

Red Lion Municipal Authority
Meeting Minutes
Wednesday March 22, 2023

Members Present

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

Others Present

John Krantz-Superintendent
Dean Reynosa- Acting Solicitor
Jason Reichard- Engineer
Kyrsten Scutta-Recorder

Visitors Present

Dianne Price

The Authority elected to forgo zoom attendance for the time being due to poor audio quality

Meeting Agenda/Minutes:

The meeting was called to order at 7:00 p.m. and the pledge was recited. Mr. Minnich made a motion to approve tonight's agenda and Mr. Henshaw seconded. All were in favor and the motion carried. Mr. Henshaw made a motion to approve the January 25, 2023, amended meeting minutes as well as the February 22, 2023, meeting minutes and Mr. LaTulippe seconded. All were in favor and the motion carried.

Water Usage Report: The water report was unavailable due to office absences. Mr. Krantz is currently working on a new water report that is more reader friendly and perhaps distributed less frequently. If an issue arose it would be reported immediately.

Connections Report: there were no new connections.

Water & Sewer- New Business:

Resolutions:

- **Resolution 2023-3** Updating Construction and Materials Standards
 - Mr. Dillinger wrote a resolution presented by Mr. Reynosa that updates our current specifications. Mr. Klinedinst wanted to be sure that this document does not supersede the Borough's standards in any way and Mr. J. Reichard confirmed that both will work concurrently. He also emphasized this will now be used when we bid out construction projects to ensure accountability.
 - Mr. Henshaw motioned to adopt Resolution 2023-3 and Mr. Minnich seconded. All were in favor and the motion carried.
- **Resolution 2023-2** Amending Authority's Rules and Regulations for Separate Water Lines and HOP Escrow Requirement
 - Mr. Henshaw motioned to adopt Resolution 2023-4 and Mr. LaTulippe seconded. All were in favor and the motion carried.

Solar Renewable Energy:

- The Authority received information to review from Solar Renewable Energy, a company that works with several municipalities already, regarding solar options. Mr. LaTulippe noted that we have two empty fields, and this could be an advantageous move for the Authority. Several board members agreed, providing examples of local success stories. Mr. Reynosa noted that the CEO of the company, Mr. Doug Berry, would like to attend a meeting to give a presentation. The Board agreed to have him at the next meeting he is available to attend.

Non-Payment Water Turn-On Fee:

- The Board discussed the cost of labor associated with turning residents' water back on after it has been shut off for non-payment. Currently, there is a \$50.00 fee to have water services turned back on, and this does not cover the cost of employees doing such work. Mr. Krantz notes that this fee has not been raised for quite some time and brings up a second issue about how late we accept payments. As it stands, if payment is received before 4:30pm employees will go out to turn the water back on, and this sometimes results in overtime being accrued. Mr. LaTulippe motions that we raise the turn-on fee to \$150.00 and the payment cut-off time to 3:30pm to avoid these extra costs and Mr. Henshaw seconds it. Mr. Krantz will prepare a formal document to be voted on for the next meeting. Residents will be notified on their bill before the new rate takes effect.
- It is also noted that this may be a good deterrent of non-payment repeat offenders.
- Ms. Price suggests we have clear language regarding non-payment with no shut off versus non-payment with a water shut off as not everyone's water gets turned off.

Red Lion Borough Invoices:

- Mr. Klinedinst raised questions about some invoices received from the Borough in terms of how bills get split. For example, there is a water bill for the library and for the water park during times of closure. Ms. Price stated that the library charges are the minimum water costs due to the large line running into the building and the water park bill was charges from previous months, as is customary (not the month the bill was received). She has offered to provide the exact time frame stated on the bill and also notes that bills from the Borough do not go out monthly so sometimes we see larger charges because they are built up over time. Ms. Price says the goal is to bill quarterly now that the Borough is properly staffed.
- Mr. Klinedinst wants to know why we are paying the library's and others' water bills at all and Ms. Price says this arrangement predates her and is like a donation.
- Mr. Krantz suggests we investigate the procedure further to get a definitive answer or written document of this agreement.

Insurance Claims for Fighting Fires:

- Mr. Klinedinst had Mr. Krantz prepare a bill (\$3,395.36) to send to the insurance company (of Mr. Jason Fry) for the fire on Lancaster Street (2/19/23) for 486,000 gallons of water used. They denied the claim stating this coverage was not available. The Authority discussed how it is unfair for the residents to pay this cost and how it also carries over to the budget for the next year.
- Ms. Price states that this was discussed at the council meeting because the Borough pays hydrant fees to keep water ready for such instances, and this is supposed to offset such costs. She also mentioned that the Fry's came to the Borough Council meeting with the denied insurance claim and asked for help with the bill.
- There was much discussion on how to go about this and who should be held liable. It is noted that paying a solicitor to fight back with insurance companies would be expensive. The Authority agrees it does not want to send such a bill to someone whose house just burnt down. Mr. Krantz suggests requiring a rider on business' insurance policies that specifically include water for putting out fires. Mr. LaTulippe asks the solicitor if we have legal standing to do such a thing and how we would go about it. Mr. Reynosa is taking the questions to Mr. Dillinger.

- Mr. Klinedinst is worried about the burden on residents and mentioned he called multiple insurance companies who suggested we resubmit the claim for a lesser amount between \$250.00 and \$500.00.

Lease Agreements and fire hydrants within Borough:

- The lease agreement with Red Lion Borough was submitted to the Authority at the start of the meeting for review. Mr. Klinedinst and Mr. Minnich had questions about how much money the Borough pays for the fire hydrants and Mr. Klinedinst is looking into the matter to ease the burden of the Borough.
- Ms. Price asked how much notice the Borough needs to give before vacating the building and the Authority is going to research that as well.

Solicitor's Report: (Dean Reynosa)

- Mr. Reynosa reports that Mr. Dillinger is still working on the intermunicipal agreement with Windsor Township as their solicitor was out of the office following surgery. EDU interpretation of Mia Brae is on hold until then.
- The Kaltreider Library Road maintenance issue has been resolved as Kinsley has agreed to pay for the repairs.
- Once the measurable data is received from Beaver Creek, MPL and Mr. Dillinger will coordinate with DEP concerning permit issues.
- Mr. Klinedinst had inquired if there is a variance expiration in the Windsor Township Zoning Ordinance regarding the Edgewood Tank and Mr. Dillinger determined this was not an issue.
- The Borough was sent a document saying the Edgewood Tank has not received zoning and land development approval. Mr. Krantz contacted Kim Mazur at Entech, and they are going to take care of it. The DEP permit has been signed, but it will most likely take a while to be approved.

Engineer's Report: (Jason Reichard)

- Beaver Creek Dam Conservation Weir Flow Monitoring:
 - CS Davidson conducted a field visit to collect measurements on the spillway and the weir. A new flow curve was developed to provide to Ethan Farr (the meter installation representative) so he can calibrate accordingly.
 - Mr. Dillinger will be notified when everything is functional so he can contact DEP.
- Spill Prevention Response Plan:
 - Mr. Krantz submitted our Emergency Response Plan to DEP, and they informed us that a sub-section for spill response is required. Mr. J. Reichard says he has the necessary information, and the plan is a work in progress to meet all the requirements provided.
- Windsor Borough Master Meter Remote Reading:
 - We currently must send a crew out daily to read meters in the field. Mr. Krantz requested Mr. J. Reichard get a scope of work and cost analysis together to install new meters to be able to take these readings remotely. Not only would this be safer for the employees (the meter pit is deep and in a confined space), but it would be more consistent, and the cost would be recouped quickly.
 - Mr. Dillinger is to provide a copy of the Windsor Bulk Water Sales Agreement, as they own the meters, but it is unclear who pays for maintenance and upgrades.
 - CS Davidson is working with field staff to gather information and Mr. J. Reichard will be providing a packet with information soon.

- Filter Plant Performance Evaluation:
 - DEP inspected our plant recently and we did very well. They said all previous issues had been appropriately addressed and Mr. Krantz expressed how commendable our staff performed.
 - Mr. J. Reichard received a list of updates requested by Brad Sprenkle (per DEP) and he is going to secure the permits for the work.
- Cabin Creek Spillway Design Flood Analysis: (from 2017)
 - DEP announced they were requiring everyone to update hydraulic analysis of their dams. They were issuing new rainfall data needed to analyze the spillway. It took a long time to receive, but the data finally came through and the analysis is complete and in our favor. Flows are 25% less than they were in the 1970's, and no further improvements are necessary.
 - Inundation mapping on limits of flood water (in the event of a dam breach) has been updated and a package will be submitted to DEP as part of the safety study report.
- Country Club Road Pump Station Capacity Analysis:
 - Site Design Concepts (developer) requested information regarding the existing pump station capacity because they wish to build approximately 153 units on the Country Club property. A "paper" analysis was conducted based on records of how much the station runs and was designed for, and it showed there are only 53 EDUs available (100 short). That approach uses average daily run times, which vary greatly, and Mr. J. Reichard believes there is more capacity available. He suggests setting up an auto-dialer to get daily readings that would allow us to better assess the flow.
 - When pump station upgrades are submitted to DEP, we are required to present the flow at 4 times the amount. We can prepare an argument, with the data to back it up, that the real number is less.
 - If none of that works, the next course of action is to upgrade the pump station or the force main (though the force main appears to be in great shape).
 - The plan is to put a package together with a cost estimate to take back to SDC. We do not plan to take on this cost as it is for the benefit of the developer.
 - Mr. Klinedinst stated there was a meeting at York Township the previous night where SDC presented their plan, but the outcome of this is unknown.
- Digging at Aldi
 - Mr. Klinedinst informed Mr. J. Reichard that digging started today.
 - Mr. J. Reichard said Mr. Krantz had reached out saying assistance was requested on the location of some of the lines and that we have some outstanding comments on the project, and thus have not signed off on the final plan yet. All relevant information has been sent to the contractor (Speedwell).
 - Mr. Dillinger believed he had the extension agreement completed, but he was waiting for one thing.

- Mr. Krantz is going to set up a meeting with Speedwell because they have some questions about the house on the property. The lines are believed to have been capped long ago.

Chapter 94 Report:

- Mr. Klinedinst brought up a pump station overflow question and Mr. Krantz assured him that the correct report was submitted to DEP (and all other appropriate entities), despite the wrong one being printed for the meeting.

Franklin Street Apartments:

- Mr. Klinedinst brought up The Red Lion Table Company wanting to put approximately 90 units (apartments and commercial retail) on Franklin Street as he is concerned there will not be enough water and sewer capacity. Mr. Krantz had already informed Mr. J. Reichard, and he is checking into it. Mr. Klinedinst wants Jordan Elias made aware of any issues before he spends the money. Mr. Krantz plans to forward Mr. J. Reichard's findings once they are complete.

PA One Call:

- We received a kickback of \$1,078.52 for the number of months we were a POCS member last year. Mr. Klinedinst wants to be sure this credit is shown in our account and Mr. Krantz is going to confirm.

Superintendent's Report: (John Krantz)

- Mr. Krantz submitted the EDMR and the Source Water Protection form. He also provided a water report for the auditors and submitted a claim for the fire on Lancaster Street previously discussed.
- A draft of the NPDES permit was submitted for review. A final copy (valid for 5 years) will be sent by DEP once it has been posted for 30 days for public comment. Mr. Krantz notes that the limits are slightly more lenient for discharge at the Wastewater Treatment Plant.
- Our electricity contract with Direct Energy was extended for 2 years and it should save us approximately \$90,000 this year. It's called a blended extend program and if the price of electricity continues to rise, we should benefit from this.
- A letter was sent to Wells Fargo authorizing Mr. Krantz to close our safe deposit box as only Keith Kahwajy has access to it currently. It may need to be drilled out for \$125.00 if the key cannot be located. In the future the contents of the box will be stored in a safe in the basement of the Authority building.
- Alternative HR performed an HR Audit to assess our current needs before creating a benefits summary and pension plan overview. As this is a work in progress, a final copy will be provided for approval by the next meeting before distributing it to the employees. Specific details will be discussed in Executive Session.
- We had to upgrade our Kamstrup meter plan from 4000 to 5000 meters due to our progress over the last 2 months surpassing the 4000-meter mark. We are committed to this contract and the cost was \$3,256.74.
- A temporary employee was hired from Express Employment to help in the office as Linda Nevers has been unable to work. We expect to hear a possible return date from Ms. Nevers soon.
- Creative Financial was contacted regarding alternatives to our 457B plan with Metlife. They are currently the middleman between our investment with Metlife, and nothing about the process is user friendly. Mr. Henshaw and Mr. LaTulippe questioned what benefit Creative Financial provides. Mr. Krantz suggested switching to someone like Mutual America, which would give us

more investment options without this middleman. The Board wants to take its time to make this decision and Mr. Krantz is going to continue to gather information.

- Mr. Krantz had a meeting with Thomas J. Anderson that included Andrew Miller and Cory Dillinger (of MPL) regarding our Defined Benefit and Defined Contribution pension plans. They assured us the contributions are all correct, and that changes to these plans can be made at any time. This information was sent to Alternative HR to be incorporated into our benefits booklet once final decisions are made.
 - Our auditors (Hamilton-Musser) informed Mr. Krantz that an employee approached them during the audit with some questions and concerns regarding the pension plan. After the formal review is completed, it will be sent to Hamilton Musser.
- Mr. Krantz submitted the Filter Plant Performance, Chlorine Residual, and Log G reports due on the 10th of every month, and the Cabin Creek, Beaver Creek, and Greenbranch water usage reports due on the 15th of every month. These were tasks previously performed by Ms. Nevers that will now be completed by Mr. Krantz and Ms. Scutta to avoid violations from DEP.
- DEP performed an inspection of our Water Treatment Plant and was very pleased with our responses to last year's recommendations. Mr. Krantz commended all our staff for their performance and excellent operation of the plant, and especially Brad Sprenkle for explaining everything to DEP thoroughly.
- Hydrant flushing (April 17-May 4) will be announced on the March 27th bill.
- The Authority's website, www.redlionma.org, is fully functional. We will be using the website as well as our Facebook page to communicate with our customers. Information on our meetings, Rules and Regulations, Standard Specs, meters, leaks, and sewer system can all be found on the website.
 - Mr. Krantz and Mr. J. Reichard discussed only posting information on our website going forward, rather than cross posting on the Borough's website. This will ensure there is no confusion or out-of-date information.
- Job descriptions for a Water Collection/Distribution System Operator and a Part-Time Water Treatment Plant Operator will be posted on Indeed.com soon to fill the position opening soon due to retirement.

Other Business:

- Dianne Price inquired if we can also investigate including a requirement of sprinkler systems to remain on in abandoned buildings when we examine adding a rider to include water coverage for fires in insurance policies. The Borough recently inspected the Zarfoss building which is entirely made of wood and has no active sprinkler system. It was cited as an unsafe structure.
- Mr. Krantz says a fine could be issued for anyone shutting water off themselves and that we would not shut off a sprinkler system. This is why we have separate shutoffs for potable water and the sprinkler systems. We would have no way to know if a resident shut the water off themselves without going out to inspect. It is also unsafe to turn sprinkler systems back on after this happens because we have no idea how long they were out of commission and what damages may have resulted.
- Mr. Reynosa suggests checking the ordinance to see if there are any requirements to leave sprinklers on in resident insurance policies.
 - Mr. Klinedinst asks if this is currently in the Borough's ordinance and Ms. Price states that there is nothing regarding unoccupied buildings currently.

- Mr. Reynosa is going to take the information back to Mr. Dillinger to look into including these things in our ordinance.

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. LaTulippe made a motion to adjourn the meeting and Mr. Henshaw seconded. The meeting was adjourned at 8:13 p.m. The Authority then went to Executive Session to discuss personnel issues.

Executive Session: Nothing was voted on during the Executive Session and it adjourned at 8:40 p.m.

Respectfully Submitted by Kyrsten Scutta