

Red Lion Municipal Authority
Meeting Minutes
Wednesday September 27th, 2023

Members Present

Dennis Klinedinst-Chairman
Gary LaTulippe- Vice Chairman
Kelly Henshaw- Secretary (*arrived 7:34pm*)
David Reichard – Treasurer
Chris Minnich- Asst. Sec/Treasurer

Others Present

John Krantz-Superintendent
Jason Reichard- Engineer
Cory Dillinger-Solicitor
Kyrsten Scutta- Recording Sec.

Visitors:

Tina Frutiger

Bob Frutiger

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00p.m. The pledge was recited and roll was taken.
- Mr. Minnich made a motion to approve tonight’s agenda and Mr. D. Reichard seconded. All were in favor and the motion carried.
- Mr. Minnich made a motion to approve the minutes from the RLMA meeting on August 23rd, 2023, and Mr. LaTulippe seconded. All were in favor and the motion carried.
 - ❖ Mr. LaTulippe commented that the minutes were done very well and were easy to follow.

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

- ✓ Water was pumped from the Susquehanna River for 20 days this month. No taste difference could be noted (new plant is working well). We are back to using Beaver & Cabin Creek.

Connections Report: there were 2 new connections.

Visitor Matters: no visitor comments

Water & Sewer- New Business:

- **Intermunicipal Agreement with Windsor Township**
 - The Board members on both sides have now signed the agreement.
- **Rent Increase and Lease Update**
 - Mr. Minnich made a motion to send a letter to Red Lion Borough stating:
 - We’re increasing the rent for the second floor (at 11 E. Broadway) to \$2,000 per month starting January 1st, 2024 (with at least 60 days’ notice).
 - We accept their request to be on a month-to-month lease at that time also.
 - Mr. LaTulippe seconded, and all were in favor.
- **Greenbranch Generator**
 - Martin Energy ordered the generator, and it is expected to arrive in 60 weeks.
 - Mr. Krantz was able to speak with Martin Energy to confirm that if it takes longer than 64 weeks to receive the new generator, they will give us a 2% discount. They will also provide us with a generator for free if it is beyond the 60-week waiting period and our generator fails.
 - They recommended that we do not go with the “belly tank” design because it makes maintenance very difficult.
 - The design they recommend would be a 660-gallon tank inside the pump station building, and we could later add a larger (1000 gallon) tank outside to feed into it if we desire. Because this tank is small, there won’t be any special DEP requirements.

- After talking with our employees, they agree this design is better as maintenance will be done at ground level instead of requiring a ladder to service it.
 - Mr. Krantz is confident there is plenty of space for this design, and the price is supposed to be about the same. He is going to provide a quote to the Authority.
 - Mr. Klinedinst questioned the need to dig out the existing underground tank. Mr. J. Reichard replied that an above ground tank allows us to find leaks more quickly, and the new tank will also be dual walled for extra safety.
- **Window Replacement**
 - At the last meeting, the Authority was provided with three quotes for window replacement but wanted more information before reaching a decision. Upon further review, the quote for the “Harvey” windows came from Garrety Glass, and the missing information (including the company’s name) may have been because the salesman was on his way out the door when we received the quote.
 - This quote included all necessary finish-work and labor as well as a lifetime warranty on the windows and a 10-year labor warranty.
 - Garrety Glass was on-site today, and after looking at the windows more closely decided to add some money to the quote for woodwork as we have some frames rotting out. Even after this, they are still the lowest quote, and the addition took the total from approximately \$36,000 to about \$37,000.
 - They could start this year and require 1/3 of the total as a down payment. Mr. Klinedinst mentioned that we can move forward with purchasing the windows and then store them in the building until Garrety is free to come and install.
 - Mr. D. Reichard motioned we purchase the windows through Garrety Glass and Mr. Minnich seconded. All were in favor and the motion carried.
- **Other Matters**
 - Update on Grants: Mr. Krantz and Mr. Henshaw reached out to our State Rep. and State Senator, but the most likely scenario is that we must wait until Congress reconvenes in November for grants to be awarded.
 - PENNVest Loan: Our application is currently being evaluated and we are waiting to see what they can offer us.

Current RLMA Projects (Presented by Mr. Krantz):

<p><u>Edgewood Tank Replacement 2024</u></p> <p>-New 2 M-gal tank</p>	<p><u>Greenbranch Pumping Station Generator 2024</u></p> <p>-replace generator -new security measures (fencing, lighting, cameras)</p>	<p><u>Beaver Creek Raw Water Transmission Line Replacement 2024-2025</u></p> <p>-Mr. J. Reichard is working on this project</p>	<p><u>Connect Pumping Station B (Prospect Road) to Windsor Twp Sewer 2024</u></p> <p>-Moving forward now that agreement is signed</p>
<p><u>Upgrade Windsor Boro Meters 2024</u></p> <p>-to be read remotely (cellular) Mr. Krantz & Mr. Klinedinst to attend meeting 8/16/23</p>	<p><u>Country Club Hills Pump Station 2025</u></p> <p>-70 years old -replace force main -testing to see how long we have</p>	<p><u>Paint Fairmont Tank 2025</u></p> <p>-DEP wants the interior and exterior repainted -after Edgewood Tank is completed</p>	<p><u>Replace All Meters in Distribution System 2024</u></p> <p>-we’re slightly over halfway done</p>

- **Other Matters Continued...**

- Meter Replacement Project: Mr. Krantz informed the Authority that we need more ¾ inch meters, and that Core & Main is having a sale right now (\$15 off per meter)
 - To date, we've installed 2396 AMI capable meters and 1743 meters not capable of AMI for a total of 4139 meters. We still need to install 2790 more.
 - Mr. Krantz suggested we buy these meters in bulk while they are on sale. Mr. J. Reichard agreed that we should install as many new meters as possible now for financial reasons.
 - Core & Main has 700 Kamstrup meters available at this price. Mr. LaTulippe made a motion to order the 700 meters and Mr. Minnich seconded. All were in favor and the motion carried.
- Mr. Klinedinst questioned if we have an update on the 1743 meters installed without AMI capability. Mr. Krantz replied that we do not have many options.
 - We can try to resell the meters to make some money back to buy new AMI capable ones, but this does not seem like a very viable option. Kamstrup offered to help us find buyers for these meters.
 - The Subeca option (through Amazon Sidewalk) is also no longer viable. None of these meters have the 3-wire plug-in required to be converted to AMI. As of now, there is no way possible to convert the meters to be AMI capable.
- Mr. Krantz asked Kamstrup if there is a plan in place to convert these types of meters in the future but did not get much of a response.
- These meters were purchased by a previous Board and before Mr. Krantz was Superintendent.

Solicitor's Report: (Cory Dillinger)

- **Solar Renewable Energy, LLC**

- Mr. Dillinger had no update but notified SRE of the pending solar appeal in Windsor. Our project isn't going to be able to move forward until theirs does. As it stands, solar panels are only permitted in areas zoned "industrial," and we're both zoned "agriculture."

- **Beaver Creek Monitoring Update**

- Mr. Dillinger talked to Ms. Karen Unruh at DEP concerning the two violations at Beaver Creek Dam. Now that we are measuring and reporting data, there is nothing further we need to do regarding the first violation.
- The second violation, (over exceedance of 3.5 MGD from our three sources), needs to be discussed with someone at the DEP Regional office. Mr. Dillinger is in the process of addressing this issue.

- **Temporary Water Meter Agreement**

- MPL is working on a draft of a written agreement for handing out temporary water meters to contractors doing work within our service area. We previously handled this with verbal understanding. We will need to update our Rules & Regulations as well.

- **Cabin Creek Flood Plain Easement**

- MPL notified Mr. S. Foote that until RLMA hears back from DEP, we cannot take the risk of shrinking the easement area of the property he wishes to purchase. As such, no new mobile homes can be placed in this area.
- Currently, the Authority does not intend to force him to remove any existing homes.

- **Edgewood Tank Easement**

- Mr. Dillinger stated that MPL is going to provide the laydown area easement for this project. Mr. Krantz and Mr. Klinedinst are meeting with Entech tomorrow and will be able to provide Mr. Dillinger with an aerial image of the area that will be utilized.
- There is some concern about the easement becoming more complicated if Entech plans to use the storm drain for overflow, instead of letting runoff flow into the swale (like it's been done in the past). Mr. J. Reichard also mentioned that we will have to talk to Windsor about this because they own the drain in question. Mr. Dillinger will need the route to the drain mapped out for the easement as well.
- Mr. Klinedinst questioned why the tank has not been taken down yet, and after some discussion Mr. Krantz said that Entech wants to be the ones who demolish the tank, and they have assured us they will be able to do so very quickly.

- **Aldi Update**

- The original copy of the agreement we signed was accidentally sent to Windsor and not to RLMA. Windsor cannot locate the original. Mr. Dillinger said we can just resign the agreement and send him the originals to be recorded. Aldi also passed their CI2 test.

Engineer's Report: (Jason Reichard)

- **2024 Water & Sewer Operating Budget**

- CS Davidson prepared a preliminary budget but is waiting for Authority staff to compile 2022 and 3rd quarter budget records to finalize everything. Mr. J. Reichard requested a small workshop to accomplish this.
- After a lengthy discussion, it is decided that a special meeting is not required, and Mr. J. Reichard can meet with Mr. Krantz, Mr. Klinedinst, and Mr. LaTulippe during one of their regular Monday meetings to discuss this. The rest of the Board members are encouraged to email Mr. Krantz with any ideas or concerns that they want addressed regarding the budget.
 - Mr. LaTulippe and Mr. Minnich mentioned updating our rates and the cost of certain services to have a more accurate budget. Mr. Krantz confirmed these rates have not been updated in quite some time.
- At the budget meeting (**October 25th at 6pm**) everyone will be able to openly discuss the budget and make suggestions for changes. Action does not need to be taken that night.

- **Beaver Creek Raw Water Transmission Line Replacement**

- CS Davidson put together a design team to start with the scope of work and permits required for this project. A lot of surveying is needed, and due to heavy vegetation covering from trees and crops it is determined the best course of action is to wait for this to clear out and do an aerial survey of the groundwork area (2024-2025).

- **Prospect Street Pump Station B Elimination**

- Mr. J. Reichard asked if he should proceed with this project.
- Mr. Krantz asked him to wait as we still need to send the formal letter to Windsor (we were waiting for the intermunicipal agreement to be finalized).
- Mr. Krantz is going to draft a letter and send it to Mr. Dillinger for review, with Mr. J. Reichard copied so he may then proceed with the design phase of the project.

- **Windsor Borough Master Meter Remote Reading:**

- Mr. J. Reichard is moving forward with more information for this project.

Superintendent's Report: (John Krantz)

- Mr. Krantz submitted all necessary reports for August 2023.
- Doceo has begun the process of changing our email domain names from @redlionpa.org to @redlionma.org by the end of the year. All emails will be forwarded from the old addresses for one year to keep the transition smooth.
- Heim Electric installed the new WEG VFD at the Beaver Creek pumping station (because replacing the broken display did not fix the problem). Everything is working well now, and we are slowly upgrading the remaining electrical components.
- Aldi passed their Cl2 residual and a sample for Total Coliform Analysis was submitted to LABS Inc. They were given a temporary water meter to keep their trucks clean (etc.) during this project. We charged them a \$100 deposit for the meter, and then \$9.99 for every 1,000 gallons used. Mr. Dillinger is finalizing a written agreement for future meter rental.
- We were notified of a high Total Trihalomethanes (TTHM's) value at the Borough Garage (5 Vulcan Road) by the PA DEP. The reading was 80.6 ppb, and the limit is 80.0 ppb. Compliance is based upon a quarterly average, which yielded a result of 47 ppb. DEP acknowledged our compliance and told us to continue sampling as usual.
 - This site has been an ongoing issue, and the Borough has complained about the water quality and difficulty maintaining the required chlorine residual on top of this violation.
 - Mr. Krantz suggested we think of ways to alleviate these issues, including blowing it out every other month or installing an auto blower eventually.
- Seven houses at First Street and Windsor Road reported a low-pressure issue. Mr. Krantz said a slug of dirty water from a fire hydrant, or a leak could clog the pressure regulators. There were some discrepancies with what customers were told about this incident, but we are pretty sure now that it is a leak.
 - Mr. Krantz suggested installing a blow off at the end of this line (currently a dead end) to ensure this does not occur again.
 - Mr. Minnich questioned how quickly this will be remedied and Mr. Krantz assured him that staff can have it done within a week.
- There were 53 delinquent accounts this month and there were quite a few customers angry that we stopped accepting payments at 3:30pm (to have service reinstated the same day). The girls in the office were shouted at with profanity and vulgar language.
 - Mr. Krantz stated that this is unacceptable and plans to install shades on the front windows and to lock our front door at 3:30pm on the day of shutoffs. This will allow the office workers to continue the rest of their day in peace.
 - The drop box is still available for anyone wishing to make a regular payment. Any delinquent account payments put in the drop box will be set for turn on the next morning.
- A Safety Committee Meeting was held on 9/13/23 and Mr. William Foehlinger (Murray Insurance) attended. He spoke about what RLMA needs to do to have our Safety Committee certified by the PA Department of Labor. Now that we have all the information necessary, we are working to make this happen.
- Our 2nd Source Water Protection Tabletop Drill was on 9/14/23. Mr. John Brownlee suggested we start participating last year with the other relevant players of York County (Municipalities, School Districts, Healthcare Workers, Emergency Services, etc.).
 - The scenario this year involved everyone fulfilling their duties during a major snowfall.

- Mr. Dan Shaw sent a letter to MetLife requesting an audit for the RLMA 457B accounts to ensure the correct amount of money is being deposited. This has been an ongoing issue and MetLife has been very difficult to work with. Alternative HR will be performing this audit.
 - Mr. Klinedinst mentioned to Mrs. Tina Frutiger that the Borough should investigate their accounts with MetLife as well.
- Mr. Krantz spoke with John Wilhide Plumbing & Heating regarding the Jehovah Witness Kingdom Hall's request to connect to our water system. They currently have a well and state testing is becoming too much for them. This will require an easement from the Borough, and all the necessary Borough information was provided to them.
 - Mr. Krantz also informed them of necessary RLMA inspections and tapping fees and directed them to the Rules & Regulations on our website.
- Martin Energy is working to provide the necessary BABA (Build-in-America, Buy-in-America) and AIS information to Entech regarding the Cummins Generator we ordered.
 - Mr. Krantz is confident the generator will qualify (only a percentage of the materials must fit this requirement).
- The Watershed Weekend event (9/16/23) went well and was enjoyed by all who attended.
- Mr. Krantz attended the Annual PMAA Conference in Mt. Pocono, PA. He commended the event highly and stated that he received a lot of useful information as well as credit toward DEP licensing.
 - Mr. Minnich and Mr. LaTulippe asked questions about the new Lead & Copper rule.
 - Mr. Krantz replied that everyone is aware of the daunting task ahead to identify all service lines by the end of 2024. The government will be contributing funds for the labor involved. Mr. Klinedinst reminded Mr. Krantz to keep track of the amount of time being spent on this project.
- Mr. Kim Mazur at Entech provided a schedule regarding the Edgewood Tank bidding. Mr. Klinedinst and Mr. Krantz are meeting with Entech tomorrow.

Other Business:

- **Banquets**
 - Mr. Klinedinst asked Mrs. Frutiger when the Borough's Annual Appreciation Banquet is to be held. Mr. Krantz noted that the Authority employees will not be attending this year, as we intend to host our own appreciation dinner. This is to work on emphasizing that the Borough and the Authority are two separate entities, as well as to improve turnout (historically, many Authority employees have not attended this event).

Statement and Bill Approval:

- Mr. LaTulippe questioned why we are behind on the Doceo bills and Mr. Krantz replied this was another account still sending invoices to employees who no longer work here.
- Mr. Klinedinst questioned why there was a note on our credit card bill payment and Mr. Krantz replied this was because we had to make some changes to the account, and he ended up making the payment himself instead of our accountants.
- Mr. Henshaw motioned to approve the bills and was seconded by Mr. Minnich All were in favor and the motion carried.

Executive Session: The Authority moved to Executive Session to discuss the Springdale Road extension and personnel issues among other matters at 8:21 p.m.

Adjournment: The Authority reconvened from Executive Session at 9:25p.m.

- Mr. Henshaw made a motion to ban weapons and hunting on all RLMA property and Mr. LaTulippe seconded. All were in favor and the motion carried.
- Mr. Klinedinst adjourned the meeting at 9:30 p.m.

Respectfully submitted by Kyrsten Scutta