

**Red Lion Municipal Authority**  
**Amended Meeting Minutes**  
**Wednesday January 25, 2023**

**Members Present**

Dennis Klinedinst-Chairman  
Gary LaTulippe- Vice Chairman  
Chris Minnich- Asst. Sec/Treasurer  
Kelly Henshaw-Secretary  
David Reichard- Treasurer

**Others Present**

John Krantz-Superintendent  
Cory Dillinger- Solicitor  
Jason Reichard- Engineer  
Kyrsten Scutta-Recorder

**No visitors wished to be acknowledged.**

**Meeting Agenda/Minutes:**

The meeting was called to order at 7:00 p.m. and the pledge was recited. Mr. Henshaw made a motion to approve tonight's agenda and Mr. Minnich seconded. All were in favor and the motion carried. Mr. Minnich made a motion to approve the December 28th, 2022 meeting minutes. Mr. Reichard seconded. All were in favor and the motion carried.

**Water Usage Report:** the report was distributed to the Board

**Connections Report:** there were no new connections

**Water & Sewer- New Business:**

● **Nominations:**

- Mr. LaTulippe nominated Mr. Klinedinst to be Chairmen and Mr. Henshaw seconded
- Mr. Henshaw nominated Mr. LaTulippe to be Vice Chairman and Mr. Minnich seconded
- Mr. Minnich nominated Mr. Henshaw to be Secretary and Mr. LaTulippe seconded
- Mr. Minnich nominated Mr. Reichard to be Treasurer and Mr. Henshaw seconded
- Mr. LaTulippe nominated Mr. Minnich to be Asst. Secretary and Mr. Henshaw seconded
- Mr. LaTulippe motioned to keep MPL as our solicitor and Mr. Henshaw seconded
- Mr. LaTulippe motioned to keep CS Davidson as our engineer and Mr. Henshaw seconded
- Mr. Minnich motioned Hamilton-Musser as auditor and Mr. LaTulippe seconded

All were in favor for all and all motions carried.

- **Beaver Creek Discharge Meter:** This was discussed with Mr. Reichard who believes we need to develop a table that allows us to more accurately measure the flow. The meter is working properly and we know the flow is above 800 gpm, but we cannot get an exact measurement without a "weir discharge table." Mr. Reichard has been in contact with The Meter Guy (who installed the meter) and will now be able to develop a table. Once we have the numbers, Mr. Dillinger can update the appropriate documents.
- **Emergency Response Plan:** Mr. Dillinger received the updated plan information from Mr. Krantz. The only thing left to edit is everyone's new titles (voted on in this meeting) so he will be bringing a short resolution for the plan to be up to date. He suggests we do this every year so the appropriate contact information is always available.
- **PTO Policy:** Every employee signed an interim notice on the updated policy and was informed of how the new policy will function. While PTO while now be earned over time, employees are still able to take their full PTO right away even though it will initially show as a negative balance. If they remain employed with the Authority this will revert back to positive again as they continue to earn PTO. If an employee would quit with a negative PTO balance, they will owe the

Authority the difference. Mr. Krantz also contacted Alternative HR who supplied a quote to develop this PTO policy and update our employee handbook and other relevant information. They are currently working on this.

- **Handbooks:** Everyone is to review the employee handbook before the next meeting to make sure nothing needs revised before we vote to accept it. We also need to work on developing an updated benefits book to include information on retirement, insurance, etc.

#### **Solicitor's Report: (Cory Dillinger)**

- Mr. Dillinger reported that in addition to the items we already covered, he has a meeting scheduled with Mr. Reichard to update the Rules and Regulations and expects drafts to be distributed soon. He also reminded us that the Sunshine Act amendments are now in effect so all agendas must be posted at least 24 hours before a meeting and any matters to be deliberated or acted on must be on the agenda or added to it with a formal motion during the meeting.

#### **Engineer's Report: (Jason Reichard)**

- The South Camp Street project retainage of \$2,512.50 is still being held until Spring when the full vegetative cover of the trench can be done, but the rest of the work is completed. We will follow up with Barasso at the time.
- The Beaver Creek and Green Branch projects are inactive currently.
- Mr. Reichard is researching deeds and rights-of-way to determine how many easements will be required to route the new pipe without using borough streets (which would be very expensive). The project would replace an existing 6 inch cast iron force main that probably only has 3-4 inches open currently due to vast deterioration on the inside. This new line would significantly impact capacity. Mr. Reichard is also going to look into the school district selling property along the route to see if that is going to affect the new pipe.
- It was determined that we can tie into a gravity system to eliminate the Prospect Street Pump Station B. We are waiting for Windsor Twp to provide drawings so we can do a capacity analysis and determine if there would be any overflow areas. Windsor Twp is waiting for a formal request from us to take over the station, so Mr. Krantz is going to send them a letter detailing the pump station phase out for which we would cover the expenses. Mr. Dillinger also recommends a formal agreement be written up that both parties would sign.
- Seven new units are being added to the Rexroth property by Blaine Markle, who has requested only 1 EDU stating they are office/storage units. Mr. Reichard and Windsor Twp both determined that 7 total EDUs will actually be required, 1 for each unit. We would then also require the tapping fees for each unit to be paid as well. These units may be only storage now, but in the future if more employees are added they would be taking up more EDUs, so we have to be prepared in case that would happen. Mr. Dillinger was going to look into actions we can take if they do misrepresent the needed EDUs. Mr. Krantz is going to send a letter to Jennifer Gunnet at Windsor Twp regarding this matter.

#### **Superintendent's Report: (John Krantz)**

- Mr. Krantz contacted Raybern for help with a new billing system. They sent a list of information required to analyze our current system and figure out what would be best for us. Linda Nevers is working to gather this information which Mr. Krantz will then review and forward to Raybern. Mr. LaTulippe will be included in the discussions.

- The Authority agreed to donate \$1,000 to the New Year's Eve celebration in the square presented by the Red Lion Area Business Association. We have requested a receipt from the event and once it is received payment will be made.
- We have confirmation that all grant applications have been submitted.
- Joe Joins and some associates from Dallastown came for a tour of the Country Club Road pumping station in regards to Gorman-Rupp pumps. Mr. Krantz expressed how fond we are of them and Mr. Joins seemed appreciative. It may be beneficial to work with them in the future (during emergencies, etc.) if we both have the same pumps.
- Mr. Krantz met with Kamstrup in regards to ordering 500 new meters and also got a quote for 10 new antennas. The new antennas are going to allow us to get meter readings in real time without needing to send an employee up and down the street by the meters to collect the data (that doesn't always show up) as well as help us find leaks in customers' homes and other technological advantages. It would be \$200 for the antennas. Kamstrup is going to do a free propagation study and the results will then be presented to the Authority.
- **John Krantz, Dianne Price, and Linda Nevers met regarding the possibility of Ian Montgomery managing the Authority's website. The members of the board have expressed this is not the direction they wish to take, as they would feel more comfortable keeping the management "in house" by having Mr. Krantz manage the site.**
- Mr. Krantz met with DN Tanks regarding the Edgewood Tank. We informed them that we have 4 grant applications out that we are waiting to hear back from before moving forward with the project in 2024. After we hear back from the grants (July 2023), we can determine if we want to get a PennVest loan or a private loan (depending on the amount required) and it was suggested we also confer with Jans Damgaard at that time as his knowledge will help us make the best decision. DN Tanks has no problem with us demolishing the existing tank ourselves, but suggested we confer with Entech to make sure DEP will allow it and that we have the proper permits, etc. It is also unclear how much money this would save us, and the demo is already built into the contract. DN Tanks does recommend that whoever is building the tank do the site work ahead of time to ensure it's done properly to accommodate construction. Mr. Klinedinst wants the existing tank down by the end of this year.

#### **Looking Forward this Year:**

- Mr. Klinedinst wants to narrow the scope of our projects down to 4, and Mr. Krantz is going to prepare a report for the next meeting so we can discuss how best to do this while evaluating the urgency of each.
- Mr. Minnich suggested we also need to post the necessity of our customers getting their meters replaced on the board across the street and in their bills again later this year. Mr. Krantz is also going to put it on the website. At a later date the message will include the penalty of a surcharge for meters that are not replaced.

#### **Statement and Bill Approval:**

- Mr. Minnich motioned to approve the bills and was seconded by Mr. LaTulippe. All were in favor and the motion carried.

**Adjournment:** Mr. Henshaw made a motion to adjourn the meeting and Mr. Klinedinst adjourned the meeting at 8:12 p.m. The Authority then went to Executive Session.

**Executive Session:** During the session, they voted to approve the accrued vacation payout and all were in favor. The Executive session adjourned at 8:30 p.m.

Respectfully Submitted by Kyrsten Scutta