

AGENDA

RED LION MUNICIPAL AUTHORITY MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

January 25, 2023

7:00pm

Zoom Meeting ID: 842 8185 1647

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Review and approval of the meeting agenda.
3. Action should be taken on the minutes of the December Meeting 2022.
4. **WATER USAGE REPORT** – See attached report.
5. **CONNECTIONS REPORT** – See attached report, (0) connections.
6. **VISITORS** – None
7. **WATER AND SEWER – NEW BUSINESS**
 - a) The Authority should hold election of officers for 2022.
 - b) The Authority should appoint a consulting engineer for 2022.
 - c) The Authority should appoint a solicitor for 2022.
 - d) The Authority should appoint an auditor for 2022.
 - e) Discussion of Beaver Creek Conservation discharge monitoring issue.
 - f) Emergency Response Plan update.
 - g) Review of the new PTO Policy.
 - h) Review and discussion of the new Employee Handbook.

8. Solicitor's Report – See attached report.
9. Engineer's Report – See attached report.
10. Superintendent's Report-See attached report.
11. Review statements and approve bills to be paid.
12. Executive Session to discuss personnel Issues.
13. Adjournment

AMENDED

AGENDA

RED LION MUNICIPAL AUTHORITY MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

February 22, 2023

7:00pm

Zoom Meeting ID: 844 5875 3611

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Review and approval of the meeting agenda.
3. Action should be taken on the minutes of the January Meeting 2023.
4. **WATER USAGE REPORT** – See attached report.
5. **CONNECTIONS REPORT** – See attached report, (3) connections.
6. **VISITORS** – Ian Montgomery RLABA (Zoom)
7. **WATER AND SEWER – NEW BUSINESS**
 - a) **Resolution 2023-1** – Adopting Updated Emergency Response Plan
 - b) **Resolution 2023-2**-Adopting the Updated Employee Handbook
 - c) **Resolution 2023-3** – Updating Construction and Materials Standards
 - d) **Resolution 2023-4** – Amending Authority’s Rules and Regulations for Separate Water Lines and HOP Escrow Requirement. MPL has submitted rough drafts for discussion. Goal is to be adopted at the March meeting.
 - e) Discussion of Electricity Contract Extension through 2024.
8. Solicitor’s Report – See attached report.
9. Engineer’s Report – See attached report.

10. Superintendent's Report-See attached report.
11. Review statements and approve bills to be paid.
12. Executive Session to discuss personnel Issues.
13. Adjournment

AGENDA

RED LION MUNICIPAL AUTHORITY MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

March 22, 2023

7:00pm

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Review and approval of the meeting agenda.
3. Action should be taken on the minutes of the February Meeting 2023, and the amended minutes from the January 25, 2023, Meeting.
4. **WATER USAGE REPORT** – See attached report.
5. **CONNECTIONS REPORT** – See attached report, (0) connections.
6. **VISITORS** – None
7. **WATER AND SEWER – NEW BUSINESS**
 - a) **Resolution 2023-3** – Updating Construction and Materials Standards
 - b) **Resolution 2023-4** – Amending Authority’s Rules and Regulations for Separate Water Lines and HOP Escrow Requirement.
 - c) **Discussion of Solar Renewable Energy**-See attached Qualifications and Experience and Representative Projects.
 - d) Discussion to raise the water turn on cost for non-payment from \$50.00 to \$100.00.
 - e) Discussion of invoices from Red Lion Borough.
 - f) Discussion regarding submitting insurance claim for water used to fight fires.
 - g) Discussion of Lease agreements and fire hydrants within Red Lion Borough.

8. Solicitor's Report – See attached report.
9. Engineer's Report – See attached report.
10. Superintendent's Report-See attached report.
11. Review statements and approve bills to be paid.
12. Executive Session to discuss personnel Issues.
13. Adjournment

AGENDA

RED LION MUNICIPAL AUTHORITY MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

April 26, 2023

7:00pm

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Review and approval of the meeting agenda.
3. Action should be taken on the minutes of the March Meeting 2023.
4. **WATER USAGE REPORT** – See attached report.
5. **CONNECTIONS REPORT** – See attached report, (0) connections.
6. **VISITORS** – Solar Renewable Energy, LLC | Achieve Energy Solutions, LLC
7. **WATER AND SEWER – NEW BUSINESS**
 - a) **Resolution 2023-5** – A Resolution of Appreciation recognizing the years of service of Carroll Missimer to the Red Lion Municipal Authority.
 - b) **Resolution 2023-6** – Adopting the PSAB Municipal Retirement Trust and the accompanying joinder agreement, which documents together shall constitute the retirement plan known as the Red Lion Municipal Authority Defined Benefit Pension Plan.
 - c) **Resolution 2023-7**-Adopting the PSAB Municipal Retirement Trust and the accompanying joinder agreement, which documents together shall constitute the retirement plan known as the Red Lion Municipal Authority Defined Contribution Pension Plan.
 - d) Discussion of invoices from Red Lion Borough.
 - e) Discussion of fire hydrants within Red Lion Borough.
8. Solicitor's Report – See attached report.

9. Engineer's Report – See attached report.
10. Superintendent's Report-See attached report.
11. Review statements and approve bills to be paid.
12. Adjournment

AGENDA

RED LION MUNICIPAL AUTHORITY MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

May 24, 2023

7:00pm

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Review and approval of the meeting agenda.
3. Action should be taken on the minutes of the April Meeting 2023.
4. **WATER USAGE REPORT** – See attached report.
5. **CONNECTIONS REPORT** – See attached report, (1) connections.
6. **VISITORS** – None
7. **WATER AND SEWER – NEW BUSINESS**
 - a) Motion to Accept the Integrated Contingency Plan for Cabin Creek Water Treatment Plant as prepared by CS Davidson and Liberty Environmental.
 - b) Discussion of invoices from Red Lion Borough.
8. Solicitor’s Report – See attached report.
9. Engineer’s Report – See attached report.
10. Superintendent’s Report-See attached report.
11. Review statements and approve bills to be paid.
12. Executive Session to discuss personnel Issues.
13. Adjournment

AGENDA

RED LION MUNICIPAL AUTHORITY MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

June 28, 2023

7:00pm

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Review and approval of the meeting agenda.
3. Action should be taken on the minutes of the May Meeting 2023.
4. **WATER USAGE REPORT** – See attached report.
5. **CONNECTIONS REPORT** – See attached report, (0) connections.
6. **VISITORS** – None
7. **WATER AND SEWER – NEW BUSINESS**
 - a) Motion to dispose of the Ford Explorer at Red Lion Salvage.
8. Solicitor's Report – See attached report.
9. Engineer's Report – See attached report.
10. Superintendent's Report-See attached report.
11. Review statements and approve bills to be paid.
12. Executive Session to discuss personnel Issues. (Distribution/Collection Tech I positions,
Linda Nevers, Administrative Assistant Position)
13. Adjournment

DALLASTOWN-YOE WATER AUTHORITY
AND
RED LION MUNICIPAL AUTHORITY MEETING
JOINT MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

July 26, 2023- 6:30 pm

AGENDA

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Roll Call and review and approval of the meeting agenda.
3. **VISITORS** – None
4. **WATER AND SEWER – NEW BUSINESS**
 - a) Discussion of Solar Renewable Resources site visit at rice paddies.
 - b) Discussion of PENNVEST Loan Application submission needed by August 2, 2023, in order to ensure construction of new 2-MG Water Tank to be completed in 2024. Entech Engineering is working on this application for the Edgewood Tank and the Greenbranch Generator Project.
 - c) Discussion of a bulk water permit for the water treatment plant. We currently supply bulk water at the treatment plant. DEP said that we need a permit to continue doing this and the cost for this permit is \$1,000.00, we make very little revenue from the sale of this bulk water, and DEP said they are fine if we just discontinue this practice. The absence of this permit was noted in our recent treatment plant inspection report.
 - d) Discussion of Watershed Weekend, which runs between September 16 - September 23rd, so we will need to choose which day we wish to hold our event. Saturday September 16th, or Saturday September 23rd.
 - e) Discussion of Kamstrup Meter installations, and Promulgation study results.
 - f) Any other business for action/discussion by either Authority.
 - g) Set a date for next year's annual joint meeting.

5. Adjournment

RED LION MUNICIPAL AUTHORITY MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

July 26, 2023- 7:00pm

AGENDA

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Roll Call and review and approval of the meeting agenda.
3. Action should be taken on the minutes of the June Meeting 2023.
4. **WATER USAGE REPORT** – See attached report.
5. **CONNECTIONS REPORT** – See attached report, (2) connections.
6. **VISITORS** – None
7. **WATER AND SEWER – NEW BUSINESS**
 - a) Discussion and Motion to accept the 2022 Audit as submitted by Hamilton and Musser.
 - b) Discussion of Solar Renewable Resources site visit at rice paddies.
 - c) Discussion of PENNVEST Loan Application submission needed by August 2, 2023, in order to ensure construction of new 2-MG Water Tank to be completed in 2024. Entech Engineering is working on this application for the Edgewood Tank and the Greenbranch Generator Project.
 - d) Discussion of a bulk water permit for the water treatment plant. We currently supply bulk water at the treatment plant. DEP said that we need a permit to continue doing this and the cost for this permit is \$1,000.00, we make very little revenue from the sale of this bulk water, and DEP said they are fine if we just discontinue this practice. The absence of this permit was noted in our recent treatment plant inspection report.
 - e) Approval of Application for Payment for Barrasso Excavating for the S. Camp Street water main replacement project in the amount of \$2,512.50.

- f) Discussion of Watershed Weekend, which runs between September 16 - September 23rd, so we will need to choose which day we wish to hold our event. Saturday September 16th, or Saturday September 23rd.
- g) Discussion of Kamstrup Meter installations, and Promulgation study results.
- h) Motion to send John Krantz, Superintendent to the PMAA Conference 9/17/23-9/20/23 to receive training and represent the Authority as a voting delegate.
- i) Discussion of Raybern's Utility Billing Software demonstrations, and pricing.
- j) Any other business for action/discussion by either Authority.
- k) Set a date for next year's annual joint meeting.

8. Solicitor's Report – See attached report.

9. Engineer's Report – See attached report.

10. Superintendent's Report-See attached report.

11. Review statements and approve bills to be paid.

12. Executive Session to discuss personnel Issues. Administrative Assistant Position(s)

13. Adjournment

RED LION MUNICIPAL AUTHORITY MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

August 23, 2023- 7:00pm

AGENDA

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Roll Call and review and approval of the meeting agenda.
3. Action should be taken on the minutes of the July 26th Meeting with Dallastown-Yoe Water Authority 2023, and on the minutes of the Red Lion Municipal Authority Meeting 2023.
4. **WATER USAGE REPORT** – See attached report.
5. **CONNECTIONS REPORT** – See attached report, (0) connections.
6. **VISITORS** – Steve Foote, Foote Property Management LLC
7. **WATER AND SEWER – NEW BUSINESS**
 - a) Motion to pass a Resolution (2023-8) to submit a Financial Assistance Application to the Pennsylvania Infrastructure Investment Authority (PENNVEST)
 - b) Motion to pass a Resolution (2023-9) declaring intent to reimburse interim funds used to pay the water project costs and submit a Letter of Responsibility to the Pennsylvania Infrastructure Investment Authority (PENNVEST).
 - c) Discussion on increasing rent \$500.00 for the 2nd Floor office at 11 E. Broadway.
 - d) Discussion of AMI, Kamstrup Meter installations, and Promulgation study results.
 - e) Motion to execute and notarize the Cross Easement Agreement between the Kaltreider-Benfer Library, and the Red Lion Municipal Authority.

- f) Motion to advertise the Edgewood Tank Project for bid.
- g) Discussion and a Motion to order a Generator for the Greenbranch Pumping Station.
- h) Discussion and Motion to move forward on replacing the damaged windows in the Authority Maintenance Building.
- i) Any other business for action/discussion.

8. Solicitor's Report – See attached report.

9. Engineer's Report – See attached report.

10. Superintendent's Report-See attached report.

11. Review statements and approve bills to be paid.

12. Executive Session

13. Adjournment

RED LION MUNICIPAL AUTHORITY MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

September 27, 2023- 7:00pm

AGENDA

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Roll Call and review and approval of the meeting agenda.
3. Action should be taken on the minutes of the August 23rd, 2023 meeting of the Red Lion Municipal Authority.
4. **WATER USAGE REPORT** – See attached report.
5. **CONNECTIONS REPORT** – See attached report, (2) connections.
6. **VISITORS** – None
7. **WATER AND SEWER – NEW BUSINESS**
 - a) Motion to adopt and sign the Intermunicipal Agreement with Windsor Township.
 - b) Motion to send the letter increasing rent \$500.00/month for the 2nd Floor office at 11 E. Broadway.
 - c) Motion to accept Red Lion Borough Council’s request to be on a month-to-month lease as of January 1, 2024
 - d) Discussion regarding the Generator for the Greenbranch Pumping Station.
 - e) Discussion and Motion to move forward on replacing the damaged windows in the Authority Maintenance Building.
 - f) Any other business for action/discussion.
8. Solicitor’s Report – See attached report.
9. Engineer’s Report – See attached report.
10. Superintendent’s Report-See attached report.
11. Review statements and approve bills to be paid.
12. Executive Session
13. Adjournment

RED LION MUNICIPAL AUTHORITY MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

October 25, 2023- 7:00pm

AGENDA

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Roll Call and review and approval of the meeting agenda.
3. Action should be taken on the minutes of the September 27th, 2023 meeting of the Red Lion Municipal Authority.
4. **WATER USAGE REPORT** – See attached report.
5. **CONNECTIONS REPORT** – See attached report, (4) connections.
6. **VISITORS** – None
7. **WATER AND SEWER – NEW BUSINESS**
 - Discussion and Motion to accept and sign the PENNVEST Funding Offer for the Edgewood Tank, and the Greenbranch Pump Station Improvements Project.
 - Motion to sign the ALDI Water Main Extension Agreement.
 - Discussion to accept the proposal fromUSIC Utility Locating & Marking Services.
 - Discussion of Authority Meeting Dates for 2024.
 - Vote on Resolution 2023-10 to update the Employee Handbook to remove hunting provisions.
8. Solicitor's Report – See attached report.
9. Engineer's Report – See attached report.
10. Superintendent's Report-See attached report.

11. Review statements and approve bills to be paid.

12. Executive Session

13. Adjournment

RED LION MUNICIPAL AUTHORITY BUDGET MEETING

Wednesday, October 25, 2023

6:00 pm

AGENDA

1. The meeting will be called to order followed by the pledge to the flag.
2. Discussion should be held on the proposed budget for 2024.
3. Adjournment

RED LION MUNICIPAL AUTHORITY MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

November 29th, 2023- 7:00pm

AGENDA

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Roll Call and review and approval of the meeting agenda.
3. Action should be taken on the minutes of the October 25th, 2023 meeting of the Red Lion Municipal Authority.
4. **WATER OPERATIONS REPORT** – See attached report.
5. **CONNECTIONS REPORT** – See attached report, (0) connections.
6. **VISITORS** – None
7. **WATER AND SEWER – NEW BUSINESS**
 - Resolution 2023-11- to adopt the 2024 calendar year budget.
 - Resolution 2023-12- to Authorize request for Statewide Local Assessment Grant.
 - Resolution 2023-13- to request that the Red Lion Borough extend the life of the Red Lion Municipal Authority through 2073.
 - Discussion of the union’s rejection regarding the proposal from USIC Utility Locating & Marking Services.
 - Discussion of PENNVEST Pre-closing letter, and schedule for closing on the PENNVEST Loan.

- Discussion of CS Davidsons request for re-appointment as the RLMA Engineer of Record for 2024.

8. Solicitor's Report – See attached report.

9. Engineer's Report – See attached report.

10. Superintendent's Report-See attached report.

11. Review statements and approve bills to be paid.

12. Executive Session

13. Adjournment

RED LION MUNICIPAL AUTHORITY MEETING

Red Lion Municipal Office

11 E. Broadway, Red Lion, PA 17356

December 27th, 2023- 7:00pm

Zoom Meeting:

<https://us06web.zoom.us/j/83534744861?pwd=EhM620aOeFmsMB6afEFx2Oo5bTzEUI.1>

Meeting ID: 835 3474 4861

Passcode: 267544

AGENDA

1. The Authority meeting will be opened by the Pledge to the Flag.
2. Roll Call and review and approval of the meeting agenda.
3. Action should be taken on the minutes of the November 29th, 2023 meeting of the Red Lion Municipal Authority.
4. **WATER USAGE REPORT** – See attached report.
5. **CONNECTIONS REPORT** – See attached report, (1) connection(s) at 3209 Cape Horn Road. (ALDI)
6. **VISITORS** – None
7. **WATER AND SEWER – NEW BUSINESS**
 - Resolution 2023-13 -to adopt water rates and other charges for furnishing water service from the water system of Red Lion Municipal Authority.
 - Resolution 2023-14- to adopt sewer rates and other charges for furnishing sewer service from the sewer system of Red Lion Municipal Authority.

- Resolution 2023-15 to adopt certain fees and charges of the Red Lion Municipal Authority.
- Discussion and motion to submit application for the SRBC Consumptive use Mitigation Grant.
- Entech to discuss Edgewood Tank Project Bid Results, Notice to Award, and Notice to Proceed.
- Discussion of PENNVEST Pre-closing letter, and schedule for closing on the PENNVEST Loan.
- Acceptance of 2023 Chemical Bids.
- CUSI implementation and letter to EmGovPower.

8. Solicitor's Report – See attached report.

9. Engineer's Report – See attached report.

10. Superintendent's Report-See attached report.

11. Review statements and approve bills to be paid.

12. Executive Session

Personnel Issues

Discussion of changes to Rules and Regulations for January 2024.

13. Adjournment