repair; quote is \$3,731.52. Consensus of the Board was to move forward with repairs.
- Red Lion Borough hydrants—Mr. Missimer suggested RLMA taking over responsibility of the fire hydrants. They’re connected to the water system and although this isn’t the “normal” arrangement in most municipalities, Mr. Missimer believes the Borough doesn’t want responsibility for the hydrants anyway. He believes this is legal to do, but many factors must be researched before moving ahead with it. This would eliminate the Borough’s monthly standby fee they pay to the Municipal Authority for each hydrant.

Where would the Authority make up that lost revenue if the monthly hydrant fees are eliminated? RLMA has the authority to instill a hydrant tax on residents’ water bills, but this will need to be researched also. Another budget line could be added to the Authority’s budget to adjust revenue accordingly.

Jeff Herrman said it’s not the Municipal Authority’s responsibility to provide fire protection to residents; it’s their responsibility to provide water to its customers. That monthly standby fee allows for the fire company to connect to any hydrant to fight a fire and the Borough is the entity that must have agreements in place with local fire companies to provide fire protection for residents.

Consensus of the Authority board members agreed with Mr. Missimer’s suggestion, but a lot of discussion needs to take place before moving ahead with this. First, Mr. Missimer will contact Council President Tony Musso to discuss this idea & Mr. Klinedinst said he will start a discussion with Borough Council about it also.

Jeff Herrman stated that a few meetings/discussions had taken place between Borough Council reps & RLMA members in an effort to hash out a hydrant agreement, but nothing concrete was ever established & nothing seemed to get resolved. Mr. Missimer said RLMA taking responsibility of the hydrants wasn’t a part of those previous discussions, but it would probably resolve those issues & that’s his main reason for making this suggestion.

- Returning to “normal” work operations—Keith reported the maintenance crew & WTP staff returned to their normal work operations last Monday, May 18th. Municipal office staff did so yesterday, May 26th and reopened the office to the public, but with precautions in place. A partition was placed in the lobby where visitors can use one door to go upstairs to the Borough offices or the other door to access Municipal offices. Foot traffic has been very minimal.

Office staff is wearing masks when waiting on customers & all offices are being sanitized twice/day. Employees are taking their temperatures each day prior to work & practicing social distancing.

Municipal staff is not going into residents' homes unless there is an unavoidable situation and the resident is comfortable with giving staff access.

- Joint meeting with Dallastown-Yoe Water Authority is scheduled for Wednesday, July 8th @ 6:30pm at the Dallastown offices. Everyone is to wear a mask & practice social distancing. Discussion will be held on a new bulk water sales agreement, but if anyone has other items they wish to discuss that night, send them to Keith.

8. **Other business to come before the Authority**—

- Regarding the standards for street cuts/repairs, Jeff Beard said we're limited to contractors to do this type of work & he's looking for suggestions from the Board. Last year, Borough staff sealed street patches for Fitz & Smith. Stewart & Tate does this for Columbia Gas, but they're much more expensive.

Municipal staff was told they need a 3rd-party to inspect the backfilling, but Borough regulations state the backfilling needs inspected prior to patching/paving, so Jeff asked for clarification on that also. RLMA's work is a little different (than other utilities) because they could be out at night (or winter) making a repair & a 3rd-party inspector may be hard to obtain.

Mr. Klinedinst thought RLMA received an outline of the Borough's street cut patches. He mentioned one on Henrietta Street that should've been completed within 90 days. Jeff said the Henrietta repair was in January & patching is not done until Spring; then the coronavirus restrictions were set which delayed things further. Jeff said there are some street patches that are several years old where repair work had to be limited to stay under the bidding threshold. Municipal staff has the list of all street patches that need done & more get added each year, but they're working to get them done.

Couple issues that need to occur:

- Obtain an updated list of necessary street cuts/patches that need repaired.
- RLMA staff needs guidance from the Borough on what process needs to be followed for new street cuts & new backfills, especially in an emergency situation.

Regarding the 2nd issue, Mr. Missimer suggested the Authority send notice to the Borough requesting clarification on their requirements.

Keith said Borough staff used to complete final street restoration on municipal patches; the list was given to the supervisor. Then the Borough stopped doing the repairs, unbeknownst to the Authority until the 2nd or 3rd year, so the list of necessary repairs continued to accumulate. That's when Fitz & Smith started completing in-town & out of town street repairs. We can only complete so many street repairs while staying under bidding requirements, but Mr. Missimer said, if they need to be bid, maybe that's what needs to be done. These are all discussions that need to be held with Borough staff.

- June 24th Red Lion Municipal Authority will be held at the Municipal offices—everyone should wear a mask & practice social distancing. Board members agreed to this.

Mrs. Price said RLMA is welcome to use the Community Building for their meeting, as Borough Council had done in April & May. Only one member of the public attended the May meeting; no one wore a mask, but social distancing was practiced.

9. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Minnich seconded. Motion carried, with Mr. Klinedinst opposing, stating he had not received a copy of the bills that had been emailed with tonight's agenda/addenda.

10. **Adjournment**—Mr. Herrman made a motion to adjourn the meeting @ 8:10p.m. Motion carried; meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, June 24th, 2020

Members present

Skip Missimer, Chairman
Mike Poff, Vice Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer

Others present

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent

Via Remote Access

Andy Miller, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Stephanie Weaver

1. The meeting was called to order @ 7:00p.m., followed by the pledge to the flag. Everyone present wore a mask and practiced social distancing.
2. Mr. Poff made a motion to approve the May 27th, 2020 Meeting Minutes; Mr. Herrman seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—usage remains the same as this time, last year. Beaver Creek is being used as needed. 5.25” of rainfall was received since last meeting.
4. **CONNECTIONS REPORT**—5 new connections (Keith knows 4 of these were at The Paddock; he assumes the 5th one was there as well).
Keith also mentioned he & Jeff met with the perspective new owner of the building at 252 N. Franklin Street (previously David Edwards), as he is proposing to put 115 high-end rental units in the building. He currently has a contract on the property & Keith talked to him today about water & sewer fees for the proposed units.
5. **VISITORS**—no one to address the Board
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Andy reported the following:
 - He received the legal descriptions for the Library property which will be included with the deeds, when recorded. These will confirm property boundaries following the subdivision. Deeds of transfer & confirmatory deeds will be prepared for the involved parties to sign & record. Mr. Missimer stated he signed the plan tonight, but has not signed the agreement yet; however, this should be available soon.
 - His office continues to answer questions regarding employment matters that are affected by COVID-19 legislation. Municipal staff appreciates all his guidance.
 - **Engineer’s Report**—Jason reported the following:
 - Burrows Lane Project is nearly complete except for some final trench restoration. DeTraglia is planning to begin that shortly. They’ve submitted their 2nd Application for Payment in the amount of \$100,962. This request is for the remainder of the water main that had already been installed, along with a few connections associated with that work. Jason & municipal staff concur with this payment request. The estimated contract value was slightly over \$228,000, but Jason predicts the ending cost to be less than that because of using less pipe than originally planned. Completed to date, the Authority will have paid (including 2nd Payment Application above) \$200,000 with \$20,000 of that being retained.
Mr. Poff made a motion to approve the Payment Application to DeTraglia Excavating in the amount of \$100,962; Mr. Minnich seconded. All were in favor; motion carried.

Keith reported the bacteria analysis came back “nondetected” and the main was turned into service yesterday, 6/23, so it’s now operational.

- **Superintendent’s Report**—Keith reported:
 - Meeting was held w/ Barrasso Excavating on June 9th to discuss street patches & the Borough’s plan to move forward with handling those. Mr. Missimer said the meeting was very productive, but he recommends the Borough review their Ordinance & possibly update it, making it less burdensome to contractors. He said the state’s requirements are less strict than the Borough’s; maybe the Borough could follow the State guidelines & still meet standards. If both sets of standards (State & Borough) were the same, it would be easier for contractors.
 - Borough hydrant discussion—Mr. Missimer emailed details of his discussion with Council President Tony Musso & Councilwoman Cindy Barley, stating it was a productive meeting. Details will be discussed at the July 13th Council Meeting which Mr. Missimer plans to attend. If there is any feedback on the email he sent concerning this, let him know.
 - Joint meeting between RLMA & Dallastown-Yoe Water Authority will be held July 8th @ 6:30pm at the Dallastown offices. DYWA submitted their agenda items for review, one of which is the revised contract between the two entities. Proposed revisions were sent to DYWA from Red Lion; no comment was received, to date. The current contract expires in 2023 & RLMA would like to extend it longer than that.
 - Pittsburg Tank completed remote visual inspections of both water tanks and found the roofing looked good and there was no visible rust, flaking paint or bubbles. A full report will follow on the inspection.
 - On 6/2/2020, a 6” cast iron water main break was repaired on Faith Lane in Kendale East..

7. **WATER AND SEWER—NEW BUSINESS**—Keith reported the following:

- Discussion was held on proposed projects that Keith & Jeff are planning:
 - Burrows Lane project was originally planned for 2021 but was moved up because of PennDOT’s plan to pave Rt. 74/Rt. 24 rather than tear up the state highway again later.
 - Springvale Road is the next project Keith & Jeff would like to complete. A few years ago, Wexcon ran an 8” main and valve in that area outside the State right-of-way in order for a 2” galvanized line to be replaced with 8” DI main. Jeff contacted Tate Flooring, who may need to update their sprinkler system soon; this could be incorporated. And at the end of Wise Avenue (at Security Fence), there is a dead-end line before getting to Springvale Road. That could also be tied in to get rid of that blow off.
The 2 trailers on the left-hand side (before Lutz Farm) are fed from the church and, being customers now, have asked if the line could be extended to pick them up for service also.
Keith & Jeff aren’t proposing to extend the line past the curve in the road (where Lutz’ built a new pole barn) but are proposing to just replace the existing main. Windsor Township will be made aware of the project as it’s up to them what they want to require from their residents.
Jeff would like to get this project out for bid now. Jason can obtain a cost estimate for the July meeting.
- A transducer on the effluent meter at the Water Treatment Plant malfunctioned on June 4th due to lightning. The plant was down for ½-hour & was ran manually during that time. A spare unit has been purchased for any future like events.

- Municipal staff began the Fairmount tank overflow rerouting project. The pipe is now in the ground & is usable. Some ground maintenance & sidewalk replacement needs completed yet.
 - RLMA Drought Contingency Plan was submitted to DEP for review in 2018 but was apparently lost. When a new DEP employee contacted Keith regarding this, he resubmitted it & an approval letter was received on June 16th, 2020. Resolution 2020-1 to adopt this plan is before the Board for action tonight. Mr. Poff made a motion to adopt Resolution 2020-1; Mr. Herrman seconded. All were in favor; motion carried.
 - Auditor's report for the 2019 Audit was received today. Keith will forward copies to the Board.
8. **Other Authority business**—
- Mr. Klinedinst reported the Borough is researching the possibility of a \$3million bond to complete some larger Borough projects at one time. Once the list of projects is compiled, Borough staff can give it to Municipal staff to compare with any RLMA projects, although most of RLMA projects aren't in the Borough.
 - Keith will be on vacation from July 5th to July 12th.
9. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Minnich seconded. All were in favor; motion carried.
10. **Adjournment**—Mr. Klinedinst made a motion to adjourn the meeting @ 7:43p.m. Motion carried; meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, July 22nd, 2020

Members present

Skip Missimer, Chairman
Mike Poff, Vice Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer

Others present

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Doug Myers, Solicitor
Stacy Myers, Recording Sec'y

1. The meeting was called to order @ 7:00p.m., followed by the pledge to the flag.
2. Mr. Minnich made a motion to approve the June 24th, 2020 Meeting Minutes; Mr. Poff seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—1.95” of rainfall was received since last meeting. Beaver Creek is being used, as needed. A leak repair on the Beaver Creek line (going to Cabin Creek) was completed today.
4. **CONNECTIONS REPORT**—4 new connections were made since last meeting; all 4 at The Paddock.
5. **VISITORS**—none
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Doug Myers reported:
 - **Kaltreider-Benfer Library Subdivision Plan**—final deeds are finalized & drafted. There are deeds from RLMA to both the Library & the Borough and then from the RLMA to RLMA. Mr. Myers recommended that, once the Authority Chairman signs the deeds & has them notarized, they would be held in escrow until all entities have signed. That way they could all get recorded at the time same. After all signatures have been received, the deeds get recorded in conjunction with the Subdivision Plan, followed by the recording of the agreement.
Mr. Herrman made a motion authorizing Chairman Missimer to sign the deeds of Lot 2 & 2A (to the Library) and Lot 3 (to the Borough) and the Confirmatory Deed (from RLMA to itself clarifying the extent of the final parcel after all other transactions take place). Mr. Poff seconded. All were in favor; motion carried.
 - **Fire Hydrant Transfer**—MPL has begun work on the agreement for this transfer from the Borough to RLMA. Mr. Poff made a motion authorizing MPL to draft an initial agreement that would transfer the fire hydrants from the Borough back to the Municipal Authority & to revise the Rules & Regulations to reflect this change; Mr. Minnich seconded. All were in favor; motion carried.
 - **Requested an Executive Session at the end of the meeting**
 - **NPC International Bankruptcy filing**—notice was given that NPC International, the company that owns Wendy’s Restaurant in the Giant/Cape Horn Rd. complex has filed bankruptcy. The existing Wendy’s account has a balance with the Municipal Authority that will be subject to the bankruptcy filing. More details will be given on this as they’re learned.
 - **Engineer’s Report**—Jason Reichard was not present tonight, but Keith reported:
 - A map & report was completed on the proposed Springvale Road water main project. Keith has contacted Jenny at Windsor Township & will forward the map & report to her before Windsor’s next meeting.
 - Burrows Lane contractor completed final restoration behind M & T Bank to where they connected on the existing blowoff. They have approx.12’ to go yet.

They will return to complete the area from Rt. 74 back to the concrete island, but they had another job to complete that couldn't be delayed.

- **Superintendent's Report**—Keith reported the following:
 - Shutoffs resumed in July—there was a total of 78 which is more than usual but expected due to the pandemic. Everything went well.
 - 2019 Auditor's Report have been distributed for the Board's review. If Board wishes, the auditor can visit at the August meeting.

7. **WATER AND SEWER—NEW BUSINESS**—Keith reported the following:

- **Milfoil study at Cabin Creek Reservoir**—this was completed by Princeton Hydro yesterday, 7/21 at the Treatment Plant. Samples were taken of the submerged aquatic vegetation which, Mr. Missimer suspects was more this year than last year. He also suspects there is more species than expected. The samples will be analyzed, weighed & identified before helping Municipal staff complete the application to obtain grass carp, believing the grass carp to be a good solution to help clean up the reservoir.
- **Pittsburg Tank Inspection Report**—Keith will email the completed tank inspection report to Board members for their review. The inspectors made a lot of OSHA-related suggestions; however, RLMA doesn't follow OSHA rules, being a municipality. Overall, it was a good report & inspection with no lead or bubbling paint found inside or out. A small area of rust was found on the one tank, but no bubbling paint.
- **Edgewood Tank**—future discussion will need to be held on options for its continued use (or not). It's currently turned off. Can it be used for fire protection? It may provide fire protection in the event of a super fire in Red Lion; however, it still may not be necessary being that the new Water Treatment Plant can pump out 3.5million gallons/day.
- **Electric rate agreement**—current rate agreement with Direct Energy is very favorable at \$.04655/kWh for 52 months. At the end of the 52-month period (2023) Municipal staff would need to shop for another supplier/agreement. Keith recently obtained a better rate of \$.04635/kWh with Talen for a 36-month period, 2023-2026. If a cheaper rate comes along, we could opt out at any time with no fee.
Mr. Minnich made a motion to authorize Keith to sign agreement paperwork with Talen for the 2023-2026 period; Mr. Klinedinst seconded. All were in favor; motion carried.
- **D & B Broadband (Dustin Boyd)**—new internet service provider on the tower. There are MPL legal bills amounting to \$1,736 related to D & B's agreement & paperwork. The Board is amenable to giving Dustin more time to pay the bills since he's just starting his business.
- **Heather Grove is the new notary**, replacing Lori Groupe. Heather was sworn in yesterday, 7/21.
- **Keith mentioned the following comment from the June Borough Council Meeting Minutes**, under "Municipal Services", where Mr. Minnich stated "*a recent incident occurred with a valve and a chemical feed error at the Water Treatment Plant but Authority staff confirmed the water remained safe and the system stayed online.*" Keith asked where the information came from because if DEP or EPA read that, it may create a problem. Mr. Minnich said he misrepresented the situation, stating he hadn't been positive of what happened until after he made this statement. He will correct the statement at the next Council meeting.
- Jeff Beard spoke on street patches, stating the Borough isn't interested in doing the seal coating on the patches. He spoke to a few other contractors, some not having the necessary equipment. York Excavating will visit to see what's involved to give Jeff a price. D.E. Gemmill is another possibility for the seal coating.

8. **Authority recessed to Executive Session @ 7:39p.m.**
9. **Authority reconvened @ 7:49p.m.** Mr. Poff made a motion to hire a water quality expert to oversee the mixing of the two waters into the Dallastown-Yoe Water Authority system if/when York Water makes a connection to Dallastown-Yoe's system; Mr. Minnich seconded. All were in favor; motion carried.
10. **Approval of bills & statements**—Mr. Minnich made a motion to approve the bills & statements; Mr. Poff seconded. All were in favor; motion carried.
11. **Adjournment**—With no further business before the Authority, Mr. Herrman made a motion to adjourn the meeting @ 7:51p.m. Motion carried; meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, August 25th, 2020**

Members present

Skip Missimer, Chairman
Mike Poff, Vice Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer

Others present

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Andy Miller, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Stephanie Weaver
Bob & Tina Frutiger

1. The meeting was called to order @ 7:00p.m., followed by the pledge to the flag.
2. Mr. Poff made a motion to approve the July 22nd, 2020 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—7” of rainfall was received since last meeting. Current usage is slightly higher than last year this time.
4. **CONNECTIONS REPORT**—7 new connections were made since last meeting; 6 at The Paddock; 1 in the Kensington development.
5. **VISITORS**—no one to address the Board.
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy reported the following:
 - **Fire Hydrant Transfer Agreement**—1st draft has been distributed for the Board's review. The 1st draft of updates to the Authority's Rules & Regulations, which includes the Authority's owning & maintaining the hydrants, has also been distributed for review.

Mr. Minnich distributed a “Fire Hydrant Fee Coverage”, which seemed to be an explanation of the \$12.15/hydrant fee the Borough pays the Authority each month. Mr. Missimer stated this was basically an explanation of what the Borough was getting for that monthly fee. It isn't any type of agreement, just an explanation of that fee, but it is all still true, a fact of the current matter.

Mr. Klinedinst asked Andy where the information in the Agreement came from. Andy said it came from the outlying of terms for the transfer of hydrant responsibility and also as a result of the meeting Mr. Missimer had with Mr. Musso & Mrs. Barley. Mr. Klinedinst stated he just received this Agreement draft today & hasn't had time to read it, so he wouldn't be comfortable with voting on it. Mr. Missimer explained that there was no new information in the agreement that Mr. Klinedinst hasn't already been aware of.

Mr. Minnich asked where the Authority will make up the lost revenue of the monthly hydrant fee the Borough now pays. Will that be passed on to the customer? Mr. Missimer said it may be passed onto the customer in a minimal fee, but it's unknown how much at this time. It may be a certain percentage or \$1/monthly customer bill. This will all be determined at 2021 Budget time.

Andy explained the agreement preserves the Borough's current governmental immunity for fire protection services (provided per the Borough Code). The agreement states that all the Borough is delegating to the Authority is the operation &

maintenance of the fire hydrants and the Authority is doing that operation/maintenance as part of the governmental function to provide fire service. If there would ever be a problem, the Authority could claim that governmental immunity the same as the Borough can do now. Authorities can typically provide a proprietary function rather than a governmental function, which exposes them to more liability, and we don't want that in the case of this agreement and have both entities lose that protection.

Even now, being that the Authority supplies the water to the fire hydrants, should a claim/lawsuit be started, it would most likely be brought against both entities.

Mr. Minnich asked if all the hydrants are in good working condition. Keith said they're unsure of the hydrant at Lancaster & S. Main Streets since the accident a few months ago. It was a full hydrant replacement, but municipal staff didn't make the repair, nor did they inspect anything, so Keith said it's unsure if the riser is installed correctly. It would need to be taken apart to verify it's correctly installed.

Andy said this situation is included in the agreement in that, once the Authority owns the hydrants, if there is a pending insurance claim on any hydrant, the Authority would get the insurance money to fix the hydrant. Currently, the Borough gets the payout from a claim.

Of note, Andy stated, while researching & drafting this agreement, it was found Westmoreland County Authority owns their Borough's hydrants. This agreement will only affect Red Lion Borough hydrants, not the other hydrants in municipalities where RLMA supplies water.

With no further discussion on the draft agreement, Mr. Klinedinst made a motion to send it to the Borough Solicitor & Borough Council for review/comment; Mr. Minnich seconded. All were in favor; motion carried.

- **Legislative & Regulatory Updates**—informational items
 - Technical guidance on one-hour reporting requirements—Keith is agreeable to this & forwarded it to the filter plant supervisor to review with his employees.
 - Asset Management Plan—DEP is creating a grant opportunity of up to \$25,000 per applicant for water systems to establish/update such a plan.
 - COVID Relief Aid for Utilities—legislation made funds available to utilities; however, RLMA's most recent round of shut-offs had no delinquent accounts.
 - Manganese Rule—York County doesn't see high manganese levels. The main driving force behind this regulatory change was for mining/fracking operations to move their point of testing to obtain the dilution effect of it.
- **Engineer's Report**—Jason reported the following:
 - **Burrows Road Water Main Interconnect**—project is now complete including the final trench restoration for the entire length of the project. York Township staff found no issues during inspection. Jason will have DeTraglia's final payment request at the September meeting.
 - **Lancaster Street Water Main Interconnection**—working with Red Lion Borough's engineer to coordinate the interconnection of existing water mains on East Lancaster Street in conjunction with the Borough's plans to extend/open Lancaster Street. It involves approx. 600' of pipe, but there's very little sanitary sewer, stormwater piping & cross culverts involved so right now, staff is preparing to apply for DEP permitting so they're ready when the Borough is ready to move forward. Mr. Klinedinst said this project may be 2021 or 2022, but more discussion needs to take place.

- **Springvale Road Water Main Extension**—a cost estimate for the proposed water main replacement/extension was prepared & a second estimate was also prepared for an additional 3,500 linear feet extension to serve additional Windsor Township customers. This was presented at the 8/17/20 Windsor Township meeting & letters will be mailed to the customers affected by the installation to gauge interest. The line would be extended the whole way through Springvale.
The first section has been sketched & surveyed and Jason stated this could possibly get done this year. Keith doesn't expect the additional extension to be approved by Windsor Township due to cost. The cost estimate is \$1million to pick up 30-34 customers, permitting to cross two streams & other involved work is not feasible. The budgetary amount was estimated at \$34,000/residence to connect, which for most residents is not feasible either.
Keith & Jeff would like to get the initial plan (down to the first curve on Springvale) completed this year. Jason is amenable that design & contract documents will be done this year, as well as the new customer hookups, but we may be past the window to complete road restoration before cold weather arrives. Being a township road, completing roadway restoration may not be a problem, but this can be discussed. Board members are amenable to the project moving forward. In the future, should the Windsor Township residents want to hookup, they can do so.

- **Superintendent's Report**—Keith reported the following:
 - **Water tank inspection reports**—these have been distributed to the Board for their review, along with pictures. Keith included a spreadsheet of what RLMA staff can do as time allows & what others would need to do. Some of the staff jobs include:
 - Signage, although there are currently “No Trespassing” signs in the area, additional signage can be installed, if necessary, including “Confined Space” signs.
 - Repair cracks in the concrete foundation.
 - RLMA received a grant through their insurance company & harness and climbing gear was purchased to climb the tank.
 - Pressure wash the tank

7. **WATER AND SEWER—NEW BUSINESS**

- **Edgewood Tank discussion**—this tank has not been used for years, mostly because it doesn't function well due to its height. Fairmount Tank sits much higher, so it drafts much better. Before Fairmount Tank was rebuilt, Edgewood Tank was a 2million-gallon tank and it drafted, not great, but better than it does currently. Its current state causes the water to lose its chlorine residual, so we end up with water that is not good that we don't want to go back into the distribution system or to our customers. RLMA staff & the Board need to decide what to do with the Edgewood Tank, i.e. tear it down, repair it, replace it, etc.
Jason distributed a report using different research criteria which was discussed. A model & mapping system was created to aid in research. The following options were researched:
 - Possibly separating the distribution system into two. Automatic valves would be installed at key points in order to break Fairmount off from Edgewood so that Edgewood could have its own distribution system. The tank would then be forced to draft. The problem with this is some residents may experience loss of water or water pressure, so booster pumps would need to be installed.
 - Complete an interconnection to force water to flow from one side of the tank & out the other side. Certain sections of the distribution system would need to be isolated to get the turnover in the tank.
 - Install a mixing system inside the tank to circulate water & draft it at the bottom; however, this becomes complicated because of overcoming the hydrostatic pressure coming from Fairmount Tank. If the water isn't coming in, there's no reason to

circulate it & unless a secondary treatment would be done, chlorine would need to be injected into the tank to keep the water fresh.

- Quotes for replacing the tank were \$800,000 (for a 1million-gallon tank) & \$1million (for a 1.5million-gallon tank). Demolition of the old tank & other construction that would be required was not included in these quotes.

With the Water Treatment Plant upgrade, pumping capacity has been significantly increased, so would the above Edgewood Tank upgrades even be necessary? Jason stated everything is currently running fine. Does RLMA staff want the extra storage that Edgewood offers to be available?

Some of the above options may not be too costly, but when discussing long-term maintenance & upkeep, it starts to get complicated & costly. Keith & Jeff said the Edgewood Tank is steel & the tank itself is not bad; the problem is getting it operational.

Mr. Missimer suggested Jason meet with RLMA staff & a few Board members to come up with 3-4 options including involved costs for Edgewood Tank. Mr. Poff & Mr. Klinedinst offered to meet & Keith will schedule the meeting. This work won't be in the 2021 Budget, but Mr. Missimer is hopeful that by October 2021, we'll have a plan to move forward.

- **2021 Financial Requirement/MMO for Pension Plan**—the Authority's portion for the defined contribution of 2021 is \$17,000. The other pension portion is \$81,693.
 - **H2O Schneider/Orren Schneider** met with RLMA staff earlier this month to discuss mixing our water with York Water at an interconnection. Mr. Schneider agreed that this is a significant problem and has agreed to put together a report with scientific data showing why this is not a good idea. His report/data should be received by end of September.
 - **WTP staff** cleaned both clarifiers last week
 - **Kubota repair/replace discussion**—the current Kubota RTV's hydrostatic pump/hydrostatic drive is out of operation. Jeff obtained a repair price of \$6,917 (the pump itself is \$5,200 + labor). A new one costs approx. \$20,000. Messick's (Kubota dealer) couldn't explain why this happened being that the unit is only 5 years old with less than 3,000 hours on it. It's used heavily on a daily basis by staff at the WTP to get from building-to-building, to complete testing & driving all over the property. Mr. Klinedinst suggested contacting the Kubota representative for input on this particular model & the problem staff has with it. The Board is amenable with Jeff contacting Kubota & moving forward with the repair.
8. **Other business to come before the Authority**—Mr. Missimer presented:
- The Pandemic Continuity of Operations Plan is now updated & complete. Mr. Poff made a motion to adopt the plan as policy; Mr. Herrman seconded. All were in favor; motion carried.
 - America's Water Infrastructure Act was passed in 2018—it requires every water system, regardless of size, to go through a risk & resilience assessment. Smaller systems, such as Red Lion's can either complete a computer program (created by EPA) or complete a checklist & send an acknowledgement letter (to EPA) stating staff as completed it. Mr. Missimer stated he, as well as Jason can help staff complete the checklist. Keith said PA Rural Water is also available to help, if necessary. The deadline for completion is June 30th, 2021.
 - New strain of flu vaccine is available—RLMA staff is urged to receive it & insurance does pay for it.
 - Mr. Minnich reported that the Fire Company came to the Borough stating that their bays flood when they wash vehicles inside because the bays don't drain properly and he wondered if Jason & Jeff Shue (Borough Engineer) can work together to reach a solution to correct this. Mr. Missimer & the Board said this should be addressed by the design engineer who designed the building, being that the correct size pipe wasn't used. More discussion can be held on this later.

9. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Minnich seconded. All were in favor; motion carried.
10. **Adjournment**—Mr. Klinedinst made a motion to adjourn the meeting @ 8:17p.m. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, September 23rd, 2020**

Members present

Skip Missimer, Chairman
Mike Poff, Vice Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer

Others present

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Andy Miller, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Stephanie Weaver
Bob & Tina Frutiger
Mr. & Mrs. Andrew Zolko

Glenn Rexroth
Blaine Markle

1. The meeting was called to order @ 7:00p.m., followed by the pledge to the flag.
2. Mr. Poff made a motion to approve the August 25th, 2020 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—4.5” of rainfall was received since last meeting. Green Branch was used recently to pump to Beaver Creek to supplement the stream release, as there’s so much water, some must be released downstream. This will be done again, if necessary.
4. **CONNECTIONS REPORT**—9 new connections since last meeting (7—The Paddock; 2—Kensington development)
5. **VISITORS**—the following were before the Board for discussion:
 - Mr. & Mrs. Andrew Zolko from 513 Riverview Court, were present to discuss their September water bill. The Zolko’s are disputing the 33,000-gallon water bill stating they have never used that much water & find it impossible that this bill is accurate. When they received their \$277.85 bill this month, they called RLMA staff who asked if they had a swimming pool or if they’ve been watering their lawn or have a leaking hose. They answered no to all those questions. A RLMA employee visited the home & found no leaking toilets or leaking hose. They’ve lived at their home since 1991 and when their sons lived at home, the Zolko’s said their water bill was higher, but even then, they never used 33,000 gallons of water. Now it’s only the two of them and they typically use 3,000-4,000 gallons/month. Mr. Zolko welcomed the Board to look back at their billing/payment history to confirm their consistent low usage & timely payments. He hadn’t paid the September \$277.85 bill yet, as he & his wife feel it must be wrong. They had a professional plumber come to the house to check all water sources, inside & outside & after checking all 3 toilets (1 of which they no longer use), he supplied the Zolko’s with a letter stating he found no leaks either. A dye test that was done on 3 separate occasions found no leaks. This test consists of putting dye into the toilet tank & if it leaks into the toilet bowl, a leak is occurring.
The current meter at the Zolko’s home was installed in 2009 and although they believe the meter is faulty for calculating the 33,000-gallon usage, Keith Kahwajy said generally the old-style meter would slow down as the inside parts would become “gummy”. The meter would not speed up in calculating usage.
Jeff Beard had a copy of the work order that was created when the municipal employee visited the Zolko’s home. He confirmed that no leak was detected, and that Mr. Zolko is correct about his typical monthly usage, being approx. 3,000-5,000 gallons. While none of their toilets were registering a leak at the time of the employee’s or plumber’s visit, the Board said that doesn’t mean the toilets hadn’t leaked at some point. The water must go

through the meter to register the usage. Jeff Beard said toilets are the biggest culprit for lost water, in that a flap or other part can become stuck and most times, the residents won't be aware of it.

RLMA staff has started replacing the old-style meter with a new type. The new Kamstrup meter is much more sensitive, can register daily usage and can record spikes in usage, which is helpful to determine when/how long a leak occurs.

A date/time will be arranged for the Zolko's old meter to be replaced with the Kamstrup meter. The old meter will be tested for any defects, but the Board stated, if no defects are found, the \$277.85 bill will be due. The late fee can possibly be waived & payment arrangements of the bill can be made with office staff at that time, should the Zolko's request it.

Of note, Mr. Minnich works for Haller Enterprises (plumber who visited the Zolko's home) and stated they're a reputable company. He asked if the plumber replaced the GFI at their home, but Mrs. Zolko said they didn't need to. The plumber told them that has nothing to do with the amount of water going into their meter.

- Blaine Markel, Engineer with James R. Holley & Associates and Glenn Rexroth were present to address a previous plan that RLMA approved for Rexroth Equities, LLC. The plan was for Mr. Rexroth to install all the private improvements on both Mia Brae Industrial Park property & Yorktowne property. To date, over 90% of the work has been completed, but there was a delay in the bonding situation, so that first plan, approved by Red Lion Borough, Red Lion Municipal Authority & Windsor Township was never recorded. Mr. Rexroth will post the bond for the work in the Borough, as well as the remaining work in Windsor Township.

Mr. Markel explained the bonding delay was due to the project costs coming in so high, Mr. Rexroth's financial institution said the property wasn't assessed at that amount.

In reviewing the comments, Mr. Markel stated the Mia Brae property consisted of two tracts of land, the front of which was Red Lion Borough, the rear was Windsor Township. He made the plan a reverse Final Subdivision Plan (as well as the Preliminary/Final Land Development Plan that RLMA previously approved) to join those two tracts of land.

Nothing has changed on the plan, but because it was never recorded, new signatures are required to get it recorded now. It must also be signed by Borough Council & Windsor Township representatives. Mr. Markel said the only other requirement of this plan is a waiver (from Red Lion Borough) for the pavement/street section where a SuperPave material is required per Ordinance. Mr. Rexroth installed a comparable material that was approved at staff meetings. Windsor Township had approved the waiver; a waiver is also required from the Borough.

There is a 2nd plan that involves building construction Mr. Rexroth wants to complete on both properties, but this will be brought to RLMA later. They want to get the 1st plan recorded before moving on.

Andy Miller said he hasn't reviewed the plan, but if nothing has changed from the previous plan, he doesn't see a reason why RLMA Board shouldn't sign it.

Mr. Poff made a motion for RLMA Board members to sign the plan; Mr. Herrman seconded. All were in favor; motion carried.

6. **WATER AND SEWER—OLD BUSINESS**

- **Solicitor's Report**—Andy had nothing additional to report from what is on the agenda for discussion later.
- **Engineer's Report**—Jason Reichard reported:
 - Burrows Road Water Main Interconnect was complete last month. The job went very well and RLMA staff accepted & signed off on everything. Application for Payment #3 (final payment) was submitted in the amount of \$39,022. Jason & RLMA staff concur with this request.

Mr. Poff made a motion to approve the \$39,022 payment to DeTraglia Excavating; Mr. Minnich seconded. All were in favor; motion carried. Of note, the original contract value was \$228,551; final contract based on quantities used to date is \$219,292. The final payment releases all retainage previously held.

- Springvale Road Water Main Extension—Keith reported that information from Windsor Township was received that they are not going to extend the main any further down the road. Jason is putting together contract specifications, drawings, etc. for October's RLMA meeting.
- North Main Street/First Avenue manhole—Mr. Klinedinst reported the bump at this manhole is bad. Jeff Beard said Pennsy was the contractor for the State project & RLMA gave them the risers to install, as needed. He will look at it to see if the riser can be adjusted to make the roadway smoother.

- **Superintendent's Report**—Keith reported:

- Shutoffs will be October 14th, 2020
- Keith received no response from Red Lion Borough concerning the Hydrant Agreement, but Mr. Missimer stated the Borough plans to discuss it at their October Work Session and he will be there to answer questions, if needed.
- Edgewood Tank discussion—a meeting needs to be scheduled to discuss this. A prior date was suggested, but Keith didn't receive a response from either Mr. Poff or Mr. Klinedinst.
September 30th @ 9:00am is now scheduled; Keith will email a confirmation to both Board members.
- RLMA staff met with Pennsylvania Rural Water Association to begin the required EPA Risk & Resiliency Assessment. Mr. Missimer said it was a productive meeting and a checklist has been started. There is no rush on this as it's not due until June 30th, 2021, but some information should be available for the Board's review in a few months.
- Red Lion Salvage water main--RLMA staff capped the old water main on the side of Chatham Creek. The side toward General Defense had been capped first, then Chatham Creek's side. When the water main was cut, no water came out, so nothing was leaking, despite someone calling to report the main is leaking.
- RLMA's gas tank update—usage is down because of COVID. The diesel is now depleted, but staff has been watching the gas usage. Jeff reported there is approx. 850 gallons left & RLMA staff are the only ones using it, approx. 250-350 gallons/month. He spoke to Keystone, who will remove the tanks when empty. They will touch base again in November/December this year.

7. **WATER & SEWER—NEW BUSINESS**—Keith reported:

- Pumpkin Patch Day Care owner contacted RLMA about using the parking spaces beside the basketball court for an upcoming event. Those spaces are under the Library's control, so Keith suggested the day care owner contact Don Dellinger at the Library.
- Regarding the Library's Subdivision Plan, Andy was unsure whether the plan was recorded yet, as they were sent to Peter Ruth, Library's counsel.
- Red Lion School District requested space on the monopole building again for communicating with Clearview Elementary. They had previously removed their equipment without notifying RLMA, which is required. Keith would like to use the same agreement used for D & B Broadband & anything else the Board would like to include, they can. The school district stated they wouldn't be using any of their own equipment & Met Ed confirmed the school no longer gets billed for anything at the monopole.

Keith sent an email to the school district stating an engineering study of their equipment & the tower would need to be completed. The Board was amenable to the school obtaining space on the monopole once the engineering study & agreement are completed.

- Legislation HB2597—Andy reported on this pending legislation that was introduced over the summer. Testimony was given a few weeks ago. This House Bill requires a voter referendum for a public utility to be sold. Chester Water Authority has been a main component of this House Bill, as Andy believes they're concerned they're becoming a target due to budget crises (and the pandemic) that they may become sold without any political accountability to the public for this decision.

Andy obtained this information from the PMAA newsletter and stated HB2597 would protect customers of municipal authorities from paying significantly more than their current rate provided by a municipal authority as private “for profit” water companies will consume authorities & raise costs. Andy said what’s missing from the referendum section of the bill is an estimate of any impact on rates to the ratepayer; it’s only required for them to publish the actual dollar value that the “for profit” utility would pay which could have an adverse effect. The ratepayers would see an attractive number for the utility being sold, but not see the effect it would have on their rates.

Mr. Missimer suggested Stan Saylor (or someone from his office) attend the October 28th RLMA Meeting for discussion on this. He will contact Stan’s office to arrange this.

8. **Other Authority business**—Mr. Minnich confirmed with Keith & Jeff that the sidewalk/concrete restoration at Fairmount Tank (as a result of the overflow tank project) would be completed as time allows for RLMA staff.
9. **Approval of bills & statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Minnich seconded. All were in favor; motion carried.
10. **Adjournment**—With no further business before the Board, Mr. Herrman made a motion to adjourn the meeting @ 8:10p.m. Motion carried, meeting adjourned.
11. **Next RLMA Meeting**—Wednesday, October 28th—Budget Meeting @ 6:00p.m., followed by the regular meeting @ 7:00p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Budget Meeting Minutes
Wednesday, October 28th, 2020**

Members present

Skip Missimer, Chairman
Mike Poff, Vice Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer

Others present

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Stephanie Weaver

1. The meeting was called to order @ 6:00p.m., followed by the pledge to the flag.
2. **Discussion was held on the proposed 2021 Budget.** Keith, Jeff & Jason have prepared the proposed budget. Jason explained the spreadsheet & information distributed to the Board:
 - 2021 Wage & Benefit information has been updated to reflect current staff. Keith, Jeff & Jason recommend the same wage adjustment as last year. Health, dental, vision & life insurance numbers have all been updated, but Jason noted that the health insurance amount has decreased from what was listed on the Board's paperwork. Keith said these numbers are being revised almost daily and he gave updated health insurance numbers for: Single employee is \$879.40/month; the remaining 3 are \$1,975.96/month. These amounts carry through to various sections of the water & sewer budget. Of note, Mr. Missimer reported he received an email from PMAA (PA Municipal Authorities Association) regarding data they collected from all municipal authorities across the state (all that participated in the survey anyway). The survey collected data on which holidays the employees have off, wage rates, what insurance is covered, i.e. health, dental, vision, etc. Mr. Missimer said he's happy to report that when comparing the survey results, RLMA is paying right around the average of what other municipalities are paying for comparable positions/job titles. When comparing Administrative Assistants or Water Superintendents, Red Lion Municipal employees fall within the range of others within our region. Mr. Missimer said wages will always be one of the largest items within a budget & he feels RLMA employees do a great job for the Authority & the community. Last year, Keith distributed totals of what it cost the Authority for each employee's benefits, but he stated the employees pay approx. 10% of their benefits.
 - **Water Revenue**—When preparing the budget, Keith, Jeff & Jason look at the previous year's (2019) audited records and also the first 3 quarters of this year then project the 4th quarter. Some items/costs need to be tweaked, added, deleted, etc. Jason said this year's budget was pretty straightforward, with the projections for 4th quarter/2020 falling into place. Some areas to note:
 - **The Variance column** is showing a deviation from last year's budget to this year's. Interest is down \$4,000 and there is no indication that will change. Metered Sales—Residential, reflective of the pandemic has increased \$51,000, while Commercial/Institutional have all decreased, but the Residential increase compensated for any decrease that was experienced.
 - **Hydrant Revenue**—revenue is generated due to the Borough paying fees, but Jason & staff weren't sure what was happening regarding the discussion about turning the hydrants over to the Authority. More on this issue will be discussed at the Regular Authority Meeting following this Budget Meeting, but Mr. Missimer stated, from what he's heard at recent Council meetings, he believes the Borough will continue to

maintain the hydrants & pay the monthly hydrant fees. Mr. Klinedinst & Mr. Minnich were unclear of the Borough's decision & didn't want to speculate. The outcome of the Borough's decision will affect the Hydrant Revenue for 2021; however, Red Lion Borough is not the only municipality that pays hydrant fees. Mr. Missimer stated RLMA will still have hydrant rental fees from Windsor Township, York Township, businesses, schools, should Red Lion Borough continue to maintain their hydrants.

- **Historically, a percentage of the labor expense for new water meter installations** was allocated from sewer coming into the water budget. Last year, it was difficult to balance the sanitary sewer budget, so the amount coming from sewer was decreased. This is a large water budget expense at approx. \$230,000+, so after discussion, Jason, Keith & Jeff didn't feel this made sense to move this money from sewer into water anymore. RLMA only serves Borough residents with sewer (other than a few township residents on the edge of the Borough), so this helped balance the sewer budget after a transfer of \$34,000 from sewer to water.
- **Overall, water revenue is up a little**, with a slight increase of \$5,000 over last year, but similar overall.
- **Water Expense**
 - **Computer expenses have been reduced** due to having to replace nothing this year, unlike previous years when equipment was replaced on a rotation basis. Of note, RLMA uses Doceo for IT support where they used to use Stambaugh Ness.
 - **Larger expenses are broken down** into separate categories, i.e. water distribution system, office, office building, etc. so the staff & Board know how much employee time is spent in one area.
 - **Costs for bill printing, postage, etc.** is all taken from water, then in December, Connie completes a refund from sewer into water for 25% of those bill expenses. Connie did the refund earlier this month, so the Board would have a better idea of expenses.
 - **Contribution to Construction Fund** remains at \$250,000 to help prevent going out to obtain bonding for all RLMA projects. As each year passes, the Fund continues to build.
 - **PENNVEST expense shown on the budget** is taken directly from the amortization schedule.
 - **Projected water net revenue** is \$116,000, which is up a little & expenses are down a little, so NO water rate increase is proposed for 2021.
- **Sewer Revenue**
 - **Interest earned has decreased.** While new connections have increased revenue this year, not as much is projected for 2021.
 - **Metered Sales**—Residential has shown an increase with more people being home during the pandemic, while Commercial & Institutional have decreased.
 - **Revenue** is being projected approx. \$26,000 lower in the 2021 budget.
- **Sewer Expenses**
 - **No dramatic changes**, expenses have held steady.
 - **New this year under Office**, is "Equipment Purchase" and \$10,000 has been put in that new line item. Last year was the first year this line item was in Water, showing \$30,000, which goes into a separate account for large mowers, backhoes, new vehicles, etc.
 - **Again, all expenses & line items are kept separate** so that residents not charged for sewer from Red Lion are not paying for RLMA employees to perform sewer duties. Any expenses, should they be sewer or water are noted in separate line items in the budget.

- **Of note, the original wage sheet discussed earlier tonight** are separated on a Wage Distribution Sheet that separates wages between water & sewer in a 75/25 split respectively.
 - **Most engineering fees/expenses** are reflected in the Construction Fund, whether it be water or sewer.
 - **As a recap**, sewer revenue is expected to be down by approx.\$26,000 & a net reduction in sewer expenses of approx. \$36,000 is seen. Net Income for 2021 is at \$23,893. Staff is recommending NO sewer rate increase for 2021.
 - **If the Board has any questions or would like anything revised, please let Keith or Jason know in the next couple weeks so revisions can be done prior to the Tuesday, November 17th meeting when the budget will get adopted.** The Board commended Keith, Jeff & Jason for a job well done putting the budget information together in an organized format.
 - Mr. Klinedinst asked why RLMA pays spousal insurance if an employee's spouse works somewhere that offers insurance? *Mr. Missimer said that information of whether or not a spouse works or has insurance is none of RLMA's business. We pay for what situation the employee is in whether they're single, married, have a family, etc., as many businesses do.*
3. **Adjournment**—With no further business, Mr. Poff made a motion to adjourn the Budget Meeting @ 6:50p.m. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, October 28th, 2020**

Members Present

Skip Missimer, Chairman
Mike Poff, Vice Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer

Others Present

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Andy Miller, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Stephanie Weaver
Bob Frutiger

1. The meeting was called to order @ 7:00p.m.
2. Mr. Poff made a motion to approve the September 23rd, 2020 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Rainfall received from last meeting was 4.5". Keith said Green Branch was run twice since last meeting for stream release.
4. **CONNECTIONS REPORT**—5 new connections since last meeting (3 at The Paddock; 2 in Kensington development)
5. **VISITORS**—Andrew Zolko, who attended the September meeting with his wife to dispute a high-usage water bill, was planning to come tonight, but could not, due to health reasons. Keith reported after the last meeting, Jeff scheduled a time to meet the Zolko's which they cancelled because of a garage sale. Another time was scheduled but was also cancelled. A 3rd time was scheduled & RLMA staff installed a new Kamstrup meter. The old meter's "odometer" was compared, nothing was changed in the meter readings & everything looked normal to staff. There was a spike in the Zolko's usage on the old meter before returning to their "normal" usage range after the past two quarters. The Zolko's weren't willing to pay the \$65 meter testing charge, but staff wanted to be confident that the meter wasn't faulty, so after taking it to the Filter Plant, it was tested at 15-gallons/minute, 2-gallons/minute & ¼-gallon/minute, and showed 100% accuracy.
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy had no formal report tonight, but distributed information about a case from PA Supreme Court that could affect authorities. It was a ruling on what a majority ruling from a Board means (or requires). We always interpreted it as, if you have a 5-member Board & all 5 are present, any vote would require at least 3 of those 5 members to be a majority. This case says the majority vote is only the members present in voting, so if there's a 5-member board & 2 members abstain, the vote can still carry, 2-1. The 2nd-class Township code for 5-member boards is written that it requires 3 votes regardless of how many members are present or how many members are voting.
 - **Engineer's Report**—Jason reported the following:
 - **Springvale Road Water Main Extension**—contract specs & constructions plans are being finalized. Documents are approx. 85% complete. Paving details & restoration requirements were recently discussed with Windsor Township, one being if they were amenable to the project moving forward & the street cuts being patched over the winter & an agreement was reached on restoration. Jason anticipates bringing documents to the November 17th RLMA meeting to authorize bidding the project for awarding at the December 15th meeting. Timeline of the project would allow for final restoration in April 2021.

- **Edgewood Tank**—a meeting between Jason, RLMA staff & a few Board members met recently to discuss proposals for the Edgewood Tank. After some discussion & valuable input, the Authority Board reps & RLMA staff agreed the best idea was to construct a new tank. Any other proposal involving additional maintenance, makeshift repairs, etc. was not favorable to those present. A new tank would build additional storage capacity in the event of an emergency & would allow the Fairmount Tank to be taken offline for future servicing, maintenance, improvements, etc.

Mr. Missimer thanked everyone who attended that meeting which resulted in very good results & a consensus of what path to take with the Edgewood Tank.

Jason's recommendation is to move forward with the development of the full scope of work, including what we want to achieve & outline the parameters (position, location, height & size of tank). This would be the 1st step of a multi-step process. More details such as a timeline & projected cost to be discussed at the November meeting.

- **Lancaster Street Water Main Interconnection**—CSD was working with the Borough to secure permitting for the roadway & thought a General Permit was all that would be required. After DEP reviewed the information, they're requiring a joint permit based on the classification, stating this land drains into a high-quality trout fishery. A joint permit is more involved & Jason can get clarification on it before the November meeting, but the Borough is taking the lead on this project.
- **Chris Minnich distributed copies of the revised Hydrant Agreement** from the Borough Manager, Mrs. Price. Mr. Missimer said a copy can be given to RLMA's Solicitor, Andy Miller, but he didn't want Andy to spend any time on it. From what he heard at recent Borough Council meetings, Mr. Missimer thought this was a dead issue in that the Borough will continue to maintain the hydrants & pay the monthly hydrant fees.
- **Superintendent's Report**—Keith reported the following:
 - Shut offs for unpaid bills will be November 12th, 2020
 - The rotating assembly for pump #1 at Beaver Creek was sent to Motor Tech for a new bearing & the shafts were scarred, so that was repaired also. After the repairs, staff heard a noise & called Motor Tech, who visited again. There was no noise when they visited, but they did a vibration analysis & all was fine.

7. **WATER AND SEWER—NEW BUSINESS**—Keith & Jeff reported:

- The meter at Green Branch failed. Staff was told that no meter heads were available (this is a 10" meter in a vault, approx. 10-11' off the floor. Everything is hard piped, so the meter would need pulled out & another put back in with new gaskets, but staff couldn't find anything the same length to put a new meter in. It was very difficult to find a supplier for the meter head, but Jeff found a replacement in Michigan at a cost of approx. \$2,500. It should arrive soon. The Board congratulated Jeff for finding this part at a lower cost than expected.
- Red Lion Borough is requesting payment of \$200 for a manhole on N. Main Street that needed adjusted during the Borough's recent sidewalk project. Mr. Klinedinst said RLMA offered the parts for the repair if the Borough supplied the labor, but he stated when he called Jeff Beard for the part (the riser for the manhole), it was never brought to the contractor. The contractor then went to York for the part.
Jeff Beard said he doesn't appreciate his name being dragged through the dirt on this issue. He spoke of an email that went to all Borough Council members, saying Jeff never brought the part. Mr. Klinedinst agreed he requested the part from Jeff. Jeff said he responded immediately & when he got to the site, the contractor was done. The riser was already raised & the contractor explained to Jeff they had concrete coming & they had to get it done. When Jeff offered the riser, the foreman on the job said, "if you have one, fine; we already used a 3"

riser". Jeff said RLMA doesn't stock a 3" riser, but the contractor told him to let the riser there, but they had already used the one they went to get. The foreman told Jeff it would involve a Change Order that the Borough would be billed for. Jeff said if he would've bought one, he would've given it to the contractor to use; it's a \$19 item from Monarch Concrete. Jeff didn't give it any more thought, until the issue evidently was mentioned at the Engineer's meeting & Mr. Klinedinst called Jeff asking why the riser was never delivered. Jeff said the same contracting company was working on a project in Felton & he asked that foreman for the phone number of the foreman he spoke to on the N. Main Street sidewalk project. When he talked to that foreman (who was in Middletown at this point), he said Jeff could give the riser to the employees working in Felton. The owner of the company called Jeff Beard, cussing because he was not happy with this situation. He had nothing good to say about Red Lion Borough & costs involved with this project. He told Jeff the total of the Change Orders related to this project were \$8,650 and he didn't want the riser Jeff had. He stated his employees are on mostly prevailing wage jobs & for Jeff to slide a riser from his truck to the contractor's truck would cost approx. \$200, so he wasn't interested.

Mr. Klinedinst denied saying Jeff Beard did not do his job, but he said he was given incorrect or incomplete information. Mr. Klinedinst said the riser was lowered because the contractor didn't follow the curb line. The reveal on the curb is 4 3/4" & should be 6" on a State project.

Mr. Missimer made a motion to deny the Borough's request for \$200; Mr. Poff seconded.

Mr. Missimer said this is a Borough project & RLMA has nothing to do with it.

Mr. Klinedinst was told by Jeff Shue that when there is a manhole or sewer lid involved, it becomes a combined (Borough/Authority) project. Mr. Missimer disagreed because the Municipal Authority does not receive plans to review every time a project, in some way, touches something belonging to the Authority. Keith said the contractor, most likely, knew about the change in grade & RLMA employees could've possibly adjusted it, had they been notified, but they were not. Jeff Beard said, having a good working relationship with this contractor, RLMA went around to adjust all the curb boxes to whatever grade they wanted. The contractor had knocked the side out of another manhole which occasionally happens, Jeff said. When the contractor was questioned about it, they stated they reported it to Brett Patterson, but Municipal Authority staff never heard about it. The contractor had corrected it. Jeff said Municipal Authority staff meets with every contractor when curb boxes are involved, because once they're in concrete, it becomes more difficult to adjust them.

A vote was taken on the above motion. Motion carried, 4-1 with Mr. Klinedinst opposing. He is opposing until he gets more information on this issue. He also told Jeff Beard that the Council minutes will reflect that he (Klinedinst) made the motion to send the \$200 invoice to the Borough, which was seconded by Chris Minnich, but they did so without knowing all the necessary information.

- The UPS (battery backup at the Filter Plant) needed to be replaced/updated. The update was going to be done with used circuit boards & used fans, but once staff investigated further, they believed chlorine had caused issues with the fans, brackets, etc. They decided to use a new UPS, ordered from Core Power at a cost of \$14,030, to be installed tomorrow, 10/29.
- On 10/23, a manhole repair at the Water Treatment Plant was done by USG at a cost of \$4,510. There was a gap between the manhole wall & the pipe, so grout (made to follow a water stream) was injected for the repair & then parged on the inside.
- Clarifiers at the Water Treatment Plant were cleaned last week.
- In the lower pipe gallery at the Filter Plant, when filter washes are being done & water is going into the floor, there is an open space that emits a strong chlorine smell. It was affecting the stainless steel. Rubber was added to the pipe which helped for a bit, but the chlorine smell was still very strong. Dan Neff (contractor) & Brad made a flexible tubing (with a coil inside) and brought it to floor level because the fan that extracted the gas was on the 20' ceiling. Chlorine gas is heavier than air, so it sits on the floor. The device is like an 18"

dryer vent that works well to pull the chlorine gas out of the room. This was installed in July 2019, but over time the chlorine gas had attacked the metal coil, which fell out of the tubing. Plastic ductwork is now being proposed to draw out the chlorine gas. A quote of \$6,314 was gathered, \$4,320.49 for materials & the balance for labor/installation.

- Staff continues to complete dam inspection report tasks.
 - Tank inspection report tasks are being completed as time allows.
 - Fuel island out back is out of gas. Jeff Beard contacted Keystone to get on the schedule for tank removal, which may be as soon as December, weather permitting.
 - The consultant that was hired to provide information & technical advice regarding potential consequences of mixing our water (chlorine water) & York Water Company's water had submitted a draft report which is being reviewed by Pat Zeffel (Environmental Expert Counsel), Andy, Keith & Mr. Missimer. Keith & Mr. Missimer will get their comments to Andy & a final report should be received in a few weeks.
 - The problem of submerged aquatic vegetation at the Cabin Creek Reservoir was studied by a consultant to determine what types of vegetation were there & what could be done about them. It was thought to perhaps purchase a type of grass carp that would eat this vegetation; however, the vegetation in the reservoir is something these carp do not eat. Other control measures are being reviewed & there are several approved chemicals that can be used in drinking water reservoirs with no restrictions. More on this later.
 - Flow meter to be installed on the pipe running to Mill Creek Interceptor—RLMA staff met with Smitty & some areas of work have been completed. The Board will be notified when complete.
 - N. Main Street manhole that is sunk down—Jeff said unfortunately, the slope of the manhole & the crown of the road creates that bump when driving over it. It needs dug up to repair, but it's no worse than a few other manholes in town.
 - Fluoride—Mr. Missimer said there's an ongoing debate on the efficacy of water providers putting fluoride in drinking water. The FDA & some other federal agencies believe it's a good thing to do. Red Lion does it, while following all requirements & monitoring it closely. There are several people who don't like the idea that it's added to their drinking water. It was added to drinking water 40+ years ago to simply help prevent tooth decay. Many other items, however, now have fluoride, i.e. toothpaste, mouthwash, etc., and with the cost of the chemical increasing 25-30%, we could save approx. \$7,000/year by removing it. This isn't as simple as flipping a switch, but Mr. Missimer asked the Board to think about it for future discussion. Keeping the fluoride in Red Lion's water is certainly not hurting anyone & it could be helping alleviate cavities for some people, but is it necessary?
8. **Bills & Statements**—Mr. Poff made a motion to approve the bills & statements; Mr. Minnich seconded. All were in favor; motion carried.
 9. **Adjournment**—With no further business before the Board, Mr. Herrman made a motion to adjourn the meeting @ 7:58p.m. Motion carried, meeting adjourned.
 10. **The November RLMA Meeting will be held Tuesday, November 17th @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Tuesday, November 17th, 2020**

Members present

Skip Missimer, Chairman
Mike Poff, Vice Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich (via Zoom)

Others present

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Andy Miller, Solicitor (via Zoom)
Jason Reichard, Engineer (via Zoom)
Stacy Myers, Rec. Sec'y (via Zoom)

Visitors present

Stephanie Weaver
Bob Frutiger
Andrew Zolko
Dianne Price (via Zoom)

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. Mr. Poff made a motion to approve the October 28th Budget Meeting Minutes & Regular Meeting Minutes. Mr. Minnich requested a revision to the Regular Meeting Minutes to include *that he distributed copies of the revised Hydrant Agreement from the Borough Manager, Mrs. Price. Mr. Missimer said a copy can be given to RLMA's Solicitor, Andy Miller, but he didn't want Andy to spend any time on it. From what he heard at recent Borough Council meetings, Mr. Missimer thought this was a dead issue in that the Borough will continue to maintain the hydrants & pay the monthly hydrant fees.* This revision will be included in those Regular Meeting Minutes. Mr. Minnich seconded the motion to approve. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Rainfall received since last meeting was 4.9". Usage has been normal. Of note, two water main breaks were fixed since last meeting; 1 in Kendale & 1 in Forest Hills.
4. **CONNECTIONS REPORT**—3 new connections since last month (2-Kensington; 1-Laurel Vista)
5. **VISITORS**—Andrew Zolko was present to, once again, dispute his recent water bill that showed 33,000 gallons of water was used. Mr. Zolko said in the 30 years he & his wife lived there, even during the time his 3 sons lived at home, they never used 33,000 gallons of water in one month. He urged Municipal staff & RLMA Board members to look at his past usage as well as his bill history to confirm this. He & his wife had been to the September RLMA meeting to dispute the high-usage bill. They had paid for a certified plumber to come to their house to check all toilets, faucets, outside spigots, etc. for leaks and he found none. When he called RLMA office staff, Mr. Zolko said he was accused of having a swimming pool, they have none; he was accused of watering his lawn and/or flowers, they don't; he was accused of leaving an outside hose on, he didn't. He said he could not have used this much water; he was in the hospital for 20 of the 30 days of that billing month & his wife did not use all that water either. He believes the water meter is faulty or that a decimal was missed somehow & suggested the usage should've only been 3,300 gallons rather than the 33,000.
Mr. Missimer said no one (staff, etc.) accused Mr. Zolko of anything. The questions that staff asked him about the swimming pool, leaking toilets, faucets, etc. are all standard questions they ask when someone calls regarding a high-water bill. This is not an infrequent problem; toilets run sometimes unbeknownst to residents or a faucet could leak, undetected.
Keith stated after the September meeting, RLMA staff met to change his old-style meter with the new Kamstrup meter. The Kamstrup is an electronic meter, not mechanical like the old style.

There are no moving parts. Staff tested the old meter at 15gallons/minute, 2gallons/minute & ¼-gallon/minute and all 3 tests came back at 100% accuracy.

With the old meter being mechanical, water must go through the meter to move the dials & calculate usage. While it's true at the time staff was at the Zolko residence nothing was leaking, that doesn't mean nothing DID leak at some point in that billing period. Mr. Missimer said it's not unusual to have one month of high usage; it doesn't mean the meter is faulty. A faulty meter doesn't correct itself & since that high-usage bill, the Zolko's bills has been back to their normal usage.

Mr. Klinedinst stated one of his toilets recently had a flapper that was stuck & had he not heard the water running, it could've produced a high water bill as well. Things like this happen.

Jeff Beard said a running toilet can allow up to 8,000 gallons to go through a meter in one day. Years ago, the Zolko's had to install a booster pump to receive an adequate water supply because their house sits uphill from the water line. Mr. Zolko said that pump is still working & there is nothing out of service or faulty with any of his other appliances in his home.

He asked the Board for consideration & leniency regarding the high water bill, repeating that he does not believe it possible for two people to use that much water in one month & it must have been a faulty meter or billing error.

Stephanie Weaver, a visitor at tonight's meeting, asked Mr. Zolko how he can know for sure that nothing in his home was leaking/running, if he was in the hospital 20 days out of the 30? He was adamant that 33,000 gallons of water was not used & all his toilets, faucets, etc. are kept in good working condition.

Mr. Missimer said the Board is denying Mr. Zolko's request to waive the 33,000-gallon water bill. If he wishes, he can arrange a payment plan or extension with staff, but the bill will need to be paid by the end of February 2021.

6. **WATER & SEWER—OLD BUSINESS**

- **Solicitor's Report**—Andy reported:
 - **Dallastown-Yoe Water Authority** was scheduled to discuss the bulk sales agreement at their meeting last week. Andy will follow up with their Solicitor Peter Ruth regarding that.
 - **He is still waiting for the deed** from the Borough for the lot line change/lot add-on to the Authority's property. Mrs. Price stated the Borough already approved it, but the Borough Solicitor, Mike Craley has the deed, but wants the blanks typed in to make a cleaner copy. Andy will follow up with Mr. Craley regarding that.
- **Engineer's Report**—Jason reported:
 - **Springvale Road Water Main Extension Project**—Jason's office prepared the final draft of the plans & contract specifications; RLMA staff has reviewed them. The plans involve installation of 2,170 linear feet of 8" main, a 6" diameter interconnection with the existing main on Wise Avenue & 18 service connections. The interconnection on Wise will replace the blowoff & will eliminate the need for staff to continue to exercise that blowoff. In addition, approximately 80' of pipe will be added at Wise Avenue too. The project also includes the installation of two fire hydrants, per Windsor Township's request, as there are currently no fire hydrants in that area. Windsor Township will reimburse RLMA for the cost of the hydrants. Jason & staff estimate construction costs for this project in the range of \$700,000, but Jason stated costs may come in lower. There are a few details to work out yet & the project may get delayed a little so it's not being conducted in bad weather. Temporary pavement restoration can be done until Spring when final restoration can take place. This has been coordinated with Windsor Township also. Of note, Tate Industries is looking for additional fire protection, so this extension & replacement will help them if they move forward with that.

Mr. Klinedinst made a motion to authorize the advertisement for bids on this project; Mr. Herrman seconded. All were in favor; motion carried. Jason expects bid tabulations to be presented at the December 15th RLMA meeting.

- **Edgewood Tank**—the proposed scope of work outlining the recommended approach for tank replacement is close to completion, but Jason said more time is needed to finalize everything. He should have information available to email to Board members for their review by the December 15th meeting.
 - **Lancaster Street Water Main Interconnection**—the stream classification was upgraded due to DEP classifying the existing tributary as exceptional waters. Per the Borough Engineer, this project is currently on hold as consultants are trying to schedule a meeting with DEP to avoid providing extra information required on a joint permit.
 - **Rutter’s (end of town at N. Main & Prospect)**—Mr. Klinedinst reported this store plans an expansion to include beer & wine sales. He wanted the Authority to be aware of the project, although Rutter’s probably won’t have any need to contact RLMA regarding it.
- **Superintendent’s Report**—Keith reported the following:
 - Shutoffs for delinquent water bills will be December 16th, 2020
7. **WATER & SEWER—NEW BUSINESS**—Keith & Jeff reported the following:
- Mr. Poff made a motion to adopt the following Resolutions; Mr. Herrman seconded. All were in favor; motion carried.
 - **Resolution 2020-2**—to adopt the Water & Sewer Budget—Keith stated no changes or revisions were made to the budget since the October RLMA Budget Meeting. The copies that the Board received at that meeting can be marked “Final Budget”; Keith will email copies to members.
 - **Resolution 2020-3**—to adopt 2021 Water Rates—no proposed increase for 2021
 - **Resolution 2020-4**—to adopt 2021 Sewer Rates—no proposed increase for 2021
 - **Resolution 2020-5**—to adopt Certain Fees
 - 2021 Chemical Bids were advertised in the local newspaper & have been emailed to vendors. Bid opening will be Thursday, December 10th @ 10am in the Municipal Meeting Room.
 - The list of proposed meeting dates for 2021 has been distributed. The December 22nd meeting date was changed to Tuesday, December 14th, 2021. Any other conflicts should be brought to Keith’s attention before the December 15th, 2020 Meeting.
 - November 16th—installation of the meter head Jeff found for Green Branch
 - Keystone contractor is proposing to have the fuel tanks at the fuel island removed by Christmas
8. **Other business**
- Mr. Missimer mentioned the two COVID-19 vaccines that are being proposed look to be promising in effectiveness. Municipal Authority employees are considered priority candidates for these vaccines, so he urged RLMA employees to get those to protect themselves.
 - House Bill 2597 is before the Pennsylvania legislature & would amend Title 66 (Public Utilities) PA Consolidated Statutes, in rates and distribution systems, providing for valuation of acquired water & wastewater systems. Mr. Missimer contacted Stan Saylor’s office and reported that either Stan Saylor or Kevin Eck (from Saylor’s office) will be at the December RLMA meeting to hear why RLMA supports this legislation & for them to explain to the Board why they do or don’t support it.
9. **Bills & Statements**—Mr. Poff made a motion to pay the bills & statements; Mr. Herrman seconded. All were in favor; motion carried.

10. **Adjournment**—With no further business before the Authority, Mr. Herrman made a motion to adjourn the meeting @ 8:11p.m. Motion carried, meeting adjourned.
11. **The next RLMA meeting will be held on Tuesday, December 15th @ 7:00p.m. via Zoom or in person (practicing social distancing), whichever way Board members & guests wish to attend.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Tuesday, December 15th, 2020**

Members present (via Zoom or phone)

Skip Missimer, Chairman
Mike Poff, Vice Chairman
Jeff Herrman, Secretary
Dennis Klinedinst, Treasurer
Chris Minnich

Others present (via Zoom or phone)

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Andy Miller, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Secretary

Visitors present (via Zoom or phone)

Representative Stan Saylor
Dianne Price
Kelly Henshaw
Meredith Yakelis

1. The virtual meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. Mr. Poff made a motion to approve the November 17th, 2020 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Keith reported 3.7” of rainfall was received since last month and water usage has been about the same without much change.
4. **CONNECTIONS REPORT**—3 new connections since last month (2-The Paddock; 1-Shawnee Manor)
5. **VISITORS & PUBLIC COMMENT**—Representative Stan Saylor was present via cell phone to discuss his opinion of House Bill 2597 regarding the requirement for the sale of water authorities & other municipal authorities to go through a public notice & a public vote. Prior to Mr. Saylor joining the meeting, Andy Miller distributed both House Bill 2746 & House Bill 2597, being that they’re both similar. He said there is a protective provision for municipal authorities in PA that requires a referendum of the ratepayers’ system to approve any kind of acquisition or takeover by a public utility. Andy believes the legislation being proposed is a good effort to protect the ratepayers, so they understand what they’re getting into. HB 2746 requires the disclosure of information in a referendum of ratepayers before the sale of a municipal authority system to a public utility company. HB 2746 has a ratepayer bill of rights in it, while HB 2597 does not. Andy forwarded a link to Board members regarding the Chester Water Authority (in the city of Chester) where these two bills originated. The city of Chester wants to sell the Authority because they need the money. The public utility company Aqua America made a bid for the Chester water system, Chester turned it down, so Aqua America is now suing them. Mr. Saylor said he has not taken a direct position on the above bills which are currently dead, as of November 30th, 2020. They will need to be reintroduced in January 2021, which Stan does expect. As far as his point of view, he is not in favor of referendums. He said it seems whenever local officials, not only elected officials don’t agree with something, they want a referendum, but on another issue they agree with, they don’t want a referendum because they could lose. Stan believes elected & appointed officials should be transparent on issues, not just regarding water authorities but to make their positions known, i.e., what is being sought after, how much money is involved, what are the benefits to taxpayers, etc. Although he has not taken a stance on the above House Bills, he may need to at some point. Mr. Missimer said he believes there needs to be something done to discourage municipalities from selling authorities in order to fund budget deficits, such as what is happening in Chester County. This is to the detriment of the ratepayers.

Mr. Saylor agrees with Mr. Missimer and believes voters need to be more cognizant of who they elect to office. He said Democrats have done a horrible job managing municipalities & some school districts. As legislators, trying to balance between responsibility & being flexible is difficult sometimes.

Mr. Missimer said Red Lion Municipal Authority is not a profit-making organization like York Water Company. York Water's rates are regulated by the Public Utility Commission, then they send a quarterly dividend check to their stockholders. Aqua America is a similar profit-making company and that's not the route we want Red Lion's Municipal Authority to take.

Mr. Saylor said he has seen what large conglomerate companies can do as far as controlling pricing and it concerns him when they buy out smaller companies. He is a free enterprise person & he has an open mind when it comes to action on these House Bills.

RLMA will be following this issue very closely as things develop and will reach out to Mr. Saylor's office with any concerns or questions.

6. **BIDS**—Water Treatment Plant chemicals were put out for bid for 2021 & results were emailed to Board members. Keith's suggestions are as follows with the per hundred weight cost & total estimated annual cost:

- Caustic Soda—Univar was low bidder with a cost of \$7.41/CWT (approx. \$14,820/yr)
- Liquid Aluminum—USALCO was low bidder with a cost of \$21.658/CWT (approx. \$23,262.80/yr)
- Potassium Permanganate—Univar was low bidder with a cost of \$157.57/CWT (approx. \$6,302.80/yr)
- Carbon—Coyne Chemical was low bidder with a cost of \$99.5000/CWT (approx. \$1,990/yr)
- Sodium Hypo—Univar was low bidder with a cost of \$10.22/CWT (approx. \$19,418/yr)
- Sodium Bisulfite—Univar was low bidder with a cost of \$27.93/CWT (approx. \$1,675.80/yr)
- Fluoride Tote—Univar was low bidder with a cost of \$29.25/CWT (approx. \$7,020/yr)
- Zinc Orthophosphate—Coyne Chemical was low bidder with a cost of \$60.8497/CWT (approx. \$10,952.95/yr)
- Superfloc—Coyne Chemical was low bidder but did not bid the requested chemical; they bid an alternate chemical. Univar bid the required chemical with a cost of \$130.00/CWT. (approx. \$10,400/yr)

Mr. Klinedinst asked if other chemicals would be obtainable in the event we would need to connect to York Water and have our water systems mix favorably; however, Mr. Missimer said the only way Red Lion would ever connect to York Water would be if Red Lion was not producing water. All means possible would be taken to avoid hooking to York Water.

Mr. Poff made a motion to accept the recommendation of staff & approve the above chemical bids; Mr. Minnich seconded. All were in favor; motion carried.

7. **WATER AND SEWER—NEW BUSINESS**

- **Solicitor's Report**—Andy reported the following:
 - **He received Dallastown-Yoe Water Authority's comments** on the proposed contract extension of the bulk sales agreement, which Andy believes is going in a favorable direction. Keith, Andy & Skip reviewed the comments & their proposed responses will be sent to the Board for review & at their January 27th, 2021 meeting, RLMA will hold an Executive Session to discuss this issue. A "marked up" copy of the existing agreement was sent to Board members in December 2019, so this has been in the works for a while. In January 2020, all comments regarding the agreement were to go to Andy & at the January RLMA meeting, Mr. Minnich made a motion to send the agreement to DYWA with all Board members approving that motion.

- **Keith, Jeff & Jason have been reviewing the current language & rate structures** of the Authority's rules & regulations to determine whether any adjustments should be made for the private fire suppression systems and private fire hydrants that are after the water meter & would be billed if used in an emergency. There may be potential changes to the rules & regulations, but staff is still working on this. Andy received a call from Glenn Rexroth concerning billing & rates for private hydrants, since he has some in the industrial park. More on this later.
- **Engineer's Report**—Jason reported the following:
 - **Springvale Road Water Main Extension**—the bidding for this project was held off due to the holidays but should be ready to act on at the January 2021 meeting & a contract turnaround in March is expected. Staff was working on the potential service connections at Red Lion Bible Church & Tate Access Floors.
 - **Edgewood Tank Replacement**—Jason & CSD prepared a scope of work that outlines their recommended approach to the tank replacement project which was emailed to the Board members a few days after December 8th. They broke it into four phases, as listed below.
 - **Phase 1: Existing Conditions**—involves looking at the system operations, pumping cycles, hold a discussion on necessary permitting, hold a site meeting, etc. Not a lot of time is involved with this phase.
 - **Phase 2: Desired/Required Operating Parameters**—estimate the needs of the Authority & what is needed to meet its service area.
 - **Phase 3: Alternative & Options**—location & physical condition of tank based on what is needed to meet the requirements of the water system.
 - **Phase 4: Cost Estimates**—costs associated with a final decision for the project.

As a side note, Mr. Klinedinst & Jeff Beard attended a recent workshop held by Pennsylvania Rural Water Association on water tank storage, inspections & operations which Mr. Klinedinst found very educational.

Mr. Missimer suggested the Board consider approval of Phase 1 of the above scope of work. Existing conditions would be evaluated, a field meeting would be held & discussion with permitting entities. There isn't a lot of time or cost involved with this Phase with Jason estimating an approximate cost of \$3,400.

Mr. Minnich & Mr. Klinedinst questioned the need to spend a lot of money for a tank replacement. Could the Edgewood Tank be saved? Could a pump be installed at the bottom of the hill to aid in distribution from the tank?

Mr. Missimer & Jason stated to try & fix the current tank would probably be a very temporary solution. The problem is not in filling the tank; it's that the elevation of the tank does not allow it to drain into the system when it's full.

This problem has been dealt with for many years & since the tank isn't being used, this scope of work was put together to find a permanent solution. The different phases listed above will be taken in separate steps so the Board will know the time & money involved with each one prior to moving forward.

Mr. Minnich made a motion to authorize moving forward with Phase 1 above; Mr. Poff seconded. All were in favor; motion carried.

- **Superintendent's Report**—Keith reported the following:
 - Shut offs for unpaid bills will be January 13th, 2021. The December shut offs were postponed because the shut off date was not printed on the bills due to an error with the printer & notice must be given to residents prior to shutting off water.

- 2021 Meeting Dates—no conflicts were mentioned since the dates were distributed at the November 2020 meeting, so these will be advertised.
8. **WATER & SEWER—NEW BUSINESS**—Keith reported:
 - The fuel islands out back have now been removed.
 - Keith & Skip are making progress in developing the Risk & Resilience Assessment, required by the America’s Water Infrastructure Act. A draft will be given to the Board for their review, no later than end of February 2021. Comments from the Board will be welcomed after review.
 - Once EPA is notified that the Risk & Resilience Assessment is completed, work on the Emergency Response Plan will begin.
 - A letter of intent to serve on the Red Lion Municipal Authority has been received from Kelly Henshaw. A letter of intent was also received by Jeff Herrman, so this will be voted on at the January 11th, 2021 Borough Council meeting.
 9. **Approval of bills & statements**—Mr. Minnich made a motion to approve the bills & statements; Mr. Poff seconded. All were in favor; motion carried.
 10. **Adjournment**—With no other business before the Authority, Mr. Herrman made a motion to adjourn the meeting @ 7:59p.m. Motion carried, meeting adjourned.
Mr. Missimer wished everyone a happy holiday and thanked Keith Kahwajy & Jeff Beard for all their hard work during this unusual year. Kudos & thanks to all the staff also!
 11. **Next RLMA Meeting will be held January 27th, 2021.**

Respectfully submitted by:

Stacy Myers, Recording Secretary