

Red Lion Municipal Authority
Meeting Minutes
Wednesday, January 27th, 2021

Members present

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

Others present

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

Visitors

Tony Musso
Dianne Price (Zoom)
Cindy Barley (Zoom)

1. The meeting was called to order @ 7:00p.m., followed by the pledge to the flag. Mr. Missimer welcomed Kelly Henshaw as the newest Board member to the Red Lion Municipal Authority.
2. Mr. Klinedinst made a motion to approve the December 15th, 2020 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—7.1” of rainfall was received since last meeting. Keith reported usage this month was slightly higher than usual due to several leaks in Red Lion’s system & a few major leaks in Dallastown-Yoe’s system, which caused significant operational issues to Red Lion’s system but no interruption of service to customers.
4. **CONNECTIONS REPORT**—0 new connections since last meeting.
5. **VISITORS**—no one was present to address the Board. Mr. Missimer had invited Jeff Herrman to tonight’s meeting to present him with a plaque for his years of service to Red Lion Municipal Authority from 2014-2020. Jeff did not attend tonight’s meeting, but Keith will be sure he receives his plaque. Jeff served on the Board, completing his father, Henry Herrman’s term, then continuing to serve another 4-year term. We appreciate Jeff’s service.
6. **TEN-YEAR OPERATING REPORT**—Mr. Missimer thanked staff for this report which offers very valuable information on water & chemical usage as well as distribution reporting. Keith requested one change be made on the “Red Lion Water Yearly Operating Report 2020”. In the last column for usage of Ortho Phosphate reads “64,402”, this should read “21,102”.
7. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Andy reported:
 - **Wise Avenue Easements**—due to the Springvale Water Extension Project, easements have been prepared for the installation of a water line in Wise Avenue. Once the bids for the Springvale project were opened, discussion was held on the easements. Easements are needed from four properties for this project; some are temporary construction easements & some are regular easements. Jeff Beard reported 3 of the 4 property owners have received them. Mr. Poff made a motion to approve the Easements & authorize the Chairman to sign them once received from the property owners; Mr. Minnich seconded. All were in favor; motion carried. Andy said because this paper street was never opened as a public street by the Borough, the right-of-way is owned by the adjacent property owners. They own to the center of the street, but if any property owners refuse right-of-way, the Authority could exercise eminent domain.

- **DYWA Bulk Sales Agreement**—this will be discussed in Executive Session later tonight.
- **Deed recording/Library Subdivision**—the deeds transferring and/or changing lot lines for a portion of Borough property to the Authority & confirming the lot lines for the Authority’s reconfigured lot have now all been recorded.
- **Question from Kelly Henshaw**—In tonight’s bills for approval is a payment to L/B Water Service & Kelly’s daughter works for them. He inquired whether his vote on that would be a conflict. Andy said tonight’s bill list can be approved, but it can be noted in these minutes that Kelly has abstained (particularly on that bill).
- **Engineer’s Report**—Jason reported:
 - **Springvale Road Water Main Extension**—a bid opening was held yesterday, 1/26. Although many contractors showed interest & picked up bid packets, 9 bids were received, all of them below Jason’s & staff’s estimation of near \$700,000. Low bidder was Doli Construction (located north of Philadelphia) with a bid of \$388,789; 2nd lowest was Barrasso Excavation with a bid of \$421,850. After review of the quotes, nothing stood out to Jason, Keith or Jeff as reason or concern for the low bids; however, Doli Construction completed a project for RLMA in 2013 which didn’t go well. There were conflicts with field personnel & early on, the contractor requested a Change Order for restoration work. Being that there were several hassles involved with that whole project & working with Doli Construction, the Board & staff are reluctant to award them another project. Considering the 2nd bidder’s quote is still well under Jason’s estimate, the Board wondered if the project could be awarded to Barrasso, although they’re not the lowest bidder. Staff has been very pleased with past projects completed by Barrasso Excavation. There was one minor issue noted, but it was resolved & everyone was satisfied. Andy stated the Authority adopted competitive bidding regulations in 2011 that offer criteria to assess the lowest responsible bidder. RLMA can consider the following factors:
 - a. the quality of the bidder’s previous work
 - b. the bidder’s record for completion of work on time
 - c. the bidder’s history of payment to subcontractors & suppliers
 - d. the maintenance of the bidder’s principal place of business
 - e. the adequacy of the bidder’s equipment, work crew & principal place of business to conduct the work
 - f. credit history & financial background of bidder
 Previous & current discussions about Doli Construction focus mainly on Factor “a” from above list. Jason said details on Doli’s work history with RLMA can be found in his bid/project documents & most likely, is noted in past Meeting Minutes. Andy said this should be satisfactory to establish, in writing, the Board’s decision to award the bid to the 2nd bidder & not the low bidder. If the Change Orders (mentioned above) were for things that should’ve been captured in the bid, that could help with RLMA’s argument to deny Doli’s bid. If the Change Orders were the result of something outside of the contractor’s control, that would not qualify as a reason for denying the bid. RLMA staff noted shoddy workmanship as one major issue with the 2013 project Doli Construction completed. 29 curb boxes (out of 50) were installed incorrectly, payment was withheld until those were corrected, which created some issues with the contractor. RLMA employees completed some of the work & billed Doli for it, which created other problems.

Keith referenced a 2014 email from Jason asking if they (Keith/Jeff) wanted to give Doli Construction notice that RLMA would no longer accept bids from their company. Andy had responded in that email stating he didn't think RLMA could disqualify Doli forever, but rather reject a bid in each separate occasion that they submit one.

With the problematic factors in mind, the Board's consensus was to award the bid to Barrasso Excavation. Mr. Klinedinst said he would be in favor rejecting all the bids & rebidding the project, but Keith is afraid contractors will already have their workloads scheduled for the year & RLMA won't get favorable bids on a 2nd bid request. Mr. Klinedinst agreed. Even with the additional \$33,000 in Barrasso's bid, the project is still under staff's estimate. Andy said the 2nd bid is not far off from the 1st & clearly there is a problematic history with the 1st bidder.

Mr. Henshaw made a motion to award the Springvale Water Main Project to Barrasso Excavation with the quote of \$421,850; Mr. Minnich seconded. All were in favor; motion carried. Prior to sending the Notice to Award, Jason will be in touch with Andy to ensure RLMA's desired language is included.

Edgewood Tank Project—an onsite meeting was held with RLMA staff, first at the Edgewood Tank, then at the Treatment Plant to consolidate facts & existing conditions of the work. This was authorized as Phase 1 of the feasibility study. Contact has been made with York County Insurance Services Office & also DEP to discuss the level of permitting required with this project & notification to the Red Lion community. Communication with Windsor Township has been made to evaluate any necessary Variances for a new tank. A preliminary draft of the findings has been created & a full report will be distributed to Board members before the February meeting.

- **Cabin Creek Dam**—the 2020 Annual Safety Inspection has been completed & the corresponding inspection report has been submitted. Things are in good shape with the dam structure itself & RLMA staff continue to perform routine maintenance of the facility & anything identified by the annual inspection. The most significant repair work involves the deterioration of the exposed section (above water surface) of the intake structure. CSD will work with RLMA staff to create a scope of work & recommend removal of the delaminated concrete & repair in 2021. Jason predicts the work may be pricey due to accessibility to the intake. Of note, this is the old intake structure, not the new intake. The old intake is no longer used, but it still provides structural support for some valves & piping underneath. The valves should still be exercised sometimes even though it's not used often.
- **Superintendent's Report**—Keith reported:
 - Shut offs for unpaid water bills will be February 17th, 2021.
 - Execution of chemical contracts have been signed
 - RLMA staff repaired several leaks since last meeting—a 2" galvanized line, 8" on Walnut St., 6" on S. Charles St., 6" on Ivy Dr., & a 6" on Faith Lane. There were a few major leaks in Dallastown-Yoe's system that were repaired with many hours' assistance from RLMA staff.
 - Clarifiers were cleaned at the Water Treatment Plant on January 13th & 14th.
 - A report was received from the company that did the review of the vegetative growth in the Cabin Creek reservoir & Keith distributed the report to Board members for review. There were a few options given to control the vegetation:
 - Grass carp, but it could take 2-3 years until they start eating the vegetation.
 - Using an advanced herbicide

- Biological control—unknown results (it may control growth or over-control it)
- To continue to live with the problem, but the growth will only continue to get worse

Brad Sprenkle & Keith agreed the use of an herbicide would be the best option & most of the Board agreed, but Mr. Missimer suggested contacting DEP & the herbicide manufacturer/supplier to see if any other municipal water system or company have used this chemical. Another reference may be the SDS (Safety Data Sheet) for this herbicide. Keith will research & report more at February's meeting.

8. WATER AND SEWER—NEW BUSINESS

- Election of officers for 2021
 - Chairman--Mr. Missimer nominated Mike Poff for Chairman. No other nominations were heard. All were in favor.
 - Vice-Chairman—Mr. Poff nominated Skip Missimer for Vice-Chairman. No other nominations were heard. All were in favor.
 - Secretary—Mr. Missimer nominated Dennis Klinedinst for Secretary. No other nominations were heard. All were in favor.
 - Treasurer—Mr. Minnich nominated Kelly Henshaw for Treasurer. No other nominations were heard. All were in favor.
 - Asst. Secretary/Treasurer—Mr. Minnich nominated himself, Chris Minnich for Asst. Secretary/Treasurer. No other nominations were heard. All were in favor.
- Consulting Engineer for 2021—Mr. Henshaw made a motion to appoint C.S. Davidson for Consulting Engineer for 2021; Mr. Missimer seconded. All were in favor; motion carried.
- Solicitor for 2021—Mr. Klinedinst made a motion to appoint MPL Law Firm as Solicitor for 2021; Mr. Missimer seconded. All were in favor; motion carried.
- Auditor for 2021—Mr. Henshaw made a motion to appoint Hamilton & Musser as Auditors for 2021; Mr. Minnich seconded. This firm has been used the past two years & staff is satisfied with their work. All were in favor; motion carried.
- Chapter 94 Report was submitted on January 7th, 2021.
- Safety Meeting was held on January 14th, 2021 & was the first safety meeting since before COVID. Of note, no Workers Compensation claims were filed for RLMA employees in 2020, which is great!
- April 5th, 2021 is the tentative date for flushing the water distribution system.
- Keith & Jeff met with CSD's structural engineer to look at two corners in the basin of the pre-treatment building that are cracking. He was not concerned with the interior condition; however, he suggested maintenance on the exterior which includes pressure washing the concrete, repointing some of the joints, etc.
- The old Filter Plant which was built in 1924-25, has been used for various things since 1988. Mr. Missimer & RLMA staff don't believe this old structure is needed any longer; however, an emergency sludge overflow area is necessary. This old building is deteriorating, leaking & isn't worth investing money in, but the Board should begin discussing what to do with it. Mr. Missimer suggested Board members visit the area so a proactive decision can be made concerning the building. His opinion is to tear it down which can be done relatively inexpensively & money can be budgeted for that.
- On January 13th, 2021, Tier II Chemical Storage forms were completed & submitted to Labor & Industry who then distributes them on County level. A meeting will then be held with the County.

- Of note, SDS (formerly MSDS) sheets on all chemicals are stored on a flash drive kept in a Knox Box at the WTP gate. That way emergency personnel would have necessary information in the event of an emergency.
 - Keith mentioned people working in water/wastewater had been in Phase 1B classification for the COVID-19 vaccine but have now dropped to Phase 1C. PA WARN is pushing to get these workers vaccinated as quickly as possible.
9. **Approval of bills & statements**—Mr. Missimer made a motion to approve bills & statements; Mr. Minnich seconded. All were in favor, motion carried with Mr. Henshaw abstaining from voting on Check # 615461 to L/B Water Service.
 10. **Authority recessed to Executive Session @ 8:07p.m.** for Andy to brief the Board members & discuss contract negotiations.
 11. **Authority reconvened @ 8:49p.m.** No decisions were made.
 12. **Adjournment**—RLMA Meeting adjourned @ 8:51p.m.
 13. **Next RLMA Meeting will be held Wednesday, February 24th, 2021.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, February 24th, 2021

Members present in-person/Zoom

Mike Poff, Chairman
Skip Missimer, Vice-Chairman (Zoom)
Dennis Klinedinst, Treasurer
Chris Minnich, Asst. Sec/Treasurer
Kelly Henshaw, Secretary

Others present in-person/Zoom

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard (Zoom)
Andy Miller (Zoom)
Stacy Myers, Recording Secretary

Visitors

Dianne Price

1. The meeting was called to order @ 7:02p.m. followed by the pledge to the flag.
2. Mr. Missimer made a motion to approve the January 27th, 2021 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—usage is lower than usual compared to last year, this time. 4.3” of rainfall was received since last meeting.
4. **CONNECTIONS REPORT**—1 new connection since last meeting (Kensington development). Kensington has now added another phase with additional lots for sale. This phase had been approved by the Board previously.
5. **VISITORS**—no one to address the Board.
6. **WATER & SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Andy Miller reported the following:
 - **Red Lion School District has requested to go back on the monopole** at 190 S. Charles Street. Andy received a proposed lease from Greg Monskie at the school, and he made a few minor changes & forwarded to the Board for their review. Staff has no concerns with the school district going back on the monopole. All equipment & the engineering report/study is the school’s responsibility prior to them going on. Keith said there are several empty electric meter bases, so an electrical connection won’t be a problem.

The school’s prior lease had a term of 6-months with automatic renewals unless either side elected not to renew with 30 days advanced notice. The current lease for the school is patterned off of D & B Broadband’s lease (also on the monopole) & has a 2-year term with the option for 5-year renewal terms. Annual rent is set at \$100. Keith stated prior to the school removing their equipment, including their electric meter, without notice to RLMA staff, they had been on the pole for several years, with no problem. The list of equipment the school is proposing for the outside of the tower will be reviewed during the engineering study, whether it’s an antennae, dish, etc.

Greg Monskie voiced a concern about Section 16A of the agreement that stated the lessee would pay expenses, attorney & engineering fees & the landlord would be able to invoice the lessee for those charges when they arise under the lease. Andy didn’t think there were any fees associated with this in the past & he doesn’t expect there to be with this lease, but he recommends keeping that language in, so the Authority doesn’t incur out-of-pocket expenses. With their 2006 lease, the school paid nothing to have their equipment on the monopole; they only paid \$1 as an upfront cost. Once the school district approves the lease & Andy’s minor changes, Andy will report back next month.

- **DYWA Bulk Sales Agreement**—Andy received an update from Dallastown-Yoe regarding Red Lion’s comments & it sounds like DYWA doesn’t have any issues with the agreement. They did question whether RLMA would agree to keep the consumption rate of 1.3million with DYWA having the option of increasing that amount to 1.4-1.6million, if necessary. RLMA Board & staff didn’t have any concern with those amounts. No mention of the term agreement was made so this will be confirmed.
- **Engineer’s Report**—Jason Reichard reported the following:
 - **Springvale Road Water Main Extension Project**—Jason’s office issued a bid rejection letter to Doli Construction based on past experiences RLMA had with them. The contractor was disappointed but accepting of the reasons given. A notice of award was issued to Barrasso Excavating and the signed contract agreement was returned to Jason’s office. Those documents are before the Board for execution tonight. The contractor plans to begin mid-to-end of March, but a preconstruction meeting will be scheduled prior. Jeff Beard reported none of the right-of-way easement agreements have been returned to date. The Springvale work can begin before the easement agreements are signed & returned, as they affect only the small section of Wise Avenue extended.
 - **Edgewood Tank Replacement Feasibility Study**—Phase 1 has been completed & a report has been submitted to RLMA staff & the Board, but the Board requested more time to review the report. Jason believed it was a successful study that should be beneficial moving forward. CSD coordinated efforts with Daniel Hershey, P.E. of Hershey Engineering, Inc. to obtain additional experience, professional modeling capabilities & design oversight to complete the remaining feasibility study phases. An updated scope of work with amendments to the 4-phase proposal (submitted to the Board previously) will include Mr. Hershey. In response to Mr. Minnich’s question of whether a pump would work for the old tank as opposed to rebuilding/replacing it, Jeff Beard said when that tank was built years ago, the larger tank was necessary. It was prior to the current Water Treatment Plant with its capacity & capability of treating the volume it currently does. Now the large volume of water that’s sitting in that tank is useless. Does the tank just need to be taller? Or is a new type of tank with less capacity needed? These are questions to be answered in the feasibility study. The staff would like both tanks (Fairmount & Edgewood) to trade off and be able to maintain equal pressures to residents. Mr. Klinedinst agreed that researching & obtaining a pump to get the water out of Edgewood may be a better option than replacing it, but options are what we hope to obtain with the study.
 - **Cabin Creek Dam—2020 Annual Safety Inspection**—Jason is reviewing options for restoration of the existing intake tower & he will discuss his findings with RLMA staff. His estimation for the project cost will be in the \$50,000 range. More details on this to come.
- **Superintendent’s Report**—Keith reported the following:
 - March 17th, 2021—water shut offs for delinquent bills
 - A 6” water main on Wise Avenue was repaired since last meeting.
 - April 5th, 2021 is the tentative date for flushing. Mr. Klinedinst said the Borough plans to stay ahead of the Authority to ensure street sweeping is done prior to flushing. Keith said flushing starts out of town & moves inward, but all their bulk water customers, sprinkler system customers, factories, etc. have been notified & coordinated for the April 5th date, so that can’t be pushed back. Keith made the request again for the number of gallons used for street sweeping because it must be documented on the Chapter 110 Report as “unaccounted” water. There’s no charge

for that water, but DEP needs to know what water is unmetered. Mrs. Price confirmed that report can be done.

- Kelly Henshaw requested to borrow the generator for the Suds ‘n’ Song event. Last year, Red Lion Recreation was charged \$1 rent so it would be covered by the Borough’s insurance policy. RLMA hadn’t seen the policy nor where the generator was covered in it; however, Mrs. Price confirmed it will be insured under “borrowed & rented equipment” and that’s the reason for the \$1 rent. The Borough also has adequate liability insurance for this one-day event. The Board agreed to let Red Lion Rec use the generator on June 5th.
- Pretreatment basin repairs—no feedback was received from CSD to date.
- WTP control valve repair was completed at the Pretreat building. It was the main valve which takes water from the Pretreat building via gravity flow to WTP. A split pin came out of the actuating valve shaft that operates that valve. It malfunctioned in the “open” position. Municipal staff was onsite on a Saturday & operated the valve manually & the repair was planned for the following Monday. Due to the forecasted weather, Keith requested employees come that Sunday, so it was repaired that day.
- Board members received the Risk & Resiliency Assessment with appendixes and the Emergency Response Plan for review & comment before March’s Authority meeting. Mr. Missimer explained these four documents (the R & R Assessment, the ERP, Appendix A & B) are required per the American Water Infrastructure Act. He suggested the Board read Appendix A & B first, as those 2 documents will give background information needed to review & make sense of the Risk & Resiliency Assessment. Keith has completed The Emergency Response Plan which is due 6 months after the R & R Assessment. This is very similar to the ERP’s done for Pennsylvania, with the exception that this document includes the largest risk posed to the Municipal Authority operations, which is a cyber threat or cyber security risk. Much time, effort & money must be spent with contractors to determine what the cyber security risks are, for not only the WTP operations, but also the billing, business & communications office. These documents all work together to confirm RLMA identifies their risks & what will be done to address the risk(s). Mr. Missimer asked the Board to review the documents, highlight areas of question/concern for discussion at the March meeting.
- Going along with the R & R Assessment & ERP, Keith mentioned a recent event in Florida where someone tapped into a water facility’s SCADA system & made chemical adjustments. RLMA staff had Doceo go to Red Lion’s WTP & perform an air-gap on the SCADA system, so there is no internet connection going to the SCADA system anymore, as a measure of security to keep the system safe. All operating systems at the plant were Windows 7 which hasn’t been supported since January 2019. Keith obtained a proposal from ACC to replace equipment, software, and to bring Win911 into operation. Doceo reviewed the proposal & said the Authority could save money by ACC purchasing the software & equipment and for Doceo to complete the installation. Another visit to the plant will take place to confirm the equipment & software that is necessary. Mr. Missimer said when RLMA has an employee working from home on their home system, it creates some vulnerability also. They may want to be on the same system as the office/plant, but this can be discussed later.

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

- Board members need to complete the State Ethics Commission Statement of Financial Interest forms & return them to Keith by May 1st, 2021.
- Chapter 110 Report & Water Allocation Report have been submitted to DEP before the due date of March 31st, 2021. DEP confirmed both reports were acceptable as submitted.

- The CCR (Consumer Confidence Report) has been completed & sent to DEP on February 18th, 2021 for their approval. It is due June 30th, 2021. It will be posted on the website & hand-delivered to various places.
 - A part-time position for a Water Treatment Operator is available. This is a 3rd shift position, every other weekend. Keith will advertise in the newspaper; the Board prefers to not go through a temp agency but would rather try to find an employee on their own.
8. **Other business for the Authority**—
- In response to Keith reporting last month on the “no loss of time/no accident” at the WTP, Chairman Poff feels more affirmation should be given to Municipal employees. He would like to recognize each part-time and full-time employee with a type of award. The Board agreed with this idea & a consensus of spending \$25/employee was made (total of 22 employees, PT & FT).
 - In light of the new Water Treatment Plant running 24/7 the past six years, Chairman Poff suggested, beginning next year, a little extra money should be built into the budget to repair things that may break down. As the system ages, things may happen. Jason agreed to increase that line item at budget time.
 - Mr. Klinedinst asked if the private items being stored in the Maintenance Building were moved. Keith said there are a few items left which will be removed then Keith will get the key back.
 - Concerning the vegetative growth in the Cabin Creek Reservoir, Keith reported he did receive the SDS sheet (previously the MSDS sheet) on the suggested chemical/herbicide to be used. He is still researching references for companies who have used the chemical and what problems they had, if any. More on this later.
9. **Approval of bills & statements**—Mr. Minnich made a motion to approve the bills & statements; Mr. Missimer seconded. Motion carried with Mr. Henshaw abstaining from voting on the L/B Water Service invoice.
- Mr. Klinedinst stated he had no time to look over the expense/check report because it hadn't been emailed soon enough. Keith said the expense report is emailed with the Addenda the day of the meeting and it's always been done that way. Mr. Henshaw confirmed tonight's Addenda & expenses were emailed this afternoon @ 2:35p.m. Mr. Klinedinst had looked at his email earlier this morning, so he hadn't received the expense report or the Addenda.
- Keith said typically the expenses, completed by Lori and Connie are done by 2:00pm & emailed to everyone, but it was a little later today. Mr. Klinedinst apologized, as he hadn't checked his email since 10:30a.m. this morning.
10. **Adjournment**—Mr. Klinedinst made a motion to adjourn the meeting @ 8:01p.m. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

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Chris Minnich, Asst. Sec/Treasurer
Kelly Henshaw, Secretary (Zoom)

Others present in-person/Zoom

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

Visitors

Stephanie Weaver
Dianne Price (Zoom)

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. Mr. Klinedinst made a motion to approve the February 24th, 2021 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—3.31” of rainfall was received since last meeting. Usage is down compared to last year this time.
4. **CONNECTIONS REPORT**—3 new connections since last month, all at The Paddock
5. **VISITORS**—no one was present to address the Board & with tonight’s meeting also being held via Zoom, Keith stated he received no questions or concerns from the public to be addressed tonight.
6. **WATER & SEWER—OLD BUSINESS**
 - **Solicitor’s Report**—Andy reported the following:
 - **DYWA Bulk Sales Agreement**—the Agreement had been sent to DYWA for their review & any comments/changes they requested. To date, Andy doesn’t have all of the comments, but he did relay the message to them that RLMA is OK with DYWA increasing their daily pumping/usage quantity as long as their permitting is in place. Overall, Andy believes Dallastown-Yoe is satisfied with the revisions, per their Solicitor. He will forward any comments to Keith, Jeff & the Board, once received.
 - **Lease Agreement with Red Lion School District**—to be discussed later this evening.
 - **Engineer’s Report**—Jason reported the following:
 - **Springvale Road Water Main Extension**—on March 5th, a preconstruction meeting was held with Barrasso Excavating. The meeting went well & Jason & RLMA staff are satisfied by the fact that Barrasso is familiar with RLMA’s system. They had planned to begin construction on March 22nd; however, due to rain delays, as well as delays on some of their other projects, they now plan to begin on Monday, March 29th. RLMA staff will oversee the project.
 - **Edgewood Tank Replacement Feasibility Study**—documents related to Phase 1 were distributed last month for the Board’s review. More discussion on this later tonight.
 - **Railroad Lane Sanitary Sewer Manhole Replacement**—RLMA staff & Jason have started discussion & preliminary design work on the replacement of 3 existing manholes on Railroad Lane (between Henrietta Street & Wallick Lane). The manholes are downstream from a force main discharge where the corrosive gases associated with that have deteriorated the concrete manhole structures.

Jason will put a contract together including necessary surveying & other work to move forward with this project.

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

- **April 14th, 2021**--shut offs for delinquent bills.
- **April 5th, 2021**—annual flushing of the distribution system to begin.
- **Pretreatment Basin repairs**—paperwork is being reviewed to decide whether this will be a RLMA staff project or completed by an outside contractor.
- **Edgewood Tank discussion**—last year, discussions were held on what would be the best avenue to take on this, whether replacing or rehabbing the tank. After the tank inspections by Pittsburg Tank were completed, they (Pittsburg) sent RLMA staff to a ground tank engineer who advised them, if RLMA decided on elevating the tank, they should seek an elevated tank engineer. Staff hadn't heard anything from that engineer who was supposed to be in contact; however, it was during the COVID pandemic last year.

RLMA staff reached out to TIC and, while they can do a project like this, like C.S. Davidson can, they wouldn't do any modeling.

Staff contacted Entech too, who seemed interested in the project. RLMA staff & Mr. Klinedinst met with Entech. Mr. Klinedinst said he was impressed by them & their knowledge of what's involved with a project like this and said they offered a lot of information. Entech's proposal was sent via email to Mr. Klinedinst & Mr. Poff, as they were the two Board members suggested for the Edgewood Tank Committee.

Mr. Missimer suggested that Kelly Henshaw take Mike Poff's place on the Tank Committee, as Mr. Poff isn't available during the day. Mr. Poff & Mr. Henshaw were agreeable to that suggestion. The Edgewood Tank Committee is now Mr. Klinedinst & Mr. Henshaw.

Keith will forward Entech's proposal to Mr. Henshaw for review. It includes their plan to look at the distribution system, including 14 loggers they install in the system to track information. They would also meet with Filter Plant staff, see how the SCADA system works, etc.

This review of different engineering firms was part of Keith & Jeff's due diligence to see what firm would be best to handle this project, but it's the Board's decision.

Mr. Missimer suggested Keith reach out to Dallastown to possibly schedule a visit (including anyone from RLMA who is interested) to view the new Dallastown tank being erected, see the ongoing construction, talk to Joe & ask questions, if wanted.

- **Discussion & execution of Red Lion Area School District's lease for the monopole**—Keith has the lease tonight, which mirrors Boyd's lease from last year. Mr. Missimer made a motion to execute the agreement with RLASD for space on the monopole; Mr. Minnich seconded. All were in favor; motion carried. The lease amount is \$100/year.

Keith stated he will send the executed agreement, along with the MPL invoices related to the lease to the school district for payment, as that is what is outlined in the lease.

- **A part-time female operator was hired** for the Water Treatment Plant. She is currently a student at Thaddeus Stevens in their Water Treatment course & has completed & passed all the drug/alcohol testing through Work First.
- **Risk & Resiliency Assessment**—all Board members read through the report with the included appendixes & Mr. Missimer asked for any questions from the Board.

- Mr. Klinedinst asked if RLMA has insurance or protection from contamination of the system when someone connects a hydrant to a distribution main. Jeff Beard said that's the reason for working to get the sprinkler lines/fire systems updated, to obtain backflow protection; however, he said, it's a large task. Insurance coverage would be a contractor's responsibility that should cover damage done to a hydrant and/or contamination of the water system. If it's a Borough project, the Borough should ensure the contractor would have proper insurance coverage, same as the Authority would ensure that.

Many factories connected to the RLMA system now have backflow protection, but it may be outdated. Jeff Beard said Tate Floors & the old David Edwards Furniture are two examples of factories with outdated systems out of the approx. 30 companies/factories connected. Some newer companies, i.e., CVS & Chapel Church are following the current rules & regulations and have a meter pit, a meter for the fire suppression system & a meter for domestic usage.

Keith & Jeff want to be proactive & draw up specifications or guidelines for the current factories with outdated sprinkler systems before approaching them about updating. Andy has written a letter that can be sent to these companies, but Keith & Jeff want to have a guideline to be able to give them too. Jason is also in this discussion to create the updated guidelines and estimates it should be completed for the Board's review in 2-3 months.

The risk of water being taken illegally from a continuous low flow is a lot higher than what the Authority would lose in water sales from not metering for a sprinkler system. So, this type of situation will be taken into consideration too.

- EPR (Emergency Response Plan) on Page 12—Mr. Klinedinst said a list of daycares was included but preschools were not; however, many of them are not stand-alone buildings, but part of a church, community building, etc.
- Contact information for Authority members has already been added to the ERP.
- Mr. Missimer urged the Board members to review the documents until April. If there are any questions or revisions, let him know before then. Next month, Mr. Missimer would like the Board to authorize Keith to file the electronic certification for both the Risk & Resilience Assessment and the Emergency Response Plan.
- Chairman Poff thanked Mr. Missimer & Keith for all their time & effort spent on these documents.

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

- Current office cleaning person (Crystal) is requesting to be put on a 1099 rather than listed as a part-time employee. She's been cleaning the Borough & Authority offices for approx. 20 years and doesn't want to lose the job when she goes for surgery. Her daughter will help her with the work as she recuperates.

Crystal is also requesting a raise, as she hasn't received one in years. She currently makes \$580/month & Board members agreed that an appropriate raise is in order. In addition, they will be saving money on her SS, Medicare, etc. with her changing to a 1099.

Mr. Missimer suggested Keith work with Crystal to create a proposal that she's satisfied with, including cleaning the maintenance offices, should she agree to do so and report

back to the Board. Andy suggested creating a short agreement with her so it's clear that Crystal will need to provide her own insurance after converting to a 1099. Keith doesn't believe that will be a problem for her, as she has other cleaning jobs. She has already submitted a resignation letter to RLMA too.

- Doceo, ACC & RLMA staff met recently to discuss computer upgrades & cyber security at the Water Treatment Plant regarding WIN911 & the SCADA system. A different proposal will be created with Doceo assisting ACC in completing the work. Keith will present the proposal for updated computers & operating system when it's complete. The only SCADA computers are in the operating room across from the lab & they are **not** connected to the internet.
 - Clarifiers were cleaned this week prior to the flushing schedule.
 - Princeton Hydro—a proposal was received for weed control in the reservoir. This chemical will not affect animals at all, but how it will affect other things, clarification needs to be made. Keith will contact DEP for approval & discussion regarding this chemical.
8. **Approval of bills & statements**—Mr. Klinedinst made a motion to approve the bills & statements; Mr. Missimer seconded. All were in favor; motion carried.
 9. **Adjournment**—With no further business before the Authority, Mr. Klinedinst made a motion to adjourn at 8:02p.m. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, April 28th, 2021

Members present

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

Others present

Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Andy Miller, Solicitor
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. Missimer made a motion to approve the March 24th, 2021 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—4.3” of rainfall was received since last meeting. Water usage is down slightly from last month.
4. **CONNECTIONS REPORT**—2 new connections (The Paddock)
5. **VISITORS**—Mrs. Price mentioned that Borough staff will take part in a training seminar on MS-4 permitting & responsibilities. She wanted to invite Municipal Authority staff to attend also. It will be done in-house sometime in August or September and should only last about an hour. Board members thought it would be helpful for RLMA staff to take part in the seminar too. Mrs. Price will email the invitation to Keith closer to time.
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy reported the following:
 - **DYWA Bulk Sales Agreement**—Andy distributed two separate versions of redline drafts to the Board for their review. The first draft dated 4/12/21, are the comments he received from Dallastown-Yoe; the second draft are his responses to DYWA's comments in that 4/12/21 draft. The footnote on Page 1, DYWA asked for the option to request additional water, should they need it to fit their consumption needs. In Section 1.2.1 of the existing contract, there are elevations for the Park Street tank, but because Dallastown is replacing that tank, they've asked for a provision that would require the parties to reset those tank elevations after the Park Street tank is installed. Andy said Section 1.2.1 allows for an elevation to be set for the Denton Drive tank, as well as the Park Street tank, but RLMA only maintains the elevation for Park Street. Dallastown's Solicitor responded that Denton Street was included in error. Andy provided his changes to address the additional water request in the redline copy, but he suggested RLMA put a cap on the amount. It was also added that DYWA has the option of increasing their consumption amount all at once or incrementally.

The Board discussed the large residential neighborhood currently being built off Chapel Church Road which will add approx. 456 homes to Dallastown-Yoe's system (and ultimately Red Lion's system). Are there any large potential commercial customers coming into the area & onto DYWA's system? The Board nor staff is aware of any at this time, but the Board was questioning the 500,000-gallon bump in DYWA's proposed consumption rate. As long as Red Lion can meet that larger consumption, Board members are more than happy to sell Dallastown more water. The new Water Treatment Plant was designed for 4million gallons/day, but Keith

said he wants to confirm with the WTP Supervisor that nothing has to be upgraded should Dallastown-Yoe's water allocation permit be increased. Currently, Dallastown is allocated for 1.3millions gallons/day, but their usage is approx. 760,000-770,000 gallons/day. He doesn't foresee them using that much more water. Andy explained **he** had inserted "500,000 gallons" into the draft agreement because he didn't want to leave it open-ended. Dallastown didn't provide a number or amount that they were requesting.

Mr. Klinedinst asked if DYWA has a plan or outline of upcoming connections to the water system. Keith is unsure of that, but it can be asked at the July joint meeting between RLMA & DLWA. Andy said a provision can be added to the agreement that Dallastown either provide an annual report of their new & proposed connections or that they provide the Authority advance notice of proposed connections to the system.

As stated above, the current WTP was designed for 4million gallons/day, but Red Lion is only permitted for 3.5, so Keith wants to confirm DYWA's proposed increase will allow for Red Lion & Windsor's usage as well.

Mr. Missimer believes there should a usage cap, while letting Dallastown know RLMA will consider larger amounts unless it causes Red Lion to spend significant amounts of money to enlarge the WTP, etc. If a larger increase is needed, the Board just wants advance notice, but is willing to work with DYWA.

The Board suggested the agreement read "up to 400,000 gallons per day, but that additional amounts will be reasonably considered." The provision discussed above concerning DYWA's connections & proposed connections will also be added to the agreement.

Andy will have another draft prepared for the May RLMA Meeting and by the July Joint Meeting with DYWA, the final agreement can be approved & signed by both parties.

Should Red Lion's allocation permit need to be upgraded, Keith said DEP would need to review & approve it by changing the intake amounts of Beaver Creek & Green Branch, but it can be done, if necessary.

- **Engineer's Report**—Jason reported the following:
 - **Springvale Road Water Main Extension**—Barrasso Exacavating has installed all the 8" main, along with the valves & fire hydrants that were proposed. The 6" line is also in and Keith & Jeff had completed the chlorine test on it today. This week, dechlorination of the pipe will take place, along with testing. Once a "non-detect" is received from the testing, water services will be installed.
RLMA staff is pleased with Barrasso's work. Barrasso has completed a total value of \$205,747 worth of work that includes the 8" main installation, gate valves, stone backfill & temporary paving. Jason received an Application for Payment in the amount of \$185,172.30 which he & staff concur with. Retainage of 10% of the contract value (\$421,000) will be held.
Mr. Missimer made a motion to approve the Application for Payment in the amount of \$185,172.30; Mr. Henshaw seconded. All were in favor; motion carried.
 - **Railroad Lane Sanitary Sewer Manhole Replacement**—the week of April 11th, some minor survey work was done to create a site plan showing where the manholes are located, along with connection details. Jason estimates the project will be in the range of \$50,000-\$60,000 which will include some paving restoration. Some more discussion is needed with RLMA staff, but Jason believes authorization to bid will be prepared by the May RLMA meeting for a June bid award.

- **Superintendent's Report**—Keith reported the following:
 - May 12th—shut offs for delinquent bills (not April 14th, as previously reported)
 - Flushing was completed on April 20th, 2021
 - Prices are currently being gathered on the Pretreatment Basin repairs.
 - Edgewood Tank future—Keith sent a proposal to Board members for their review. Mr. Missimer said the scope of work outlined in the proposal was satisfactory, but he suggested getting references from other companies who have worked with this contractor.
Mr. Klinedinst made a motion to proceed with the engineering evaluation of Edgewood Tank; Mr. Missimer seconded. All were in favor; motion carried.
 - Risk & Resiliency with appendixes & Emergency Response Plan—the Board has reviewed these documents & Mr. Missimer had corrected the items stemming from their review. He has also included a flow diagram showing Red Lion's system, Windsor's system & Dallastown-Yoe's system, pumping stations, etc.
Mr. Missimer made a motion to authorize Keith to notify EPA in writing, using appropriate EPA forms that Red Lion Municipal Authority has completed this document as required by the American Water Infrastructure Act; Mr. Minnich seconded. All were in favor; motion carried.
The Emergency Response Plan needs to be completed 6 months after the Risk & Resiliency document is filed. Mr. Missimer stated the ERP is 95% complete to date.
 - Princeton Hydro proposal for weed control was just received tonight. Keith forwarded to Mr. Missimer & Brad Sprenkle at the WTP for their review.
Keith said Hanover used this product and they have a comparable water system to Red Lion so Keith will contact them for their opinion/feedback. He will forward Princeton Hydro's proposal to the rest of the Board tomorrow.
 - Municipal Office/Maintenance Office cleaning—Crystal's current rate for the Municipal Offices is \$295/week and she has requested an increase to \$320/week. Keith asked her about the possibility of cleaning the Maintenance Offices too, but only 2 times/month. She requested \$80 each time she cleans the Maintenance Offices, but that would not begin until September.
Mr. Henshaw made a motion to authorize Crystal's pay increase to \$320/week (4X/month) & additional cleaning of the Maintenance Offices at \$80 (2X/month); Mr. Missimer seconded. All were in favor; motion carried.
Crystal will no longer be considered an RLMA employee; she will receive a 1099 form each year for tax purposes.

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

- Rexroth Equities plan—signatures are needed again because the time limit to have it recorded had expired on the previously signed plan. Board members agreed to sign again.
- Removal of the old Alum tank—Jeff Beard said the old poly tank, previously used to store alum is housed in a building outside the 1988 Filter Plant. The tank was taken out of service in 2015 when the new WTP went online. DEP knows the tank is out of service, but it's up for it's 5-year renewal which is still necessary. Jeff obtained two quotes for removal, which requires certification from the State.
Keystone Petroleum quoted \$5,400; Weaver Consultants quoted \$7,010.
Keystone had completed the gas tank removal at the fuel island and RLMA staff was happy with their work.
If the tank isn't removed, registration & inspection would need to be done (currently due, then every 5 years after). Registration costs \$125/year + inspection costs on top of that.
Mr. Missimer made a motion to move forward with Keystone Petroleum for the tank removal; Mr. Minnich seconded. All were in favor; motion carried.

- June 9th @ 6pm-7pm—DYWA will offer a tour of their new water tank at Park Street. An invitation will also be extended to former Authority Chairman Eric Immel. Mrs. Price stated Connie Stokes had also invited Borough Council members to the tour.
- Mikayla Regan, the part-time employee who was hired at the Filter Plant had been offered a full-time position that will be vacated by Jimmy Girona as of May 14th. Mikayla accepted the full-time 2nd-shift position to begin the last week of May when her classes at Thaddeus Stevens end. In September, when classes resume, her last class is at 2pm, which won't interfere with starting work at 3pm. Brad Sprenkle has reached out to Mikayla's professor at Thaddeus in hopes of finding someone to fill the part-time/weekend position vacated by Mikayla.
- Street Fair—does the Board want to participate in the Street Fair or rather hold an Open House at the Water Treatment Plant during Watershed weekend in September? Board members would like to conduct an Open House at the Plant the Saturday of Watershed weekend. This can be advertised in customer's water bills, on the website & also in the Borough's Fall Newsletter.
- Mr. Missimer asked if RLMA is a member of Red Lion Ambulance Association? Keith said they are not, but Mr. Missimer suggested joining under the "small employer" option to include all municipal staff including those at the Filter Plant. Keith will review the options & report back in May.
- Kelly Henshaw reported he had his first session of training today. He asked if Keith is allowed to spend a certain amount of money without Board approval. Keith is unsure but said the only time Eric Immel had asked that he obtain approval first was when the filter plant pump went down & it was imperative that a new one be purchased. That cost was \$14,000. Andy said he's currently working on a Resolution with guidelines authorizing the Controller or Manager to write checks between meetings.
- Jeff Beard reported on a situation that occurred at the time the Bellevue development was built in the late-1980's. The Enfield's, an elderly couple who live in York Township (Franklin Street area, at the Borough line) came to the office requesting to be connected to public sewer. At the time the Bellevue development was built, Mr. Enfield said he resolved a stormwater issue from the overdevelopment of that area by allowing Red Lion Borough to run a drainpipe down the middle of his property. Mr. Enfield said he agreed to the Borough running this line then, but it has ruined his lot & he now has nowhere to put his septic system which he now needs.
He said it was a "handshake agreement" between himself, Ray Arnold & Ed Henshaw that he could connect to Red Lion's sewer system, if needed. Jeff said when the sewer main was installed for the Bellevue development (on the border of Red Lion Borough) there was a tap installed for Enfield's property. The sewer line is on York Township's side where there are no other laterals. Jason researched his records from back then & also found that the lateral is listed for 420 S. Franklin Street, along with the elevation of Enfield's basement. Along with the agreement that Enfield's could connect to Red Lion's sewer system when necessary, it was stated he wouldn't need to pay a connection fee, nor ever pay a sewer bill. Neither Ray Arnold & Ed Henshaw are living anymore & there is nothing in writing about their agreement with Mr. Enfield, but he didn't have a need for public sewer previously, so he didn't come forward. Dan Shaw researched years' worth of Meeting Minutes & found no mention of this agreement or stormwater issue either. Today, should there be a situation like this, it would either be recorded on a deed or there would be an easement or right-of-way granted & recorded. Mr. Enfield agreed that nothing was put in writing, but he wants the Borough to dig out the drainpipe if they're not going to allow him to connect to sewer. Mr. Missimer suggested creating an agreement with the Enfield's that would include an easement and allow them to connect to public sewer (as the current property owner) without

paying a sewer tapping fee, but the next property owner would be treated as any other existing customer. The Enfield's property has a well and in order to connect them to public water, a main extension would need to be done. Mr. Missimer suggested billing that property a flat fee once it changes hands. What complicates this situation more is that the property is in York Township, but Andy said as long as the flows aren't going to the township & there's no cross-connection to their system he doesn't think they'd need to be involved. Of note, there are approx. 20 properties with septic systems inside the Borough & a few years ago, the Authority offered them the opportunity to connect to public sewer without paying the soon-to-be increasing tapping fee.

Mrs. Price is asking for more time for the Borough to research this situation & Jeff offered to meet Borough staff at Enfield's property for discussion too. More info to follow.

- Keith showed Board members an embroidered "Red Lion Municipal Authority" blanket which was the item selected as the employees' safety award gift.
8. **Approval of bills & statements**—Mr. Henshaw made a motion to pay the bills & statements; Mr. Minnich seconded. All were in favor; motion carried.
 9. **Adjournment**—With no further business before the Board, Mr. Henshaw made a motion to adjourn the meeting @ 8:09pm. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, May 26th, 2021

Members present

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

Others present

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

Visitors

Dianne Price
Stephanie Weaver
Mackie & Sandra Enfield

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. Mr. Missimer made a motion to approve the April 28th, 2021 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Keith reported 1.75" of rainfall was received since last month. Usage has increased recently; Dallastown-Yoe's usage has also increased. DYWA completed their flushing on May 12th & noted it took them less time than previous years because of the new Water Treatment Plant. Windsor Borough is planning to flush their system this year.
4. **CONNECTIONS REPORT**—8 new connections since last month (6—The Paddock; 2-Kensington development)
5. **VISITORS**—Mackie & Sandra Enfield were present to request connection to public sewer at their 420 S. Franklin Street home, located in York Township. 30 years ago, Ed Henshaw & Ray Arnold asked if the Borough could install a storm sewer pipe down Enfield's property because of the runoff that had come from the Bellevue development. Enfield's were concerned about the pipe ruining their septic system, but were told by Henshaw that, if anything ever happened to their septic, they could hookup to public sewer for free & not ever pay a sewer bill in exchange for allowing the storm sewer pipe installation. Ed Henshaw told him a sewer tap would be installed on the line for Mr. Enfield's hookup, when/if the time came. He was also told by a guy working in the manhole (Borough staff at that time) that they were making free water available to Mr. Enfield.

Jeff Beard said the Authority discussed this issue last month & the Board agreed the sewer connection makes sense. The Borough though, is in charge of the storm sewer pipe that's on his property. Jeff told Mr. Enfield it's the Borough's pipe & they need to do their part in removing it if it's not needed.

Mrs. Price said the Borough has nothing in that area other than that storm pipe, which she said isn't necessary for anything and it's on York Township property. Jeff had previously told Mrs. Price they could go to the site to discuss the Enfield's issue, but Mrs. Price said she talked to Council who said sewer/water connections are the Authority's responsibility, so it was referred back to the Authority.

Mr. Missimer explained there are a number of Red Lion water customers who still have septic systems and, should their systems fail & they need to connect to public sewer, the hookup/tapping fee is \$3,000. Once connected, they would pay a monthly sewer fee based on the amount of water they use. He asked if Mr. Enfield is asking the Board to waive the tapping fee or the monthly bill? Mr. Enfield said he wants everything waived, as that was the agreement from Ed Henshaw. Ed Henshaw & Ray Arnold have passed away & nothing is in writing about this agreement between them & Mr. Enfield.

Mr. Enfield said he gets hooked up to the sewer for free or he'll dig out the pipe. Mr. Missimer invited him to dig it out.

Keith said York Township had confirmed that there was indeed a sewer tap installed but it's capped. He said the Board agreed to Mr. Enfield's sewer connection last month & to waiving the tapping fee, but they feel a monthly fee needs to be charged for his usage (& possibly a meter put on his well). Mr. Enfield disagreed.

Mr. & Mrs. Enfield were confused about what the Borough owned & what the Authority owned & didn't understand that Ed Henshaw had nothing to do with the water & sewer, nor should he have ever made the offer of a free sewer connection (& no sewer bills). Mrs. Enfield suspects Ed Henshaw would've hooked them up to public sewer without the Municipal Authority knowing about it. Mr. Enfield maintained he's not paying a lot of money for something that he's currently paying nothing for.

Mr. Enfield said he had two plumbers at the house to get a price for the sewer connection, but Jeff Beard stopped by and "put an end to it and the plumbers left". Jeff said he didn't stop the plumbers; they were aware of the situation after contacting York Township and stated they would wait until the outcome is known, so they never gave Mr. Enfield a quote.

Mr. Klinedinst stated he is willing to waive the sewer and water tapping fees for the Enfield's but feels they need to pay the monthly fees after hooking up. He also suggested creating an easement that if the Authority would ever need to access the pipe, they can. Mr. Missimer said there would be no need for the Authority to have an easement agreement as it's the Borough's storm sewer pipe.

Andy Miller wanted everyone to be aware, there will be a cost to decommission Enfield's septic service, but that would be York Township's problem, same with the storm sewer pipe. That would either be a YT or a RL Borough problem, not RLMA.

No sewer or water is available to Enfield through YT. The property would be serviced by RLMA so Andy doesn't feel YT would need to be involved. He did suggest that RLMA avoid hooking up a resident (any resident, not just Enfield) only to sewer without also connecting them to water for shut-off purposes should a sewer bill go unpaid. Mrs. Enfield confirmed that York Township said a sewer connection would be between the Enfield's & Red Lion. She also said YT said the Enfield's didn't need to do anything with their septic system if they connect to public sewer.

Mr. Missimer made a motion to waive **both** the sewer & water tapping/hook-up fees for 420 S. Franklin Street but **not** waive the monthly fees; Mr. Henshaw seconded.

Before a vote was taken, Mr. Enfield said he only wants to connect to sewer; it doesn't suit him to hook up to water at this time. He said lots of black water & dirt came out of the water main when flushing was done.

Mr. Missimer rescinded his motion; Mr. Henshaw rescinded his second.

Mr. Enfield said RLMA staff & Borough staff must use his property to access the area below/behind his house. If he digs out the storm sewer pipe, there will be a lot of mud and runoff going to the houses behind him. Keith & Jeff said staff doesn't need to access sanitary sewer via the Enfield property; they can go thru the backyards of the Bellevue development.

Jeff said he agrees that 30 years ago, V & L Construction created a lot of runoff problems for the Borough when they created the Bellevue development. And Ed Henshaw & Ray Arnold went to Mr. Enfield to try & resolve what resulted from a bad developer. The Enfield's were used to correct V & L Construction's error & poor design, but RLMA has offered to waive tapping fees for a sewer **and** water connection if the Enfield's want to move forward with making the connection and paying monthly fees. The Enfield's made no agreement to the water/sewer connection & left the meeting.

6. **WATER AND SEWER—OLD BUSINESS**

- **Solicitor's Report**—Andy reported:
 - **DYWA Bulk Sales Agreement**—Andy made the changes that were discussed last month. He included two alternates in the agreement, 1) RLMA staff would

use their best efforts to supply additional water if requested or 2) permit RLMA staff to supply additional water as long as there is capacity at the plant & the permitting has been completed for it.

There's not a big difference between the two, just whichever the Board prefers. Also, in Subsection C, there was discussion about requesting connection information from Dallastown-Yoe on an annual basis and Andy included that language in the agreement. It's unsure whether or not DYWA will accept it. Another question was from page 4, Section 3.1—involving language that the agreement can be renewed for a year, but at that time, DYWA must give notice to RLMA that they're going to end that term. Andy can cleanup some of the language to be less confusing. He believes this was a change that was suggested by Dallastown being that a prior draft stated a 6-month notice must be given prior to the end of any term. RLMA can end the agreement as well, so Dallastown asked for 12-month notice. The agreement has an automatic renewal, but if RLMA wouldn't want the next renewal, they'd have to give DYWA notice 12 months ahead of time.

The Board agreed with Andy's suggestion to leave alternate #2 (above) in the agreement & send it to Dallastown for their review. He will let DYWA know the revised agreement will be on the July's Joint Meeting agenda for acceptance by both parties.

- **DeTraglia Excavation Certified Payroll Records**—these were never submitted for a job DeTraglia completed in August 2020, so payment for the job was never released, although it had been approved by the RLMA Board. The documents would confirm that all employees had been appropriately paid the prevailing wage rate amounts. The payroll records have now been sent to Jason's office for review. Nothing additional needs to be done by RLMA Board.
- **Engineer's Report**—Jason reported:
 - **Springvale Road Water Main Extension**—the work is essentially complete with Barrasso completing the final paving on the road, line painting is done and there are no outstanding punchlist items on the project. Grading & seeding may be required, but we'll wait to see how the vegetation comes up before that item is released. RLMA staff is satisfied with Barrasso's work & they've received word that customers along that area are satisfied as well.

A 2nd Application for Payment in the amount of \$170,702.45 is before the Board for action. It covers final water service connections, service lines, temporary roadway restoration & milling. It excludes the final wearing course & to finish grading & seeding. Mr. Missimer made a motion to approve the payment to Barrasso Excavating in the amount of \$170,702.45; Mr. Henshaw seconded. All were in favor; motion carried.

Total completed contract value is \$374,605 & the approved contract amount was approx. \$421,000.
 - **Railroad Lane Sanitary Sewer Manhole Replacement**—replacement of 3 manholes on Railroad Lane that are seriously deteriorating. Jason broke this into two contracts:
 - **Contract #1**—digging out the old, followed by directive placement of the new manhole & reestablishing connections to it. Jason estimates timeline for this work to be approx. 1 week. Bypass pumping will be set up although near the manholes isn't a great area to do so & Jason predicts the rate of flow would be greater than what they can handle. He believes pumping equipment will need to be at the pumpstations then carried via a tanker.

- **Contract #2**—install concrete protective liner in the new manhole & return flow back to the system. Jason predicts this work to only be 1 day.

This project is estimated at approx. \$65,000 but could possibly be lower. The costs for bypass pumping & road restoration are unknown; however, Jason doesn't foresee a large expense for those.

Mr. Missimer made a motion to advertise for bids for a bid opening at the June meeting; Mr. Minnich seconded. All were in favor; motion carried.

- **Rexroth Equities, LP Final Land Development Plan**—the plan, which involves warehouse expansions at the industrial park is under review. This is an ongoing process & will be reported on as needed.
- **Superintendent's Report**—Keith reported the following:
 - June 16th, 2021--shut offs for unpaid bills.
 - Pretreatment basin repairs—no quote has been received yet.
 - Future of Edgewood Tank—ongoing research & all references received about Entech were called & all gave high regards about them. Entech now has the executed contract approved by the Board.
 - Board members were given the Emergency Response Plan for their review. Any comments can be submitted to Keith or Mr. Missimer.
Mr. Missimer suggested holding a tabletop exercise with York County Emergency Management & our local EMC to prepare for such an emergency as a dam break, tank failure, etc.
 - Computer system at the Water Treatment Plant is **not** connected to the internet to insure they do not get hacked. Staff is in discussions with ACC (installer of hardware/software) & Doceo (IT services) to get the Win911 System working again. That enables a call system to notify staff if an alarm is triggered for the SCADA system.
Doceo suggested installing an appliance that backs up the SCADA system so staff no longer has to rely on Sherwin Logan. The appliance is free as long as a yearly contract with Doceo is in place which involves a \$125/monthly fee.
Mr. Henshaw made a motion to approve the purchase of this appliance; Mr. Missimer seconded. All were in favor; motion carried.
 - Princeton Hydro (Milfoil company)—staff wants to run a test to weigh carbon so they could control the dilution of the herbicide. Staff will also look at the anthracite in the filters to ensure they're strong enough (& able) to take it out of the system.
 - Keystone had removed the old Alum Tank at the WTP. An invoice was received & sent to DEP so they can remove that from their records & not bill RLMA the annual fees associated with it.
 - Keystone is also reviewing the removal of the 6,000-gallon diesel tank at the WTP. This was the fuel tank for the emergency backup generator at the OLD treatment plant.

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

- RLMA staff renewed their CPR/First Aid certifications
- HVAC unit in the Municipal Offices was installed 27 years ago & has a slow leak. During his annual service of all the units, Dan Neff suggested replacing it & quoted \$6,868 for the heating & A/C units. Mr. Henshaw made a motion to move forward with the replacement; Mr. Missimer seconded. All were in favor; motion carried.

- Keith & Jeff are reviewing pump replacements & upgrades to the electronics at Beaver Creek. Mr. Missimer suggested also upgrading the security (cameras, sensors, etc.) at the same time.
 - Staff is planning to purchase a rotating assembly for one of the pumps at the high service pumpstation. Costs are being researched. Brad did a study on the 3 pumps & realized the hertz had to be higher on the 1 pump compared to the other 2. That pump had already been to Motortech for repair.
Sherwin Logan is the local vendor for a new rotating assembly and the cost is estimated between \$4,000-6,000. The Board gave their consensus for Keith to call for majority approval on the purchase should something happen before next month's meeting.
 - Roof coating for Municipal Office—Jonas Miller, who coated the roofs at the sewer stations & Beaver Creek quoted:
 - \$20,000 for a product with a 10-year warranty
 - \$27,000 for a product with a mesh covering on all seams making them more durable & it comes with an 18-year warranty.
 \$20,000 has been budgeted for this roof repair, but the Board suggested going with the mesh product & suggested the roof replacement be coordinated with the A/C upgrade. Keith will bring the quotes to the June meeting for discussion.
 - Ambulance membership--all RLMA staff are now covered by the \$150 membership.
8. **Other business**—Mr. Klinedinst & Mr. Minnich suggested pushing back the 2022 flushing schedule by a week or two so the Borough can finish street sweeping & avoid an MS-4 violation by flushing cinders into the storm sewer. Mr. Poff said discussion was held this year in January when Borough Council requested RLMA delay flushing. RLMA agreed & delayed it by a week. RLMA must notify Dallastown-Yoe of their flushing schedule & everything seemed to go well this year; however, the Borough was still pressed to get sweeping done. Mr. Klinedinst made a motion to delay the 2022 flushing until the week of April 11th, not before; Mr. Minnich seconded. All were in favor; motion carried.
 9. **Approval of bills & statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Klinedinst seconded. All were in favor; motion carried.
 10. **Authority recessed @ 8:43p.m.** to discuss a personnel issue. Authority reconvened @ 9:00p.m. No action was taken.
 11. **Adjournment**—Authority adjourned @ 9:00p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, June 23rd, 2021**

Members present

Mike Poff, Chairman
Skip Missimer, Vice-Chairman
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 Secretary

Visitors

Dianne Price
Blaine Markel
Glenn Rexroth
Stephanie Weaver

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. Mr. Klinedinst made a motion to approve the May 26th, 2021 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—Keith reported 5.75” of rainfall was received since last month. Consumption is down slightly from this time last year.
4. **CONNECTIONS REPORT**—8 new connections since last month, all in The Paddock
5. **VISITORS**—
 - Blaine Markel & Glenn Rexroth brought the preliminary/final Land Development Plan for Rexroth Equities before the Board. The plan was submitted for the purpose of constructing additional industrial buildings on both of the below properties:
 - Mia Brae consisting of 59 acres (behind Patton Veterinary) with 75% of the building in Windsor Township & 25% in Red Lion Borough. Glenn proposes to construct a 97,000sq. ft. industrial building, along with a building addition on the Fisher Auto Parts building for storage.
Sanitary sewer will be the responsibility of Windsor Township via a main extension from Pershing Avenue to the rear of the building tying into an existing manhole. The Township has approved this.
Water would come from RLMA & Glenn is proposing 1 tap in the rear of the building which would extend into a utility room where it would split for a fire line & a domestic service line.
 - Former Yorktowne Kitchens property consisting of 27 acres—Glenn is proposing to construct two 15,000sq. ft. buildings (1 for a contractor’s office/shop & 1 for warehouse/storage). The buildings would come off the newly constructed roadway which goes from Redco Avenue to Boxwood Road.
Two separate taps will be provided into the main that would go into a water meter pit, then straight into each building.
Sanitary sewer will be directed into the existing manhole on Boxwood Road into RLMA’s system.

Comments regarding the submitted plan were received from Jason Reichard. Blaine said those comments were addressed & returned to Jason & Keith; however, neither Jason nor Keith were aware this plan was coming before the Board tonight. RLMA staff & Jason reviewed the revised plan (after Jason’s first set of comments were addressed) and Keith just sent his comments to Jason today. Jason wants to review those, although he doesn’t foresee a lot of outstanding items. Keith said once the plans go through the review process at staff level & everything is in accordance with the Rules & Regulations & material specs, then they’re

presented to the Board. The revised plan that Blaine submitted last week are those that Keith had a few comments on & had sent to Jason for his review. Jason will then send a formal letter to Glenn/Blaine. Once those few comments are addressed & the plan is resubmitted, it will come before the RLMA Board.

There was a miscommunication because Blaine thought his addressing the first set of comments right away & resubmitting the plan would get him on tonight's agenda, but staff was not told that he & Glenn planned to come tonight.

Jason stated he should be able to review the resubmitted plan and Keith's comments & get the formal letter to Blaine & Glenn within a couple days.

Because Glenn didn't want to wait until the July Authority meeting, the Board agreed to look at the most recent plan for both properties tonight.

Glenn is also proposing to put a stormwater detention facility in the area to control off-site water that comes onto the Mia Brae site.

Blaine stated Windsor Township Supervisors & Planning Commission, as well as Red Lion Planning Commission have signed off on the mylars for this plan. Glenn will go to Red Lion Borough Council's July 12th meeting for plan approval too after addressing some conditional items per the Borough Manager's request.

Mr. Missimer made a motion to approve Rexroth Equities, LP's plan with conditions of 1) once the final mylars are developed and 2) after all comments from RLMA staff & Engineer are addressed; Mr. Klinedinst seconded. All were in favor; motion carried.

- Glenn Rexroth asked Keith & Jeff if anything was resolved concerning his getting billed for the 11 hydrants on his property & the meter pit on the former Yorktowne site, but Jeff said it hadn't been discussed any further as the Authority's sprinkler design is being reviewed for a proposed update. Everything at Mr. Rexroth's complex runs through a meter, in addition to having fire hydrants in the complex in the event of a fire. If a fire would occur, he would be charged for the water usage, but he's also billed a standby fee for each fire hydrant. The Authority chose to put a meter on the large sprinkler line underground because of the age (cast iron) of the line that surrounds the entire complex, mainly because there have been multiple leaks in the complex. So essentially, he's getting double-billed with the metered sprinkler system **and** the 11 private hydrants on the complex.

Mr. Rexroth's proposed 97,000sq. ft. won't have a meter on it; he'll get billed a service charge, as it will only have 40' of main to the building. Mr. Rexroth stated, in the event of a fire at General Defense, the fire company would connect to one of his hydrants & he would get billed for it; however, that usage would be known based off the difference of his last monthly bill. The Board could then determine whether to waive the consumption used for the fire.

Standby fees are charged for all hydrants on the system in order to be ready for a fire & water consumption used to fight a fire is **not** charged to anyone. The Borough maintains all the hydrants on the Authority's system, but Mr. Rexroth's hydrants on his complex are private & his responsibility to maintain. Water is supplied to fire hydrants to fight fires, not to provide residents with drinking water & that's why standby fees are charged. Jason stated Mr. Rexroth's current plans contain indicator meters (to pick-up low flow or leaks) not fire line meters.

More discussion can be held on Mr. Rexroth's billing issue between the Board & staff.

Mr. Missimer suggested billing the insurance companies for water used during a fire. He & Mr. Klinedinst agreed that money could be recouped through them. This will also be researched.

6. **WATER & SEWER—OLD BUSINESS**

- **Solicitor's Report**—Doug Myers reported the following:
 - **RLMA/DYWA Bulk Sales Agreement**—Andy sent the proposed final draft to DYWA's Solicitor which will be on the Joint Meeting agenda on July 28th.

- **Mackie & Sandra Enfield (420 S. Franklin St)**—a follow-up letter was sent to the Enfield's to reiterate RLMA's offer of waiving the tapping fees to connect them to water and sewer but not to waive monthly charges. Enfield's really only wanted sewer, not public water. The water main isn't in front of their property, so it would need to be extended a few hundred feet which could be quite costly to the Enfield's. The Board's options for the Enfield's are to:
 - Charge them a flat monthly rate for sewer.
 - Install a meter (service line) on their well to charge a metered sewer rate.
 Mr. Missimer made a motion to waive the sewer tapping/connection fee & to not require the water connection contingent on the Enfield's allowing a meter to be installed on their well at their expense to allow for a monthly metered sewer bill. Mr. Minnich seconded. All were in favor; motion carried.

Keith reminded the Board that water shut-off would not be possible should the above scenario take place; a municipal lien would need to be placed if sewer is not paid. The Board is amenable to moving forward with above. This will be put in writing to present to the Enfield's for their decision.
- **An Executive Session** is requested at the end of tonight's meeting.
- **Engineer's Report**—Jason reported the following:
 - **Springvale Road Water Main Extension Project** is now complete with all paperwork processed. Barrasso Excavating has submitted their 3rd & final payment request in the amount of \$56,680.25. Total contract value is \$412,555 compared to the original contract amount of \$421,850. Mr. Minnich made a motion to approve the payment request of \$56,680.25; Mr. Missimer seconded. All were in favor; motion carried. All easements were signed & given to the Solicitor, except Mr. Warner's. He is amenable to signing but is hesitant because of his age & the scare of COVID.
 - **Railroad Lane Sanitary Sewer Manhole Replacement**—bid opening took place on June 22nd for the two contracts, 1) all excavation work & 2) the concrete protective lining.
 - Contract #1—Restuccia Excavating was the low bidder with a bid of \$63,710.05. Jason's office & RLMA has worked with Restuccia in the past with good results.
 - Contract #2—Swerp, Inc. was the low bidder with a bid of \$11,360. Jason nor RLMA staff has worked with them previously, but CSD has used their product (lining system) and their provided references will be reviewed.

Of note, Line #5.98 references the bypass pumping. Jason had previously expressed concern for the cost of this, which he estimated around \$15,000. He contacted Restuccia to confirm they were aware of the flow that's involved here, but they stated they will honor their bid.

Mr. Klinedinst made a motion to award the two contracts as listed above; Mr. Minnich seconded. All were in favor; motion carried.
 - **S. Camp Street Water Main Replacement**—the rough sketch of this will be turned into a set of contract drawings so it's ready for bid at a later date.
- **Superintendent's Report**—Keith reported the following:
 - **July 14th, 2021**—shut offs for delinquent bills.
 - **Pretreatment Basin repairs**—contractor that reviewed the project hasn't submitted a quote.
 - **June 9th—Edgewood Tank meeting was held.** Mr. Klinedinst said he was impressed with the engineer. Staff will move forward with scheduling the surveyor & the data logging.

- **Board members received a copy of the Emergency Response Plan**—Mr. Missimer compared FEMA’s plan with RLMA’s, combining some of the language from the FEMA plan into Red Lion’s. He suggested the FEMA plan be on file with the RLMA plan.
Mr. Missimer made a motion authorizing Keith Kahwajy to sign the authorization form & send the plan to EPA as required by the American Water Infrastructures Act; Mr. Minnich seconded. All were in favor; motion carried.
 - **Princeton Hydro’s proposal for weed control in the reservoir**—Brad got the carbon feeder in operation to remove some of the chemical. Princeton Hydro will get the permit from DEP to move forward.
Cost to treat the 7 acres is \$15,860; cost to treat the entire reservoir (12.5 acres) is \$25,460. Brad recommended treating the 7 acres; the Board agrees.
 - **High Service Pumpstation rotating assembly**—Brad is waiting for Motortech to get back to him on that, along with Beaver Creek.
 - **Office cleaning proposal**—Crystal agreed to the Board’s proposal for a \$25 increase.
7. **WATER & SEWER—NEW BUSINESS**—Keith reported the following:
- **An AED was purchased** to replace the one in the Water & Sewer Maintenance Department.
 - **July 28th—Joint Meeting between DYWA/RLMA** to be held at the Red Lion Municipal Offices @ 6:30p.m. Connie Stokes has received the agenda & had nothing to add from DYWA.
 - **NPDES Permit expires April 2022** & the renewal needs to be submitted by November 2021. Keith reviewed all the modules needing to be done and, never having completed one before, contacted Jamie Shambaugh at Gannett-Fleming who originally completed it. Jamie will review & get back to Keith. Keith reviewed previous files & seeing 14 different NPDES permits, selected the wastewater discharge one (without industrial waste). Mr. Missimer offered to assist Keith & suggested he contact DEP for a copy of the last application. Jamie’s quote will be reviewed, once received.
 - **Emergency contact number for the Borough?** Emergency services & 911 have the Borough staff’s contact numbers & Mrs. Price said the number will be posted at the park & Splash Pad with a notice **not** to call the office on weekends. A number will be provided for calls related to issues like that, as well as a message being on the phone when calls come in.
RLMA staff & the Water Treatment Plant will be notified of that phone number; however, Mr. Klinedinst & Mr. Minnich offered to be points of contact if such calls should be received at the WTP.
Once Borough staff moves to their location, they’ll have a new phone number anyway.
 - **Fire hydrant (Windsor Township) that was hit over the weekend** has been put back in service since Monday, June 21st.
8. **Approval of bills & statements**—Mr. Missimer made a motion to pay the bills & statements; Mr. Minnich seconded. All were in favor; motion carried.
9. **Authority recessed to Executive Session** @ 8:21p.m. to discuss personnel matters. Authority reconvened @ 8:56p.m. No action was taken.
10. **Adjournment**—Authority adjourned their meeting @ 8:58p.m.

Respectfully submitted by:
Stacy Myers, Recording Secretary

**Red Lion Municipal Authority/Dallastown-Yoe Water Authority
Joint Meeting Minutes
Wednesday, July 28th, 2021**

RLMA Members present

Michael Poff, Chairman
Skip Missimer, Vice-Chairman
Chris Minnich, Asst. Sec/Treasurer
Dennis Klinedinst, Treasurer
Keith Kahwajy, Superintendent
Jeff Beard, Asst. Superintendent
Solicitor Andy Miller
Engineer Jason Reichard
Brad Sprenkle, WTP Supervisor
Stacy Myers, Recording Secretary

DYWA Members present

Connie Stokes
Pat Callahan
Michael McGonagle
Joe Joines
Solicitor Peter Ruth

Visitors

Bob & Tina Frutiger
Stephanie Weaver
Dianne Price

1. The meeting was called to order @ 6:30p.m. followed by the pledge to the flag.
2. **Water Treatment Plant discussion**—
 - Dallastown attendees had no questions or comment regarding the plant or its operations. Mr. Missimer stated that staff is in the process of renewing the NPDES discharge permit for the Wastewater Treatment Plant which must be done every 5 years.
 - Brad Sprenkle stated treatment for the grass growing in the reservoir has not taken place yet. He expects treatment to take place next May. He doesn't see near as much of the grasses that were a problem previously but is now seeing a different species. He will keep everyone posted.
3. **Update on Source Water Protection Plan**—no updates available, as no meetings were held due to COVID. Mr. Missimer suspects a meeting may be held this Fall sometime.
4. **Discussion on communications between RLMA & DYWA**—Keith said there have been no issues on Red Lion's side. Joe Joines said there have been no issues/concerns on the part of Dallastown either.
5. **Discussion on RLMA/DYWA Agreement**—
 - Dallastown's Solicitor Peter Ruth said all the questions on the agreement have been answered and resolved through communications between Atty. Andy Miller & himself. The Dallastown Board is ready to adopt the agreement.
 - Atty. Miller sent a final version of the agreement with his report for tonight.
 - Mr. Missimer made a motion for Red Lion Municipal Authority to adopt Resolution 2021-1, to approve the Sales Agreement between Red Lion Municipal Authority & Dallastown-Yoe Water Authority, whereby RLMA will supply water to DYWA; Mr. Minnich seconded. All were in favor; motion carried.
 - Mr. Callahan made a motion for Dallastown-Yoe Water Authority to adopt Resolution 2021-4, for Dallastown-Yoe Water Authority to approve and enter into a bulk water sales agreement with Red Lion Municipal Authority; Mr. Molesker seconded. All were in favor; motion carried.
6. **DYWA/York Water Interconnect Agreement**—Atty. Ruth stated DYWA met with York Water in April, but YW is still delayed with DEP's 14-day requirement for maximum operation of the interconnect, so no further discussion is necessary until that's resolved.
7. **Business for action by Dallastown-Yoe Water Authority**—nothing at this time
8. **Date of the next joint meeting between RLMA & DYWA**—the next joint meeting between the 2 entities will be held Wednesday, July 13th, 2022 @ 6:30p.m. at the Dallastown Borough Offices.

9. **Any other business to come before the Authorities**—Watershed Alliance of York hosts Watershed Weekend each year & RLMA is planning to participate by hosting tours of the Water Treatment Plant on Saturday, September 18th from 10-2pm. The tours are open to the public. Anyone wishing to attend, should park at the Windsor Assembly of God Church (Manor Rd.) to be shuttled to the plant. Tours last approx. 1 hour.
10. **Adjournment**—With no further business between the Authorities, Mr. Missimer made a motion to adjourn the meeting @ 6:44p.m.; Mr. Klinedinst seconded. All were in favor; motion carried.

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, July 28th, 2021**

Members present

Mike Poff, Chairman
Skip Missimer, Vice-Chairman
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
Bob & Tina Frutiger
Stephanie Weaver

1. The meeting was called to order @ 7:00p.m.
2. Mr. Klinedinst made a motion to approve the June 23rd, 2021 Meeting Minutes; Mr. Missimer seconded. All were in favor; motion carried.
3. **WATER USAGE REPORT**—5.2” rainfall was received since last month. Keith reported usage is the same as this time last year for Red Lion, Dallastown & Windsor.
4. **CONNECTIONS REPORT**—4 new connections (1-Kensington, 2-The Paddock & 1-J.P. Croft Greenhouse, previously on a well)
5. **VISITORS/PUBLIC COMMENT**—none to address the Board
6. **WATER AND SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy reported:
 - **Amendment to the Sunshine Act**—the changes take effect on August 29th, 2021, impacting the September 22nd, 2021 RLMA meeting & on. The biggest change is that meeting agendas will now need to be completed & posted (at the office & on municipal website) 24 hours in advance of the meeting. If official action is needed on anything **not** on the agenda, there are a few exceptions allowing that, or the agenda must formally be amended before that action can be taken. The agenda is supposed to disclose what the Board will take action on in an effort of transparency of a Board's business.

Andy said the agenda should be approved at the beginning of each meeting. At that time, amendments to the agenda can be approved if necessary. Those amendments (or addenda) must be posted within 1 business day of the meeting. If someone attends a meeting, unbeknownst to staff or the Board with an issue the Board must act on, must that action be postponed until the next meeting? Andy said the Board can take action if the item is de minimis (if not involving an expenditure or signing a contract involving money). More than that, the agenda and/or amended agenda (including that last-minute action) must be posted within the 1 business day after the meeting.

Mr. Missimer suggested different versions of the agenda be dated, i.e., “Version 1” (dated ?), “Version 2” (dated ?) so it's known which agenda is most current & accurate. Changes to the agenda can be handwritten & whatever version is the most current & approved at the meeting, then posted (on website/at office) 24 hours after the meeting, should be kept on file with the Meeting Minutes. Andy said when amendments are made to the agenda, a Board is supposed to give reason for the amendments.The agenda itself (not all involved reports that go along with it) is what should be posted to the website & at the office.

- **Engineer's Report**—Jason reported:
 - **Railroad Lane Sanitary Sewer Manhole Replacement Project**—contract was awarded last month to Restuccia Exacavating, Inc. & SWERP, Inc. Jason & staff are finalizing agreements & paperwork with both contractors. Restuccia will start off the project for the sanitary sewer manhole & they anticipate getting all paperwork, shop drawings, etc. to Jason next week. Monarch Products (the pre-caster) that Restuccia is working with, has a backlog on materials & predicts it may be 12 weeks till the materials are received. Another pre-caster may be sought, but Jason said material delays are being seen everywhere. A preconstruction meeting should be held within the next few weeks. Temporary paving of this area may take place until Spring 2022.
 - **Superintendent's Report**—Keith reported:
 - Shutoffs for delinquent bills will be August 11th, 2021.
 - Pretreatment Basin repairs—nothing new to report.
 - Edgewood Tank project—data loggers & surveying was completed on 6/29/2021 but no follow-up reports have been received. Keith expects those shortly.
 - High-Service Pump Station rotating assembly purchase—nothing new to report.
 - Beaver Creek pump replacement—nothing new to report.
7. **WATER & SEWER—NEW BUSINESS**
- Keith distributed the proposal from ACC (Automated Control Concepts) for the new computers & upgraded software for the SCADA system at the Water Treatment Plant. Onsite & Zoom meetings had been held between ACC, Doceo & RLMA staff to review everything.
Mr. Missimer made a motion to approve the contract with ACC to upgrade the computer systems at the WTP; Mr. Klinedinst seconded. All were in favor; motion carried.
 - Auditor reports from the 2020 Audit have been distributed to the Board. If anyone has questions for them, let RLMA staff know.
 - July 19th, 2021—quarterly safety meeting was held & went well.
 - EMA asked to use the Municipal Office meeting room as a cooling station during the Street Fair & to park in front of the Maintenance Building that day. The Board agreed.
 - Mr. Missimer stated tonight is Keith Kahwajy's last meeting as Superintendent, as July 31st, 2021 will be his last day working for Red Lion Municipal Authority.
Mr. Missimer made a motion to appoint Jeff Beard as the Acting Superintendent until a replacement is found for Keith's position. Mr. Minnich seconded. All were in favor; motion carried.
Mr. Missimer expressed his & the Board's appreciation for Keith's many years of service to the Red Lion Municipal Authority.
8. **Approval of bills & statements**—Mr. Minnich made a motion to approve the bills & statements; Mr. Klinedinst seconded. All were in favor; motion carried.
9. **Authority recessed to Executive Session** @ 7:29p.m. to discuss personnel matters.
10. **Authority reconvened** @ 8:17p.m.
Mr. Missimer made a motion to offer Keith Kahwajy a separation agreement; Mr. Minnich seconded. All were in favor; motion carried.
Mr. Missimer made a motion to approve a salary adjustment for Jeff Beard; Mr. Minnich seconded. All were in favor; motion carried.
11. **Adjournment**—Mr. Missimer made a motion to adjourn @ 8:24p.m. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, August 25th, 2021**

Members present

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

Others present

Jeff Beard, Interim Superintendent
Andy Miller, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Secretary

Visitors

Dianne Price
Bob & Tina Frutiger
Stephanie Weaver

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. Mr. Klinedinst made a motion to approve the July 28th, 2021 RLMA/DYWA Joint Meeting Minutes & the regular RLMA Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
Chairman Poff reported two Executive Sessions were held this month to discuss personnel matters:
 - August 3rd from 7-8pm
 - August 13th from 5-7pm
3. **WATER USAGE REPORT**—Jeff Beard reported 8.85” of rainfall was received since last meeting.
4. **CONNECTIONS REPORT**—3 new connections since last meeting (The Paddock)
5. **VISITORS**—Mrs. Price reported:
 - The Borough has purchased Pleasant View Church & after renovations, will use it as the new Borough Offices, probably by Spring-Summer 2022. After moving from the upstairs Municipal Office space, they will no longer pay rent to the RLMA.
 - The Legion called recently to report the American flag outside the Municipal Office building was torn & needed to be replaced. Mrs. Price said the alley between the Legion & Municipal Office building doesn't belong to the Borough. The Municipal Authority owns the alley & the area from Main Street to the building, including the flagpole. Many years ago, the flagpole was installed as part of street improvements, but Mrs. Price said that doesn't make them responsible for maintenance & the Borough has never replaced that particular flag since she's been Borough Manager (11 years). Jeff Beard disagreed, stating in his 44 years of employment, the Municipal Authority has never replaced the American flag on the pole out front of the offices. During Desert Storm, a man came to Borough Council to ask permission to put a Desert Storm flag on the pole, as Jeff stated, it's always been a Borough flagpole. In addition, Brett Patterson repaired the rope on the pole 2 years ago. Mrs. Price stated Brett will repair the rope, but the Borough never purchased a flag for that pole. The Borough purchases flags for Nitchkey Field & Fairmount Park, as those are the Borough's responsibility. Jeff stated, as a courtesy, Municipal Authority staff will lower the flag to half mast, when necessary. Mrs. Price said the Borough has already purchased a flag to replace the torn one this once.
6. **WATER & SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy reported
 - **The Stapleton subdivision** is active again as Keystone Custom Homes has taken over to develop the area. In 2007, a water main extension agreement was created. Since a larger area is being proposed for development (from the 2007

plan) Andy recommends amending the agreement & substitute the exhibit of the full subdivision prior to recording the plan. This will identify the service area, which involves 70+ connections, as part of Red Lion Municipal Authority's area. Hedgeford, LLC is the current owner & Andy is unsure whether Keystone will purchase Hedgeford. Keystone & Hedgeford were both involved in the Walnut Creek development, but Keystone never took title of that, they were only the developers. Windsor Borough supplies water to the Walnut Creek development. RLMA would be supplying water directly to the Stapleton development. The next closest water provider would be York Water, but their service is on the other side of the street. Andy doesn't believe any discussion was held with York Water about them servicing the Stapleton development, but this will be researched. RLMA already has lines stubbed in (from 2007) to service Stapleton. Jason will contact Windsor Township's engineer to discuss the plans for Stapleton as the sewer system would be in the township & also the plan of amending the water main extension agreement. Jeff & Jason will also review the service area map for a possible revision & adoption of a new map that includes Stapleton.

- **An Executive Session** will be held at the end of tonight's meeting for personnel matters.

- **Engineer's Report**—Jason reported the following:

- **Railroad Lane Sanitary Sewer Manhole Replacement**—Contract agreements for both contractors (Restuccia & Monarch) are before the Board tonight for execution. We're in the 4th week of the 12-week order time for the manholes (Monarch). Jason, Restuccia & RLMA staff met to discuss the bypass pumping plan that will take place while the manholes are out of service. Restuccia expects 1 day of street closure for each manhole replacement & they are responsible to notify nearby residents affected by the closure/project. Jason estimates the whole project to be complete in 1-2 weeks.
- **South Camp Street Water Main Replacement**—Jason provided RLMA staff with a draft set of plans to review. Jason will work with staff to finalize the scope of work.

- **Superintendent's Report**—Jeff reported the following:

- September 15th, 2021—shut offs for delinquent bills
- Pretreatment Basin repairs—Jeff is still trying to obtain pricing for these repairs.
- Edgewood Tank—Entech contacted Jeff about RLMA possibly providing additional data; however, the data was too old, dating back to 1996. The data loggers that were installed at the tank have been retrieved, although a timeframe for Entech's response on the data is unknown.
- Beaver Creek pump replacement—Jeff & Brad met with a rep from A.C. Schultes regarding the type of pump necessary for a replacement. This is a raw water pump, so Eric (sales rep) is suggesting injectable packing to better handle water containing silt. Options & pricing will be discussed.

7. **WATER & SEWER—NEW BUSINESS**

- COVID vaccines/COVID sick time—to be discussed in Executive Session
- 2022 financial requirements & MMO for pension plan—this must be in the 2022 budget & approved by the Board for the Defined Contribution Pension Plan. Mr. Missimer made a motion to authorize Chairman Poff to sign the documents; Mr. Henshaw seconded. All were in favor; motion carried.

8. **Other business**

- Saturday, November 27th—Lighted Tractor Parade is planned, starting @ 6pm, ending at Fairmount Park for the tree lighting ceremony. Mayor Hughes invited the RLMA to enter their tractor; all farm equipment must include lights. Registration is that day from 3-5pm. Jeff Beard & staff will discuss.
- At a past Council meeting, Attorney Craley mentioned a problem he was having with nitrates in the water at his residence (on DYWA system). Jeff said Dallastown took samples & sent them to the lab and they showed no signs of nitrates. Mr. Minnich will report this to Atty. Craley.
- September 15th @ 1pm—MS-4 instructional discussion will be held; RLMA staff is invited to attend.

9. **Approval of bills & statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Klinedinst seconded. Motion carried, with Mr. Henshaw abstaining on the L/B Water payment.

10. **Executive Session**—Authority recessed to Executive Session @ 7:35pm to discuss personnel matters.

11. **Authority reconvened** @ 8:30p.m. The following action was necessary:

- Mr. Missimer made a motion to approve a post-employment agreement with Keith Kahwajy for Keith to be a consultant for the Authority during the transition period. Rate of pay is \$100/hr for a maximum of 300 hours. Mr. Henshaw seconded. Motion carried, with Mr. Klinedinst opposing.
- Mr. Missimer made a motion to move forward in offering John Krantz (Birdsboro, PA) the position of Superintendent of Red Lion Municipal Authority, effective September 20th, 2021 contingent upon his satisfactory background clearances. Salary is \$85,000/yr. + 20 vacation days and a \$4,000 relocation bonus. Mr. Minnich seconded. All were in favor; motion carried.
- Due to the U.S. Food & Drug Administration approving at least one COVID-19 vaccine, Mr. Missimer made a motion stating from this day forward, Red Lion Municipal Authority will no longer pay for employees' sick time (beyond the employee's accrued sick time) due to contracting the COVID virus or necessary quarantine time as a result of being around someone who is/has been affected. The Board also highly recommends all RLMA employees to get the vaccine as soon as possible & will consider other measures, as necessary. Mr. Henshaw seconded. All were in favor; motion carried.

12. **Adjournment**—With no further business before the Board, Mr. Henshaw made a motion to adjourn the meeting @ 8:37p.m. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

Red Lion Municipal Authority
Meeting Minutes
Wednesday, September 22nd, 2021

Members present

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

Others present

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

Visitors

Dianne Price
Stephanie Weaver
Bob & Tina Frutiger
Leroy & Megan Parsons

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. **Agenda approval**—Mr. Henshaw made a motion to approve tonight's agenda; Mr. Minnich seconded. All were in favor; motion carried.
3. **Meeting Minutes**—Mr. Missimer made a motion to approve the August 25th, 2021 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
4. **Introduction of John Krantz**—Chairman Poff introduced John Krantz as the new Superintendent of Red Lion Municipal Authority. John comes from Birdsboro, PA & has 33 years in the industry beginning by studying Water Quality Control at Southern Illinois University. He also worked as a contractor operator working for his father's company that worked with small water & wastewater systems. He then worked for 3 years at City of Lancaster's Conestoga Filter Plant, followed by working in Berks County as a Superintendent of their Authority. He's excited about the new opportunity that Red Lion offers.
5. **WATER USAGE REPORT**—10.05" of rainfall was received since last meeting.
6. **CONNECTIONS REPORT**—8 new connections since last meeting (1-Shawnee Manor, 5-The Paddock, 2-Kensington development)
7. **VISITORS**—
 - Leroy & Megan Parsons were present to discuss their previous tenant's delinquent water bill. The Parson's owned 807 W. Broadway for approx. 5-6 years & for the past year, had a tenant in the home as Leroy Parsons worked in Delaware. The lease said the tenant was responsible for any & all bills. They never received any complaints about the tenant, paying bills or otherwise. The Parson's received a notice in the mail stating the July water bill (in tenant's name) was delinquent. This notice was received after the Parson's had taken the tenants to court to evict them, as they stopped paying rent & bills, some of which were not paid since May. Mrs. Parsons told RLMA staff to shut off the water, stating that when they moved back to the house, it would be paid. Just yesterday, 9/21, the Parson's water was shut-off because of the tenant's non-payment. According to the Parson's lawyer, the tenants were responsible for any & all the bills while living at 807 W. Broadway. The Parsons just moved back to the home in July 2021 & haven't even received **their** water bill yet. When talking to RLMA staff, Mrs. Parsons was told there were no bills due in their name, just the past due one in the tenant's name.
The Parson's are more than willing to pay the past due bill but are asking for an extension until October 1st to do so. They also asked if the water can be turned on tomorrow, 9/23 & they will pay all involved bills + fees on 10/1. Mr. Parson just recently obtained a good-paying job & will bring the water/sewer account up to date but is requesting the Board allow this extra time.

It's the consensus of the Board to offer the Parson's a payment extension until October 1st & for RLMA staff to turn the water back on tomorrow morning, 9/23/21. Jeff Beard said it can be turned on at 7:30am. Staff will confirm what exactly the Parson's owe too so they are sure, going forward that their account (& billing address) is now correct.

- Mrs. Price said the New Year's Eve festivities are being planned & asked if RLMA is willing to donate \$1,000 toward the fireworks & have RLMA staff set up the cigar & lion in the square (& take it away afterwards). Mr. Missimer suggested this item be added to the October 27th Meeting Agenda so the Authority Board can take action that night.
- Stephanie Weaver requested the Red Lion Municipal Authority participate in the 1st Annual Lighted Tractor Parade, scheduled for Saturday, November 27th. Jeff Beard said he asked the employees; however, he got no response regarding help for the event.

8. **WATER AND SEWER—OLD BUSINESS**

- **Solicitor's Report**—Doug Myers reported:
 - **John Krantz' healthcare enrollment**—Mr. Missimer stated RLMA has a 60-day waiting period for healthcare benefits; however, Connie Boyer contacted the broker & got a revised contract so that the waiting period may be waived under the terms of an employment agreement. The RLMA does have an employment agreement with Mr. Krantz & an addendum to the agreement includes language of the waiver. Mr. Missimer made a motion authorizing Mr. Poff to sign the letter to John Krantz that provides the additional benefit of health insurance starting on his date of hire; Mr. Minnich seconded. All were in favor; motion carried.
 - **The typical 60-day waiting period for new hires**—Mr. Missimer does not believe this requirement puts RLMA in the competitive situation they want to be in. He suggested the Board think about revising it to a 30-day waiting period rather than 60 days. This will be on the October RLMA Meeting agenda for action.
 - **Stapleton Subdivision**—Andy had previously provided a Water Main Extension Agreement. If the Board agrees, the Agreement can be approved contingent on confirmation of additional service area & execution of the developer. Jason Reichard said his office hasn't seen the plans for this development yet. He believes the developer should approach the Authority with a plan before moving forward with the Agreement. This will be on the October RLMA Meeting agenda for more discussion.
- **Engineer's Report**—Jason Reichard reported:
 - **Railroad Lane Sanitary Sewer Replacement**—approx. 4 weeks left on the backorder for the concrete manholes. Discussion & review was held on bypass pumping. The proposal for the bypass pumping involves putting a plug in the discharge manhole & running a line directly from the existing force mains to bypass the 1st manhole. This will make things easier than bringing in tankers & pumping out of the wet wells. This proposal will be submitted for review/approval. The last 2 manholes will involve traditional bypass pumping with a pump to syphon wastewater from the manholes.
A preconstruction meeting will be held in October, once more is learned about the manhole receipt time.
 - **South Camp Street Water Main Replacement**—the first draft of the replacement plans have been prepared and Jason will work with John & Jeff to finalize the scope of work.
 - **2022 Water & Sewer Operating Budget**—the draft 2022 Budget is being prepared. RLMA staff & Jason will hold a budget workshop meeting on October 12th to prepare for the Board's annual budget meeting, scheduled for October 27th @ 6p.m.
 - **ALDI, Inc. Land Development Plan**—Jason's office is reviewing a Land Development Plan proposed for this grocery store to open on Cape Horn Road

(across from Tractor Supply). Jason continues to work with the Developer's Engineer to resolve some outstanding items. More information will be given as it's received.

- **Superintendent's Report**—Jeff Beard reported:
 - **October 13th**—water shut offs for delinquent bills
 - **Pretreatment Basin repairs.** Some cracking is occurring at the corners. There is grouting available that is injected into the cracks, although Jeff never received a quote from a New Jersey company that visited the site. Baltimore Grouting Services gave a quote of just under \$25,000 to inject the grouting. Jeff obtained the name of a company (Structural Restoration Services) that does concrete repair. The rep visited the site & believes the problem is caused by expansion & contraction, causing the cracking to occur. He also believes the grouting would only provide a temporary fix, as there are 2 issues to address: 1) cracking of the concrete & 2) what to do to remedy the situation. Jeff & Brad gave the rep more information and he will hopefully provide a quote by next meeting. Jason had a structural engineer talk to Structural Restoration about the issue also but hasn't received an update yet.
 - **Edgewood Tank**—data loggers & surveying was completed on June 29th. The evaluation report was received from Entech with proposals for different scenarios. More discussion is necessary for how to move forward. Jeff will email the report to the Board for their review.
 - **High Service Pumping Station**—nothing new to report.
 - **Beaver Creek pump replacement**—Jeff spoke to Eric Fox (Sales Rep from A.C. Schultes) to work on pricing for the pump replacement. Eric will be in touch, but his company is swamped with work since Hurricane Ida.
 - **Hurricane Ida**—the Filter Plant handled things well although turbidity levels were up. Jeff said there is some erosion on the older stonework, but the ballast stones will be back in place once that area is less soggy. Mr. Klinedinst mentioned the erosion of the walkway at the spillway & said, should we receive another big storm, it may get washed away. That spillway (& old intake) dates back to 1924 so it's going to show wear & tear. Jeff & John can look at the area to review.

9. **WATER AND SEWER—NEW BUSINESS**

- **RLMA Cellular Backup**—in the event of Comcast services going down, staff spoke to Doceo & Verizon to discuss different options. John & Jeff will get more information (options/prices) till the October meeting.
 - **RLMA Domain**—when the Borough moves out of the Municipal Offices, they will take the redlionpa.org domain with them. RLMA purchased the domain name “redlionma.org” (2 years for \$52.32).
 - **Fairmount Tank**—Mr. Henshaw said the tank appears rusty & wondered if maintenance was planned. Jeff said it was inspected recently but he will research it.
10. **Approval of bills & statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Minnich seconded. All were in favor; motion carried with Mr. Henshaw abstaining from voting on the L/B Water invoice.
11. **Adjournment**—Mr. Missimer made a motion to adjourn the meeting at 8:15p.m. Motion carried, meeting adjourned.
12. **Reminder**—RLMA Budget Meeting will be held at 6p.m. October 27th prior to the regular meeting at 7p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Budget Meeting Minutes
Wednesday, October 27th, 2021**

Members present

Mike Poff, Chairman
Skip Missimer, Vice Chairman
Chris Minnich, Asst. Sec/Treasurer

Others present

John Krantz, Superintendent
Jeff Beard, Asst. Superintendent
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Dianne Price
Stephanie Weaver

1. The meeting was called to order @ 6:04p.m. followed by the pledge to the flag.
2. **Discussion on the proposed 2022 budget.** Jason, John & Jeff had met for budget discussion & planning for 2022 and a draft was sent to the Board last Friday (10/22) for review.
 - **Water Budget**--Jason stated at the end of 2020, extra funds were rolled into the Construction Fund and a positive net income is still showing to date.
 - **Wages**—
 - Costs for health insurance, vision, life insurance & dental have been updated
 - Union employees are proposed to receive a 2.75% pay increase in 2022
 - Non-union employees are proposed to receive a 3% pay increase
 - 3 employees at the WTP are eligible for wage adjustments since recently obtaining their required certification while 1 additional employee will be eligible for a wage adjustment mid-2022. A part-time WTP employee is proposed for a pay increase to \$18/hr.
 - John proposed a pay increase for 3 of the office employees to be more competitive with jobs in this market & also to reflect the longevity with which they've worked with RLMA. A proposed increase of \$1.50/hr. was agreed upon.
 - Personnel/Human Resources Assessment--assigning job descriptions & putting employee policies in place had been put on hold due to the pandemic & with recent personnel changes, it will be put on hold for 2022 also.
 - **Revenue**
 - Building rental—since the Borough plans to move out mid-2022, only 9 months of rental revenue is built into the 2022 Budget. EMA Services currently rents the 3rd floor; however, their plans for remaining/leaving are unclear right now.
 - 2021 sales vs. projections are in line
 - A 2% increase for water rates is built into the 2022 Budget. Of note, residential use is down, while commercial & institutional is up (during the pandemic, these usage percentages were reversed with more people being home).
 - Insurance premiums & dividends—John was informed RLMA's claims are up 180% so, most likely there will not be returned dividends as in years past.
 - **Expenses**
 - Engineering costs have been decreased for 2022
 - Legal fees have also been decreased for 2022 as litigation matters seem to be resolved.

- Equipment purchases (this was added last year for vehicles, meter reading vehicle, etc.)--\$50,000 has been added to this fund for 2022 since the fleet of vehicles are aging.
- Treatment & Transmission line item shows approx. \$42,000 more than usual. This reflects new service for the WTP & the final payment for the SCADA upgrade.
- Chemical companies are projecting a 40% increase, industry-wide
- Electric rates are trending high this year but are locked in through the end of 2022. New pricing/rates will be researched mid-2022.
- Meter replacement program had been put on hold due to the pandemic. \$200,000 will be built into the budget over the next 3 years; \$100,000 the 4th year. John & Jeff believe it's feasible for current staff to make a lot of progress in replacing the old meters. Mr. Missimer suggested hiring temporary personnel to speed up the process, if necessary.
- Building repair--\$17,500 has been built into the budget for necessary roof repairs
- Construction Reserve--\$250,000 has been put in this line item each year & that's been working well to do so. A decision will need to be made regarding the Edgewood Tank as no line item nor debt service has been built into the 2022 budget for it.
- Operating expenses are projected to be up over last year by \$145,000.

A 2% rate increase was factored into the 2022 Budget resulting in a net profit of \$116,000. A 3% rate increase would result in a net profit of \$143,743.

Last year, there was no increase in water or sewer rates.

Mr. Missimer made a motion to approve a salary increase to \$18/hr. for the part-time Filter Plant employee & \$1.50/hr. to each of the 4 front office employees; Mr. Minnich seconded. All were in favor; motion carried. All salary increases to be effective January 1st, 2022.

Mr. Missimer made a motion to approve the 2022 Water Budget with a 3% increase to water rates; Mr. Minnich seconded. All were in favor; motion carried.

- **Sanitary Sewer Budget**

- **Revenue—**

- Jason stated the projections vs. what was budgeted last year are holding consistent throughout with not much difference in sales or other line items.
- PLGIT interest was decreased a bit for 2022.
- The 2022 Budget numbers reflect a 2% sewer rate increase.

- **Expenses**

- Expenses seem to be in line with what was budgeted last year.
- Equipment line item has \$5,000 in it; however, Jason, Jeff & Board members are unclear what it was for. It can be taken out & used elsewhere, if necessary.
- \$57,750 in Construction Fund is adequate for 2022. Pumpstation updates/rehab will be necessary in 2022 & money has been budgeted for that.

Mr. Missimer made a motion to approve a 2% increase to sewer rates. Mr. Minnich seconded. All were in favor; motion carried.

3. **Adjournment**—RLMA Budget Meeting adjourned @ 6:50p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Wednesday, October 27th, 2021**

Members present

Mike Poff, Chairman
Skip Missimer, Vice Chairman
Chris Minnich, Asst. Sec/Treasurer

Visitors

Dianne Price
Stephanie Weaver
Bob & Tina Frutiger
Dr. Jonise McDaniel

Others present

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

1. The meeting was called to order @ 7:00p.m.
2. **Agenda approval**—Mr. Missimer made a motion to approve tonight's agenda; Mr. Minnich seconded. All were in favor; motion carried.
3. **Meeting Minutes**—Mr. Missimer made a motion to approve the September 22nd, 2021 Meeting Minutes; Mr. Minnich seconded. All were in favor; motion carried.
4. **WATER USAGE REPORT**—4" of rainfall was received since last month.
5. **CONNECTIONS REPORT**—5 new connections since last month (The Paddock & Kensington development)
6. **VISITORS**—Dr. Jonise McDaniel, Public Health Dental Director with Pennsylvania's Department of Health presented Red Lion Municipal Authority with a Certificate of Appreciation for over 50 years of community water fluoridation. This is one of the things her job focuses on & Red Lion ranks highest in Pennsylvania for water fluoridation, spanning from 1968-2018 (& to date). Dr. McDaniel said that span of time is wonderful because oral health affects overall health. Although adding fluoride to the water sometimes meets with resistance from the community, she believes it's very important.
At this time, Dr. McDaniel presented the Certification of Appreciation to the RLMA Board & a commemorative photo was taken.
7. **WATER & SEWER—OLD BUSINESS**
 - **Solicitor's Report**—Andy reported the following:
 - He will be preparing the necessary Resolutions for the new year
 - Discussion regarding the EmGovPower utility billing software will continue. Migration of accounting information over to this cloud-based software began over a year ago & is still not complete. Andy reviewed the contract & stated the vendor must be notified of what's wrong. John said they're not meeting deadlines that they (vendor) have set. More discussion will be held & Andy will continue to be involved & monitor.
 - **Engineer's Report**—Jason reported the following:
 - Railroad Lane Sanitary Sewer Manhole Replacement—a preconstruction meeting was held yesterday, October 26th. Restuccia is planning to begin the work on November 14th, as all materials are now on hand. The project should be complete within a week; they're planning to complete 1 manhole/day (3 total manholes). Restuccia will erect signage for traffic flow & distribute door hangers to residents in that area. Jeff has talked to the school's transportation department, so bus drivers are aware. Jason said the lining contractor will come behind after the manhole installation to complete their work.
 - **Superintendent's Report**—John reported the following:
 - November 17th--water shutoffs for delinquent bills

- Two 6” water main breaks were repaired last Thursday, Oct. 21st.
 - Yesterday (10/26), Structural Restoration Services began prepping & cleaning the Pretreatment Basin at the WTP & will begin making repairs on Monday, Nov 1st.
 - Edgewood Tank—Entech exceeded their costs for preparing the tank report by \$1,880. Their original proposal was for \$8,500 but ended up at \$10,380. The Board had no problem with the overage & was very pleased with Entech’s thorough study.
 - Cellular backup—RLMA’s share of the cost for the existing Comcast Business with the Borough is \$228.71, but going forward, the cost will not be split with the Borough. Adding cellular backup to the current services with Comcast will total \$428.39. Comcast will provide the equipment, but the Authority will still need to pay for internet service. The cost is still less expensive than going with Verizon. Mr. Missimer made a motion to move forward with the proposal with Comcast Business; Mr. Minnich seconded. All were in favor; motion carried.
 - Employee vaccinations—Hepatitis B & Tetanus vaccines are necessary for WTP employees. This will be added to the Employee Manual so new employees are aware these are mandatory. Currently, the COVID vaccine is not mandatory; however, the Borough is considering offering an incentive of possible lower health care costs to employees who receive the COVID vaccine. Mrs. Price will keep RLMA apprised of the Borough’s progress.
 - Beaver Creek pump replacement—A.C. Shultes is visiting the site on Friday, 10/29 to look at the 1980 pump in the pumphouse. Prices will be gathered on replacement vs. repair of this pump because of its age.
 - Borough’s request for RLMA to pay ½ of the water service at the ROARS Building. When the Historical Society was in the building (in the square) the Authority split the water bill with the Borough. Then the Society moved out, the water meter was removed but was reinstalled since ROARS moved in. The building is only used occasionally, i.e., Food Truck Fridays, New Year’s Eve, Street Fair and always has a minimum water bill. Mr. Missimer made a motion to approve RLMA paying ½ of the water bill for ROARS; Mr. Minnich seconded. All were in favor; motion carried.
 - New Year’s Eve festivities—is RLMA willing to donate \$1,000 toward the fireworks & approve RLMA staff setting up/taking down the lion & cigar in the square. Mr. Missimer made a motion to approve RLMA’s donation of \$1,000 to the NYE fireworks and for RLMA staff to set up the lion & cigar (& take down afterward); Mr. Minnich seconded. All were in favor; motion carried.
8. **WATER & SEWER—NEW BUSINESS**—no other business to come before the Authority.
 9. **Approval of bills & statements**—Mr. Minnich made a motion to approve the bills & statements; Mr. Missimer seconded. All were in favor; motion carried.
 10. **Authority recessed to Executive Session**@ 7:47p.m. to discuss personnel matters.
 11. **Authority reconvened**@ 8:10p.m. No action was taken.
 12. **RLMA Meeting adjourned**@ 8:11p.m.
 13. **REMINDER**—the next RLMA Meeting will be held **Tuesday, November 16th, 2021 @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Tuesday, November 16th, 2021**

Members present

Mike Poff, Chairman
Skip Missimer, Vice-Chairman
Dennis Klinedinst, Treasurer

Others present

John Krantz, Superintendent
Jeff Beard, Asst. Superintendent
Andy Miller, Solicitor
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. **Agenda approval**—Mr. Missimer stated the following additions/corrections need to be made to tonight's agenda & then it should be reposted tomorrow. Under "Water & Sewer—Old Business", the following should be added. Approval of:

- Resolution 2021-2—to adopt the budget for Red Lion Municipal Authority, York County, Pennsylvania.
- Resolution 2021-3—to adopt water rates & other charges for furnishing water service from the water system of the Red Lion Municipal Authority.
- Resolution 2021-4—to adopt sewer rates & other charges for furnishing sewer service from the sewer system of the Red Lion Municipal Authority.
- Resolution 2021-5—to adopt certain fees & charges of the Red Lion Municipal Authority.

At the end of the Agenda, should be added:

- #9—Approval of Bills & Statements
- #10—Adjournment

With the above additions to tonight's agenda, Mr. Missimer made a motion to approve the agenda as amended; Mr. Klinedinst seconded. All were in favor; motion carried.

3. **Meeting Minutes**—Mr. Missimer requested a small revision to the October 27th, Budget Meeting Minutes. Under Item #2, "Water Budget Wages", "*A part-time WTP employee is proposed to receive....*" should read "All part-time WTP employees are proposed to receive....". Then later in that section, Mr. Missimer's motion reads "*for the part-time Filter Plant employee*" should read "for all the part-time Filter Plant employees". With those corrections, Mr. Missimer made a motion to approve the October 27th, 2021 Budget Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried.

Mr. Missimer made a motion to approve the October 27th Regular Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried.

4. **WATER USAGE REPORT**—5.95" of rainfall was received since last month. A leak to a water main in Yoe was repaired recently with RLMA assisting DYWA.
5. **CONNECTIONS REPORT**—6 new connections since last month (The Paddock & Kensington development) 4 in York Township; 2 in Windsor Township.
6. **VISITORS**—Charity House was on the agenda to speak of a usage complaint; however, she was not present at tonight's meeting. John stated Charity typically uses less than the minimum and pays the minimum monthly charge. Prior to the most recent bill, her meter must've rolled over another 1,000 gallons, so she was charged for that additional 1,000 gallons which she claimed she didn't use. John & Jeff had researched this situation, which probably affects other "minimum-use" customers, but there isn't any solution or "fix" for it. Jeff said, even if the new-style Kamstrup meter is charted for 30 days to see when the meter would flip to the next 1,000, the customer either pays now or pays later for that additional 1,000 gallons.

7. WATER & SEWER—OLD BUSINESS

- **Solicitor's Report**—Andy reported that he had discussions with John, Lori & then also with Ken Sachs regarding the conversion of the billing, accounting & payroll software to a cloud-based software, EmpowHR.gov. A draft letter has been sent to EmpowHR.gov telling them their performance has been deficient in the conversion because they're approx. a year behind in doing it. The letter also requested a scope of the work that still needs done, as well as a timeframe to complete that work. Andy said there was never a good scope of work, nor a timeframe given to RLMA staff, as some of the modules weren't developed yet & not proven. So, as the conversion happened, it seemed there were coding problems, in addition to staffing problems at EmpowHR.gov. Andy stated, per the original contract, there is a 30-day cure period if they're in default of their performance & obligations. This provision was cited in the letter also. Two of the modules that RLMA staff is having problems with are the payroll & the accounts payable. More on this later.
- **Engineer's Report**—Jason was not present tonight, but John reported the Sewer Manhole Replacement Project started yesterday, November 15th & Jeff said the bypass pumping was being set up. The contractor hasn't broken ground yet, but Jeff expects them to do so tomorrow, November 17th, beginning with Manhole #2. This project will hopefully be completed next week.
- **Superintendent's Report**—John reported the following:
 - November 17th, 2021—water shut offs for delinquent bills
 - Pretreatment basin repairs have been completed. John & Jeff distributed pictures to the Board. Jeff had seen the work in-progress which he said was very thorough. Longevity will be the test, but cosmetically, it looks great, and staff is very pleased.
 - Cellular backup through Comcast was installed at the office about two weeks ago.
 - Beaver Creek's Aurora Pump #2 rebuild—A.C. Schultes gave an estimate of \$9,800 to rebuild it. Schultes will be removing it this Thursday, November 18th to complete the maintenance at their shop. The A.C. Schultes rep said the pump will work well after rebuilding versus paying the cost of a new pump.
 - Chemical bids for 2022 were sent out on November 8th and will be opened on December 9th, 2021 @ 10a.m.
- **Budget Questions**
 - Mr. Missimer suggested moving forward with the new Edgewood Tank & gather bid documents to be ready when RLMA is financially ready. The Board & staff agreed. Jeff Beard stated that Kim (Entech rep) is awaiting the next step. Based on Entech's tank, there were approx. 6 options of tank types. Another option was to use the current Edgewood Tank; however, the Board was in agreement to tear down the current tank. That project could be done now, as the current tank is not being used, but once it's known if & when federal money will be received (for water/sewer projects), this could be completed as one big project. Jeff will invite Kim to the December RLMA meeting and/or to meet with the Edgewood Tank Committee.
 - Mr. Klinedinst questioned why some employees were receiving a 2.75% pay increase while others were receiving a 3% pay increase. The 2.75% increase wasn't up to the RLMA Board; it was part of the Teamsters contract.
 - Mr. Klinedinst discussed health insurance for employees and suggested if spouses had health insurance available to them by other means, they should be forced to take it. Mr. Missimer didn't totally disagree with this but said that

discussion must be done with a new contract, not now with the current contract or for the 2022 Budget. Also, the health insurance that a spouse may have available elsewhere may not offer the same coverage for them and/or for their family. This will be a discussion for the future, such as how many people this would affect, how much money would the Authority actually save, among some other questions. And with the HIPAA law, all aspects may not be available for the RLMA Board to know.

- The 3% water rate increase brings an additional \$143,000 in the budget. Mr. Klinedinst asked, do we really need the extra \$143,000? John said with inflation the way it is, yes. Chemical costs alone are projected to increase 40% & future costs are unknown right now.
- Mr. Missimer made a motion to adopt the following Resolutions, as stated above:
 - Resolution 2021-2—to adopt the 2022 Budget for the Red Lion Municipal Authority, Red Lion, PA.
 - Resolution 2021-3—to adopt water rates & other charges for furnishing water services from the water system of the Red Lion Municipal Authority.
 - Resolution 2021-4—to adopt sewer rates & other charges for furnishing sewer services from the sewer system of the Red Lion Municipal Authority.
 - Resolution 2021-5—to adopt certain fees & charges of the Red Lion Municipal Authority.

Mr. Klinedinst seconded. All were in favor; motion carried.

8. **WATER & SEWER—NEW BUSINESS**

- John distributed a Rate Comparison sheet so the Board can see where their rates stand versus other municipalities.
- As of November 30th, 2021, Connie Boyer is retiring from the Red Lion Municipal Authority office staff after 35 years. John researched temp services to hire a part-time office person. Andy confirmed that payroll & accounts payable could be outsourced if the Board & staff wish to do so. Mrs. Price said, the Borough is switching their payroll & accounting to QuickBooks as of January 1st, 2022, but the auditors (same firm the Authority uses) suggested that both entities finish 2021 on their current accounting systems so two separate accounting systems don't need to be audited. Mrs. Price is willing to contract Connie separately from the Authority, if necessary, for the Borough's remaining 2021 accounts payable & payroll. She had mentioned the idea to Connie although Connie hadn't committed to doing so yet. Mr. Missimer suggested that, as of January 1st, 2022, RLMA begin to outsource their payroll too, keeping it consistent with the Borough, but that John ask Connie if she'll assist with payroll for the interim. As far as the accounts payable, the Board would need to see proposals from some companies before making a decision on outsourcing that job. John had spoken to Hamilton & Musser (RLMA Auditors), who were fine with the decision to outsource payroll & accounting. John & Lori had sat with Connie while completing both functions and they've both researched Connie's procedures she had in place to do both. John believes Lori could complete payroll till the end of the year & although she was hesitant about accounts payable, the auditors (or Connie) could offer some assistance, if necessary.

Mrs. Price questioned whether the RLMA office can operate with only 3 full-time employees, especially if someone is on vacation and/or it's a shut-off day because they get a lot of traffic in & out of the office. The Board & John will take that into consideration.

9. **Approval of Bills & Statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Klinedinst seconded. All were in favor; motion carried.
10. **Authority recessed to Executive Session** @ 8:02p.m. to discuss a legal matter.
11. **Authority reconvened**@ 8:25p.m. No action was taken.
12. **Adjournment**—RLMA meeting adjourned @ 8:26p.m.
13. **Next RLMA Meeting will be held on Tuesday, December 14th, 2021 @ 7:00p.m.**

Respectfully submitted by:

Stacy Myers, Recording Secretary

**Red Lion Municipal Authority
Meeting Minutes
Tuesday, December 14th, 2021**

Members present

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

Visitors present

John Krantz, Superintendent
Jeff Beard, Asst. Superintendent
Cory Dillinger, Solicitor
Jason Reichard, Engineer
Stacy Myers, Recording Sec'y

Visitors

Kim Mazur, Entech Engineering
Dianne Price
Bob & Tina Frutiger

1. The meeting was called to order @ 7:00p.m. followed by the pledge to the flag.
2. **Approval of the Agenda**—Mr. Missimer made a motion to approve the agenda as presented; Mr. Henshaw seconded. All were in favor; motion carried.
3. **Meeting Minutes**—Mr. Klinedinst made a motion to approve the November 16th, 2021 Meeting Minutes; Mr. Missimer seconded. All were in favor; motion carried.
4. **WATER USAGE REPORT**—0.6” of rainfall was received since last meeting. Staff repaired 3 water main breaks since last meeting; a 6” at 125 Dixie Drive, a 6” at 125 Henrietta Street & an 8” tonight at the Rand Whitney building.
5. **CONNECTIONS REPORT**--3 new connections since last meeting
6. **VISITORS**—Kim Mazur from Entech Engineering was present to give a brief summary of the report he conducted on the Edgewood Tank. He said a survey was completed on the base of both tanks. The base of each tank was off by 16’. They took into account the height of each tank, as the one tank is 18’ lower than the other. Kim stated the elevation of both tanks should be the same, as they operate together. Should the lower tank be elevated? There are a lot of factors & costs involved in that. With elevating a tank, approx. 37% water capacity gets added which can be a concern. Should the tank be removed & another installed? What type, concrete, or steel? Currently, steel is very expensive, so the concrete alternative was researched, either a 2-million-gallon tank or 1.5-million-gallon tank. To make the new tank equal with the existing one, it would get thinner & taller which would be favorable with Windsor Township as a Variance would most likely be necessary for the setbacks of the site. DEP permits for demolition of the old tank & building of the new are also going to be required.
Entech’s recommendation is to replace the existing tank with a 2-million-gallon concrete tank for an approximate cost of \$2.3million (cost of \$2million for existing tank demo & new tank construction + 10% contingency and \$150,000 for all engineering/design). If the Authority chooses the 1.5-million-gallon concrete tank, cost would be approx. \$2million.
Entech also installed pressure transmitters throughout the whole system to check whether there were any strange situations such as a pipe not connected, etc. All transmitters showed equal pressure as the tank filled & drained, so Entech does not believe this is a distribution system issue.
Would installing a larger tank that operates the way the Authority wants it to negatively impact Dallastown-Yoe’s system? Kim said no, Entech would like to replace the existing tank with the same size or a slightly smaller size. Jason Reichard stated the new tank would be the same height as the Fairmount tank & Dallastown’s system sits at a lower elevation than that.
Financing for this new tank was discussed. Kim said PENNVEST, RUS Funding, bonds, etc. could be used to fund the project and possibly grants if the median-household income in Red Lion qualified. Kim said most of the current grant money available is focused on lead service lines,

lead water mains, etc. but the new infrastructure bill passed by Congress is for all parts of water systems so that could be researched as well once it becomes available.

Kim said, before applying for PENNVEST funding, the design for the new tank must be complete & DEP permits must be in hand. Necessary permits & the Variance from the Township should be obtained first, then Kim can prepare a proposal outlining the design phase & all that that entails. A man-hour estimate (& cost) would be included in the proposal.

Mr. Missimer made a motion requesting Entech to prepare a proposal for review by the January 26th, 2022 meeting, after which, the use of the funds can be authorized. Mr. Klinedinst seconded. All were in favor; motion carried.

7. **WATER & SEWER—OLD BUSINESS**

- **Solicitor's Report**—Cory Dillinger (filling in for Andy tonight) reported:

- **Empowergov.com Cloud Conversion**—Andy sent notice to Empowergov on 11/15/2021 & they responded on 11/24/2021, disputing most of the claims that they are at fault. They provided a scope & timeline for the project completion which is the 1st quarter of 2022. If April comes & the conversion still is not done, Andy will deal with that at that time.

- **Engineer's Report**—Jason Reichard reported:

- **Railroad Lane Sanitary Sewer Manhole Replacement**—Restuccia has completed the installation of the new manholes & all associated connections, etc. RLMA staff is satisfied with the work.

Application for Payment #1 (of 2) has been received in the amount of \$40,357.24.

Jason & RLMA staff concur with that request. Mr. Missimer made a motion to approve the payment of \$40,357.24 to Restuccia; Mr. Henshaw seconded. All were in favor; motion carried.

The 2nd Application for Payment should be received by next month for some minor items.

SWERP, Inc. was onsite today in preparation for installation of the concrete protective liners in each manhole. That work should be completed tomorrow, 12/15.

- **South Camp Street Water Main Replacement Project**—Jeff Beard met onsite with Jason today to discuss the scope of work. Jason had said the initial estimate for the project was \$500,000 and the money has been budgeted for 2022. Jeff & John are fine with moving forward with bidding the project for completion in January/February/early Spring. Some plan items need to be resolved, but Jason said they're minor. Windsor Township will be contacted to ensure they don't want/need any additional hydrants during the project (as they had during the North Camp Street Water Main replacement).

Mr. Henshaw made a motion to proceed with the project & preparing bid specs; Mr. Missimer seconded. All were in favor; motion carried.

- **Superintendent's Report**—John reported the following:

- **December 15th, 2021**—water shut offs for delinquent bills
- **2022 Chemicals**—chemical bids were opened on 12/9 & John supplied a 2021 vs. 2022 cost comparison, showing the average chemical cost increase for 2022 is 35.9%. John had highlighted the lowest bidder for all chemicals. Mr. Missimer made a motion to approve the lowest bidder as highlighted on the 2022 Bid Tabulation sheet. Mr. Minnich seconded. All were in favor; motion carried.
- **Beaver Creek Aurora Pump #2 rebuild**—an estimate of \$9,800 was received from A.C. Schulte's to rebuild the pump. They removed it on 11/18/21 & contacted staff on 12/7/2021, stating the actual repair cost would be \$7,981 which includes testing, aligning & reinstallation of the pump.
- **A spectrophotometer** is used at the WTP to analyze CL2, Manganese & Fluoride, every 4 hours, per DEP regulations. Staff had issues with the instrument on 12/4 and

were unable to conduct routine testing. A rep from Hach met Brad on Saturday, 12/4 to drop off a loaner, but staff & Hach believed a back-up meter should be on hand to perform those 3 tests should something happen to the spectrophotometer again. Hach gave a price of \$1,611 for a Hach DR900 Colorimeter. Staff is still using the loaner while the spectrophotometer is being repaired (no cost, as it's under warranty).

- **Grundy Insurance would like to supply a quote for property insurance.** RLMA is currently with PURMA (Public Utilities Risk Management Association) & there are some issues (related to outstanding claims) involved in getting out of PURMA. The Board is amenable to reviewing quotes prior to renewal time in 2022.
- **Selective Insurance** recommended a fire suppression/smoke detection system be installed at the Maintenance garage. John will obtain prices by the January 26th RLMA Meeting.
- **Railroad Lane Manhole Replacement Project** is complete, but John was notified by Mrs. Price that the Borough won't close out the permit because no proof of compaction testing was given for the site (prior to permanent paving being done). Compaction testing is required per a 2019 Ordinance passed by Borough Council. John spoke to Jeff Beard, Jason Reichard & Keith Smith and decided that, in the future, compaction testing should be in the contractor's specs as a requirement prior to paving.

As for the current situation on Railroad Lane, Jason said RLMA can take responsibility for any defects found in the pavement & for restoring it for a certain period of time. Mr. Klinedinst said if the Municipal Authority can maintain the area for 7 years or until the street needs to be redone, he believes Borough Council would be happy with that. If the street/paving is going to fail, it most likely will fail within 7 years. The Board is also agreeable to those terms. John will send something in writing to Mrs. Price stating the Municipal Authority will be responsible for those patches for 7 years or until the Borough paves the road. Mrs. Price is agreeable to those terms as well & said this will be logged in the CSDatum program.

- **A sprinkler check valve** for the Municipal Office Building was rebuilt & relocated as recommended by Triangle Sprinkler Systems. The rebuild (rather than replacing) saved the Authority money.

8. **WATER & SEWER—NEW BUSINESS**

- **Outsourcing payroll/bookkeeping services**—John obtained prices from 3 different companies that could provide these services since Connie Boyer's retirement, end of November. RLMA staff needed someone to step in with these services, as they are dealing with new utility billing software & the 2021 audit.

Andy Miller suggested 3-Stages Advisory who met with John & Lori recently to review the Authority's operations & what staff needed them to do. The woman from 3-Stages is a CPA with a Masters' degrees in Finance who offered the best price at a monthly rate of \$2500/month to conduct payroll & bookkeeping.

One of the other companies, Stambaugh-Ness was willing to provide the services, but they mainly do audits. The 3rd company, Brown, Schultz, Sheridan & Fritz submitted a higher cost. John would like to retain 3-Stages Advisory for 1 year, as she had a good rapport with the office staff.

Mr. Missimer made a motion to contract with 3-Stages Advisory for a 1-year period (2022) to provide Municipal staff with accounting & payroll services; Mr. Minnich seconded. All were in favor; motion carried.

The contract allows for 100 transactions per month; John said RLMA does about 80 transactions each month. If they would happen to go over the 100 transactions, 3-Stages charges \$105/hr.

Andy Miller & Cory Dillinger reviewed & approved the contract with 3-Stages Advisory.

John said 3-Stages will also modernize the process of bill payment/processing. Some bills will be paid via ACH (Automated Clearing House) rather than cutting a check, so it will streamline the process & save money when possible. The Board will still review the bill list prior to anything being paid.

- **2022 Meeting Dates**—the Board approved the dates other than the November 23rd date which is the day before Thanksgiving. That meeting date will be changed to Tuesday, November 15th, 2022.
- **Recommendation of new Authority member to replace Chairman Michael Poff (term ending 12/31/2021)**—John had Stephanie Weaver’s letter of interest that she submitted the last time there was a vacancy. He said Stephanie is still willing to serve on the Municipal Authority.

Mr. Missimer suggested sending the recommendation for Ms. Weaver to Borough Council; however, Mr. Klinedinst said Ms. Weaver can send the letter to Council, if she wishes to serve on the Authority. He wants to be sure everyone wishing to serve will be considered. Mr. Henshaw spoke to Eric Immel, who stated he would also be willing to serve again. He can also submit a letter of interest to Borough Council, if he wishes.

9. **Other business to come before Authority**

- Mr. Klinedinst asked if the Municipal staff are cross trained in the event some employees are off on vacation, sick, retirement, etc.? He was referring to CDL drivers & backhoe operators; however, there are currently 4 CDL-licensed drivers on staff. John & Jeff think it’s a good practice to cross-train all the employees; the Board agrees. Mr. Missimer suggested creating a master set of skills, so all employees are prepared, if needed.
- Proposed Aldi’s on Cape Horn Rd & their connection to Red Lion’s system—Jason stated currently an 8” main is being extended to the rear of the Aldi property & the developer is proposing a stub at the end of that main. It appears as if there will be room for more development up the hill, but Jason said it’s not clear. If more development is proposed, he told the developer that a legal agreement & a water main extension agreement should be created to allow additional connections in the future.
- From Jason’s report—he’s reviewing a Land Development Plan for 54 residential units adjacent to Gotham Drive. The condos are proposed to be built on the last lot in the cul-de-sac (down from Post Office on the right).
- Mr. Klinedinst said he hopes the same thing doesn’t happen at next year’s budget time as happened this year. He was sick & not able to attend the Budget Meeting & Mr. Henshaw was also not in attendance. Mr. Klinedinst was very disappointed that the 2022 Budget was passed with only 3 members (which is a quorum) but he would’ve liked to offer input & discussion, had he been notified via phone during the meeting.

10. **Approval of bills & statements**—Mr. Missimer made a motion to approve the bills & statements; Mr. Minnich seconded. All were in favor; motion carried with Mr. Henshaw abstaining.

11. **Adjournment**—With no further business before the Board, Mr. Missimer made a motion to adjourn the meeting @ 8:21p.m.; Mr. Klinedinst seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary