

Red Lion Municipal Authority
Meeting Minutes
Wednesday January 24th, 2024

Members Present

Dennis Klinedinst-Chairman
Gary LaTulippe- Vice Chairman
Chris Minnich- Asst. Sec/Treasurer (zoom)

Others Present

John Krantz-Superintendent
Cory Dillinger-Solicitor
Kim Mazur & Rebecca Mason
–Entech Engineering
Kyrsten Scutta-Recording Sec.

Visitors:

none

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00p.m. The pledge was recited and roll was taken.
 - ❖ *Mr. David Reichard and Mr. Kelly Henshaw were not present due to illness.*
- Mr. LaTulippe made a motion to approve tonight’s agenda and Mr. Minnich seconded. All were in favor and the motion carried.
- Mr. LaTulippe made a motion to approve the minutes from the RLMA Meeting on December 27th, 2023, and Mr. Minnich seconded. All were in favor and the motion carried.

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

Connections Report: there was one new connection (401 E. Broadway – Suite H).

Election of Officers for 2024:

Dennis Klinedinst for Chaiman – Mr. LaTulippe motioned & Mr. Minnich seconded.

Gary LaTulippe for Vice Chairman – Mr. Klinedinst motioned & Mr. Minnich seconded.

Chris Minnich for Asst. Secretary/Treasurer – Mr. LaTulippe motioned & Mr. Klinedinst seconded.

Dave Reichard for Treasurer – Mr. Latulippe motioned & Mr. Klinedinst seconded.

Kelly Henshaw for Secretary – Mr. LaTulippe motioned & Mr. Minnich seconded.

Entech Engineering as RLMA’s Engineer of Record for 2024 – Mr. LaTulippe motioned & Mr. Klinedinst seconded.

MPL Law Firm as RLMA’s Solicitor of Record for 2024 – Mr. LaTulippe motioned & Mr. Klinedinst seconded.

Hamilton Musser as RLMA’s Auditor for a One-Year Term – Mr. LaTulippe motioned & Mr. Klinedinst seconded.

All above motions passed unanimously

Water & Sewer- New Business:

- **Resolution 2024-1 (PENNVest Reimbursement)**
 - This resolution is to express our intent to reimburse interim funds used to pay for water project costs regarding PENNVest repayment and/or nonrepayment loans.
 - A resolution was previously passed for this purpose, but we have since increased the amount of funding that will be received. This resolution is to cover the difference.
- **Resolution 2024-2 (Water Revenue Note)**
 - This resolution is to authorize the issuance of a water revenue note in the maximum principal of \$4,938,893.

Both Resolutions were signed

- **ALDI Water Main Extension Agreement**

- Mr. Dillinger talked with ALDI and discovered they have recorded an Easements with Covenants and Restrictions agreement with Windsor Plaza LP, and as such we do not need them as a party on our Water Main Extension Agreement. Mr. Dillinger updated the agreement (removing Windsor Plaza LP) and now it just needs signed.

- All work is completed, this is just to memorialize and properly characterize the meter.
- Mr. Klinedinst asked about another vacant space being added to the plaza and whether we would need to add an EDU. Mr. Dillinger stated that when someone develops there our goal would be to add an EDU.
- Mr. Krantz is in discussion with Windsor to see how we will be billed for sending EDUs into their system. Mr. Dillinger stated that a call can be set up with MPL, Entech, and Mr. Krantz if needed to finalize the process.
- **Statements of Financial Reporting Forms**
 - Mr. Krantz distributed the forms to everyone, and they will be returned to him promptly.
- **Edgewood Tank Surcharge**
 - EmGov Power confirmed that our next bill will include a surcharge line broken down by customer type (residential, industrial, commercial, etc.).
 - M&T is creating two new accounts for us (one for the Tank Surcharge Funds and one for the PENNVest Funds). The surcharge fund account is allowed to make interest and we can pay from either account.
 - Mr. LaTulippe asked about putting these funds in PLGIT for better interest rates and Mr. Krantz said he would compare, but M&T is offering a great deal.
 - Mr. Krantz submitted a request to Mr. Dan Shaw to announce our meetings on the outside sign. The public is welcome to attend with questions about the tank or any other projects.
- **Deduct Meters, ProPress, Leaks, etc.**
 - There has been an ongoing discussion about various Rules & Regulations changes that Mr. Krantz, Mr. Dillinger, and Entech need to figure out.
 - The topic of deduct meters was brought up with opinions on both sides (including that it may be losing the Authority money not accounted for in the budget vs the individuals who paid for these meters and received no benefit).
 - The office is not currently aware of the deduct meters in terms of billing.
 - The Board agreed to discuss this further another time.
 - The topic of leaks inside customer homes was also discussed. A consensus was drawn that while shark-bite should not be utilized, ProPress is acceptable.
 - Occasionally after meter replacement, the valve will not properly close and thus begins to leak. Our employees are not equipped to repair this issue.
 - Mr. Krantz has been researching hiring a Master Plumber that would come in and fix this problem for customers if it should arise (that RLMA would pay for).
 - The Board discussed this matter at length with varying concerns and opinions (that will continue in Executive Session).
 - Mr. Dillinger is going to investigate this matter further as far as liability and establishing customer consent/understanding.
- **Kensington Development**
 - We went out and noted 6-8 valves that are crooked or otherwise need work. We sent over a list of necessary repairs that need to be completed before we can accept dedication.
- **Transition to CUSI**
 - Mr. Krantz sent a letter to EmGov Power notifying them of our switch to CUSI as our utility billing software. EmGov is supposed to forward all necessary information and data to CUSI to make the transition. This interaction went amicably.
- **PENNVest Pre-Closing and Schedule**

- Mr. Krantz conferred with Mr. Dillinger, and everything appears to be right on schedule. All forms are due by January 30th, 2024. Documents will be signed at a meeting on February 20th, 2024, by Mr. Klinedinst, Mr. Minnich, and Mr. Krantz.
- **DEP and the Water Allocation Permit**
 - To be discussed in Executive Session.
- **Red Lion Borough Request**
 - The Borough has requested we advertise on our bills their request for all customers to add their addresses visibly to the rear of their property.
 - Mr. LaTulippe inquired about what the Borough is doing to disseminate this information.
 - Mr. Krantz stated he knows they are trying to get word out as well and will take care of it.

Solicitor's Report: (Cory Dillinger)

- **Temporary Laydown Agreement**
 - Mr. Dillinger spoke with Mr. Hoffnagle about signing the agreement to utilize his property for construction materials during the Edgewood Tank Project.
 - Mr. Hoffnagle produced a Licensing Agreement he would like the Authority to sign in exchange that authorizes the use of our driveway for his business (a radio tower).
 - The Board discussed the agreement and Mr. Dillinger assured them that it is a solid document that specifies the use for this business and is safe to sign. (The agreement will remain with the land).
 - Mr. LaTulippe motioned for Mr. Klinedinst to execute the Temporary Laydown Agreement and the Licensing Agreement and Mr. Minnich seconded. All were in favor and the motion carried.

Engineer's Report: (Entech Engineering).

- **Transition Meeting with CS Davidson**
 - Mr. Mazur, Ms. Mason, Mr. Krantz, and CS Davidson met to sort out who will be handling current projects going forward. Both CS Davidson and RLMA have begun transferring files to Entech.
- **Work Orders to be Signed:**
 - Entech presented 3 work orders for the Authority to approve.
 - EWO Transition Engineering Services \$6,000.
 - EWO 2024 Misc. Engineering Services (Water) \$15,000.
 - EWO 2024 Misc. Engineering Services (Wastewater) \$15,000.
- **Notice to Proceed**
 - This also needs to be signed to begin moving forward with the project. The clock will start ticking after Entech receives this and HRI and DN Tanks can begin submittals too.
 - Mr. Mazur suggested we then arrange a meeting to be held in which various local entities will be invited to attend (police, fire, conservation, etc.) when we have the construction schedule.
 - Mr. Dillinger requested that Mr. Hoffnagle and his neighbors be kept in the loop for milestones in the construction schedule as well. It is noted that they are concerned about underground electrical wires and Entech assured us they will not be impacted.
 - **Mr. Klinedinst motioned for Mr. Krantz to sign the Engineering WOs and the Notice to Proceed and Mr. LaTulippe seconded. All were in favor and the motion carried**

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for December 2023.

- DEP notified us that we had a violation due to a missed chlorine residual sample. Mr. Krantz pulled the data and informed them that the sample was not missing, it was just a clerical error. He then sent the necessary information to DEP and the Notice of Violation was cleared.
- The 2024 Chemical Bids were awarded, and we expect all signed contracts to be submitted soon.
- Mr. Krantz ordered 3 meters from Metron-Farnier for the Windsor Borough Cellular Meter Project. We will install them ourselves, and then the company will come out to connect them to the cellular network.
 - Mr. Krantz and Mr. Klinedinst are going to attend Windsor Borough's monthly meeting again now that they have pricing to discuss splitting the cost of the project.
- Paul Slonaker was hired as a Special Project Coordinator on 1/5/24. He started part-time and will eventually transition to full-time, with a focus on the Lead & Copper line identification.
- PENNVest initially reached out requesting we obtain an extension of the Dallastown-Yoe water agreement as assurance for our loan. Entech then contacted them with our surcharge fee plan, and they accepted this in place of the agreement extension.
- There was a water leak we repaired at 116 Forest Hills Road in a 6" ductile iron main. This is the second leak on Forest Hills Road recently, and Mr. Krantz is going to monitor this line carefully.
- We received a Right-to-Know request for our Water Shut Off list for the past three months. Mr. Dillinger advised us to file a 30-day extension and it will be discussed further in Executive Session.
- Kleppers Locksmiths were brought in to quote rekeying our existing locks (for about \$1,000).
- Mr. Krantz noted that Garretty Glass completed the installation of new windows on the building out back and it was a job well done.
 - On that note, Mr. Klinedinst inquired about the windows being left open overnight (he noticed upon arriving for the meeting). He and Mr. Krantz are going to investigate after the meeting adjourns.

Other Business:

- **Authority Training Meeting**
 - Mr. Minnich motioned to send Mr. Klinedinst and Mr. LaTulippe to the Authority Training Meeting March 21st, 2024, and Mr. LaTulippe seconded. All were in favor.

Statement and Bill Approval:

- Mr. LaTulippe 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 various matters at 8:10 p.m.

Adjournment: The Authority reconvened from Executive Session at 9:11 p.m.

- ❖ Mr. LaTulippe made a motion authorizing Mr. Krantz to purchase (1000) ¾" meters at \$325.00 each (for a total of \$325,000), and Mr. Minnich seconded. All were in favor and the motion carried.
 - Mr. Klinedinst adjourned the meeting at 9:20 p.m.

Respectfully submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Wednesday February 28th, 2024

Members Present

Dennis Klinedinst-Chairman
Kelly Henshaw- Secretary
Chris Minnich- Asst. Sec./Treasurer (zoom)

Others Present

John Krantz-Superintendent
Cory Dillinger-Solicitor
Rebecca Mason (Entech)

Visitors:

None.

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00p.m. The pledge was recited and roll was taken.
 - ❖ *Mr. David Reichard and Mr. Gary LaTulippe were not present due to illness.*
- Mr. Henshaw made a motion to approve tonight's agenda and Mr. Minnich seconded. All were in favor and the motion carried.
- Mr. Klinedinst had a correction to the minutes from January 24th, 2024. It should read that Mr. Henshaw was nominated to be Secretary, and Mr. Minnich was nominated to be Assistant Secretary/Treasurer.
 - ❖ Mr. Henshaw made a motion to approve the minutes from the RLMA Meeting on January 24th, 2023, with those corrections and Mr. Minnich 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:

- **M&T Bank Universal Banking Resolutions**
 - All Authority Board members and Mr. Krantz need to sign to have current signatures on all accounts (employees and members who have left have been removed).
 - The PENNVest account and Edgewood Tank Surcharge account will also need signatures to be opened.
- **Quantum Accounting**
 - We have been notified our accountants are raising their rate 100% from \$2,500/month to \$5,000/month. The Board agreed this is extremely high, especially when some of their duties have been transferred to Alternative HR.
 - Mr. Krantz is going to bring quotes for the Authority to review at the next meeting.
- **Entech Work Order – Lead & Copper Service Line Inventory**
 - Entech provided a quote to identify the lead service lines (due by October 2024). They have a mathematical system to help narrow down areas for eventual replacement.
 - They will be requesting information from CS Davidson to do a records review using data we have from meter replacements and focusing on houses built before 1991.
 - DEP has been unclear on who will be responsible for the cost of replacement, but we suspect that grant money will be provided.
 - Mr. Henshaw motioned to approve the work order for \$20,000 and Mr. Minnich seconded. All were in favor and the motion carried.
- **Aldi Water Main Extension**
 - After much confusion, ALDI confirmed all the appropriate parties that need to be listed on the agreement and finally sent back the original signatures.
 - Mr. Dillinger just needs the agreement signed and the original given back to him to be properly recorded.
 - Mr. Henshaw motioned to sign the ALDI Water Main Extension Agreement and Mr. Minnich seconded. All were in favor and the motion carried.
 - Mr. Dillinger will further discuss ALDI dedicating the lines to us soon.
- **Distribution of Statements of Financial Reporting Forms**
 - Mr. Krantz distributed financial reporting forms to everyone who has yet to complete them. They will be returned to him this week.
- **Rules and Regulations Updates**
 - MPL and Entech are in discussion about updating various things the Board has addressed such as deduct meters, ProPress, hiring plumbers to fix leaks, etc.
 - The discussion of the Borough's fire hydrants is tabled for now as there are too many other things going on for both parties.
- **Village Walk Development**
 - Mr. Dillinger stated that the developer for this project believes this pumping station will need to be dedicated to RLMA to be properly permitted (according to DEP).
 - Mr. Dillinger and Ms. Mason also believe this to be true (although we need to be pointed to the exact DEP regulation requiring this) as there is no guarantee of recourse available if something goes wrong and a developer owns the pumping station.
 - Ms. Mason also stated that CS Davidson had a caveat in their original report with Village Walk that said if RLMA were to take the station, further review would be required (giving us the ability to ensure it is up to our standards).
 - It is unclear if the developer or their engineer has reached out to RLMA in the past, but it is suggested that a meeting now occur to go over all the details.
- **Kensington Development**

- RLMA sold the developer for this project (4) curb boxes to help complete the repairs we deemed necessary before allowing dedication of their service line.
- Mr. Dillinger is going to begin preparing the dedication paperwork while the repairs are being finished. Once they are done and inspected by RLMA we can accept dedication.
- **Water Allocation Report (DEP)**
 - To be discussed in Exec. Session (including Mr. Krantz' discussion with Mr. Missimer).

Solicitor's Report: (Cory Dillinger)

- **PENNVest Loan**
 - The loan closed (for \$ 4,724,909) and the disbursement call is scheduled for 3/1/24 with Mr. Krantz and Ms. Natalie O'Connor attending.
- **Solar Renewable Energy (SRE)**
 - Windsor is still in the process of drafting this agreement and Mr. Dillinger stated that with everything we have going on, it's best to wait until they are further along before we dive into this project.
 - There will be a hearing at some point that we can attend during the process, which will get us involved enough to know if our lot will be able to be used for solar as well.
- **RTK Request**
 - We received a right-to-know request to provide a list of all our customers' addresses on the water shutoff list. We denied this request and have not heard back since.

Engineer's Report: (Entech Engineering).

- **Transition Meeting with CS Davidson**
 - This process is still underway. Ms. Mason is going to send Mr. Krantz a list of items she needs in case he has them (so we don't have to wait for CS Davidson to reply).
- **Turbidimeter Replacement**
 - Entech secured the construction operation permit. The language was confusing about when the new turbidimeters could be turned on, but after conferring with DEP we confirmed that as soon as the new ones are received the old may be turned off.
 - DEP will then come and inspect them.
 - Mr. Krantz added that we are in the process of getting prices to replace the (5) turbidimeters required at the treatment plant (approximately \$3,200/meter).
 - We are putting them in ourselves, but then we will contract someone to tie them into the SCADA after.
 - Mr. Henshaw motioned for Mr. Krantz to purchase the DEP approved turbidimeters and Mr. Klinedinst seconded. All were in favor.
- **Edgewood Tank Replacement**
 - We are waiting for an official construction schedule from the contractor. Ms. Mason heard from the contractor earlier today, however, and was informed they are planning to start in the 3rd or 4th week of March with their erosion and sedimentation control and tank demolition.
 - The third week of March will be a pre-con meeting. RLMA will let Entech know of any particular people they want to be invited.
 - After that meeting, with all approvals and submittals taken care of, the contractor plans to mobilize July 8, 2024.
- **Pump Station B Elimination**
 - Mr. Krantz sent Entech a denial letter from DEP because they want us to perform an "Act 537" special study before completing this project. We would also need to contact DEP for a pre-planning meeting.

- This project was originally to be completed by CS Davidson (as they had already started), but this response from DEP basically means we start over. The Board agreed to have Entech complete this project now.
- An “Act 537” study is to prove that this pump station can be removed from our system, and we will still have adequate flow and capacity (with the station moving to gravity).
 - A full assessment of the area will be conducted, but there are fewer than 100 EDUs so it should be an easy process.
 - Before the in-depth study, Entech will double check that this pumping station is feasible to be turned into a gravity line.

Superintendent’s Report: (John Krantz)

- Mr. Krantz filed all necessary reports for January 2024.
- The money to purchase the 1000 ¾” meters was transferred from the PLGIT Prime account (\$325,000). Statements for the accounts were distributed to the Board.
- We renewed our cyber insurance with Cowbell. Mr. Krantz is going to have Doceo review our policy to make sure everything necessary is covered.
- Mr. Krantz sent a letter to Ms. Jennifer Gunnet at Windsor Township (per her request) detailing the number of EDUs RLMA discharged into their system from the Mia Brae (Rexroth) commercial property.
- Somebody hit the flagpole on the square causing enough damage to need replacement. After submitting a claim through insurance, it only cost \$500.00 for the new pole. We were unable to identify the individual who hit the pole with cameras and Facebook.
- The Annual Waterline Flushing is 4/15/24 to 5/1/24. It will be posted in the newspaper, on the sign in the square, and on the next water bill, as well as locations being updated on the website through the process.
 - We no longer have the old auto-dialer that we used to notify people of events such as these. An updated version will be set up with the new utility billing software (CUSI).
- We received the (3) meters from Metron-Farrier that we will install, and they will then connect to the cellular network and set the software up.
 - Windsor Borough did agree to pay for half of this \$9,000 project.
- Electronic Systems Installers (ESI) sent over a quote to become our primary fire protection system. The initial cost of installing their system will be high, but the annual rate from then out will be significantly lower than our current provider (Johnson Controls).
 - Our back building already uses ESI with great results.
 - Mr. Henshaw motioned to switch to ESI at a cost of \$28,395.25 up front and Mr. Minnich seconded. All were in favor and the motion carried.
- Mr. Paul Slonaker (our newest hire) is going to be working with Entech on the Lead Service Line Identification project. He has been doing a great job. He was going to be introduced at this meeting but was unable to attend.
- Our 2023 Audit with Hamilton Musser is complete. It went well and there were no issues.
- The February Monthly Safety Committee meeting was held, and various issues were discussed such as changes to General Dynamics meters, upgrades to the Fairmont Tank after the completion of the Edgewood Tank, new tires for the WTP ATV, and attending the Susquehanna Municipal Trust Safety Seminar (via zoom).
 - The safety seminars are signed off by all attendees and if RLMA continues to participate we will receive a discount on our insurance for having a certified safety committee.
- Mr. Krantz completed the Chapter 94 Municipal Waste Load Management report and submitted it to CS Davidson who will then submit it to DEP and Springettsbury Township.

- PA Department of Labor and Industry showed up to inspect our elevator and it was out of compliance. We scheduled an inspection that was completed earlier today.
- A squirrel caused a fuse to trip at Station B and Heim Electric was able to repair it.
- Mr. Krantz notified Mr. Keith Smith that everyone must be informed that all overtime must be noted in writing in our payroll app (with details of times and reasons).
 - Overtime will not be approved otherwise.
- The property at 553 S. Main Street is one of those that has one shutoff valve feeding two properties. These customers were somehow overlooked when notification letters (that this issue needed to be corrected) were sent out a few years ago. They are currently trying to sell.
 - Mr. Krantz suggested the seller disclose this to the buyer and work it out amongst themselves that within a year this property will need to be updated with separate lines.
 - We would much prefer this rather than holding up the closing of the sale.
- We are set to switch from ADP to Paylocity for payroll next month.

Other Business:

- **Amphitheater Construction**
 - Mr. Klinedinst noted that he agreed if the developer taps into the Rec. Center, they will not be charged a tapping fee. Mr. Krantz also stated that we will be running the line and charging the Borough normal rates for materials and labor.
 - Mr. Dillinger suggested that we memorialize this agreement in some way, and after discussion the Board agreed RLMA will provide a quote that can be taken to the next Borough Council meeting.
- **PENNVest reimbursement**
 - Mr. Krantz reminded the Board that any money paid toward Edgewood Tank costs up front will be reimbursed to ourselves when we get the loan money.
- **Motor Technology**
 - Mr. Klinedinst questioned paying for vibration analysis (it is costly). Ms. Mason said it is a good back-up to be able to show DEP we are monitoring and maintaining our equipment.
 - Mr. Krantz suggested we could keep better records to be able to provide this proof. Until then, he is going to gather quotes for other companies providing this service.

Statement and Bill Approval:

- 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 various personnel, litigation, and other noted matters at 8:07 p.m.

Adjournment: The Authority reconvened from Executive Session at 8:22 p.m.
Mr. Klinedinst adjourned the meeting at 8:23 p.m.

Respectfully submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Wednesday March 27th, 2024

Members Present

Dennis Klinedinst-Chairman
Gary LaTulippe- Vice Chairman
Kelly Henshaw- Secretary (zoom)
Dave Reichard – Treasurer
Chris Minnich- Asst. Sec./Treasurer

Others Present

John Krantz-Superintendent
Cory Dillinger-Solicitor
Rebecca Mason - Entech
Kyrsten Scutta- Recording Sec.

Visitors:

Brady Greer and Evan Heister (Borough Council)

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00p.m. The pledge was recited and roll was taken.
- Mr. LaTulippe made a motion to approve tonight’s agenda and Mr. Minnich seconded. All were in favor and the motion carried.
- Mr. LaTulippe made a motion to approve the minutes from the RLMA Meeting on February 28th, 2024, and Mr. Minnich seconded. All were in favor and the motion carried.

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

Connections Report: there were two new connections at 325 & 335 Barclay Drive, Windsor Twp.

Water & Sewer- New Business:

- **Edgewood Tank Preconstruction Meeting and Schedule**
 - Mr. Krantz stated that the meeting went well and distributed the construction schedule to the Board. Demolition is scheduled to begin 5/7/24 (with measurements on the Fairmont Tank pending).
 - The construction is expected to begin 7/8/24 with disinfection 11/22/24 and completion (minus vegetative restoration) 12/13/24.
 - All dates are fluid, but the completion date is firm.
 - New fencing will be completed by RLMA.
 - Mr. Dillinger and Mr. Krantz are communicating with Mr. Hoffnagle on the timeline.
- **Entech Work Order – Elimination of Pump Station B**
 - DEP rejected the proposal (submitted by CS Davidson) to transfer this pump station to a gravity line. Ms. Mason stated that for any pump station to be turned into a gravity line, an “Act 537” must always be completed first, which was not done.
 - After the public comment period and plan update is sent to DEP, it’ll take about 9 months to make this project happen (with DEP taking up to 120 days for approval).
- **Aldi Water Main**
 - The Extension Agreement is recorded, and our next step is the Dedication Agreement. This can be done after the engineering punch list is completed and we do a site visit.
- **Village Walk Development**
 - Ms. Mason is waiting to hear back from the developer’s engineer about the possibility of a gravity line to save us money if this station is dedicated to RLMA. The HOA is the main reason this station needs to be dedicated to RLMA.
 - The Board has agreed that they do not want this pump station, so they will need to submit a statement detailing why to York Township (the planning module needs updated).

- Ms. Mason noted that while this would add to our EDUs, it would also bring us more customers to cover the cost.
- According to DEP, someone other than a private development company must be responsible for the pump station, and if the property management company were to abandon it, then RLMA would be responsible (but we can charge for these services).
- This is still in the negotiation phase and will be discussed more in the coming weeks.
- **Kensington Development**
 - RLMA employees were out to inspect that the punch list was completed, and we are satisfied with the results. Mr. Krantz forwarded all the information to Mr. Dillinger, and we are now moving to the Dedication Agreement stage. Mr. Dillinger is going to double check that the Extension Agreement does not need amended.

Solicitor's Report: (Cory Dillinger)

- **Water Allocation Permit – DEP**
 - We are still waiting for more information from DEP regarding the new stipulations that are outlined for this permit. Mr. Dillinger stated that another sit-down will be scheduled at some point to figure out the details.
 - Amending the permit may result in some violations (and leave us out of compliance ~2 days of the year), but it does not appear that DEP is currently looking to impose penalties.
 - Mr. Dillinger noted that if we continue working with DEP in good faith, they will work with us to get everything in order. We are sitting tight until then.
This is for the annual permit; we are reviewing the 50-year permit as well
- **PENNVest Loan**
 - Now that our accounts are open, we have some documents to submit to the PENNVest portal, and then we can submit invoices from the tank for reimbursement.
- **Solar Renewable Energy**
 - Mr. Dillinger will let the Board know when the Windsor Township workshop for SRE is, and Mr. Klindedinst and Mr. LaTulippe will attend to throw our hat in the ring.
- **Rules & Regulations Updates**
 - Mr. Dillinger submitted a proposed amendment stating that we will not honor the deduct meters (mostly because we do not have the ability to do so with our billing software).
 - Entech now has all the information from CS Davidson to work on an amendment allowing ProPress meters in our construction specs.
 - Changes to the hydrants are on hold pending conversation with the Borough Council.
 - Mr. Heister inquired about the issue with the hydrants (which are owned by the Borough currently). Mr. Krantz replied that with the Borough sometimes hiring outside contractors to work on the hydrants, communication with RLMA was strained and lacking. This has been an ongoing issue that the Board is working to correct.
 - The Sewer Rules and Regulations have not been revised since 2011. Mr. Dillinger stated that this should be a high priority and he will put together a resolution for this update.

Engineer's Report: (Entech Engineering).

- **Transition Meeting with CS Davidson**
 - This transition is mostly complete, after Mr. Krantz was able to provide a lot of the missing CS Davidson documents to Entech. There are always going to be a few small things that will have to trickle in over time, but we are in a good place.
- **Tank Measurements**

- Mr. Krantz and Entech are going to meet and purposely overflow the tank on 4/5/24. They are trying to ensure that the two tanks are at the same elevation before proceeding with anything. Mr. Krantz is going to notify the Borough and anyone around the intentional overflow to get these measurements.

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for February 2024.
- The switch to Paylocity (from ADP) went smoothly. There was one account that had a typographical error, and it was fixed with the employee being paid that same day.
- Mr. Krantz was asked to look for grant money to complete the "Act 537" for Pump Station B but decided that it is ultimately not worth it. After the effort put forth and applications are submitted, it would be cheaper to just pay for it.
- We submitted our Source Water Protection Plan to DEP and received very positive feedback. They also really liked the fact that we did the tabletop drill with the local emergency services, and DEP is willing to have input if desired.
- Our elevator was out of inspection, but we were able to get someone in to rectify this very quickly.
- Tier II was submitted to the PA Department of Labor & Industry.
- Entech is working on the lead service line project. They are using a camera when possible, and reaching out to manufacturers to determine if they are even capable of being hooked into a lead service line to save some time (DEP to approve this process). Data is also still being collected via meter installations and we are hoping to mostly avoid digging up streets.
- A customer on W. Broadway reached out about concern for lead in her water after her daughter's bloodwork showed elevated levels. We are unsure if this is the same customer who contacted Mr. Keith Smith that he could not identify.
 - We sent a sample bottle to her house for testing and the results came back below the measurable level at <0.001 mg/l. The customer was appreciative of our help.
- The (3) Metron Farrier meters were installed at the Windsor Borough connections and are working wonderfully. They instantly provided data even without the installation of the antennas. Windsor is very happy and will be paying half the cost of this project. The WTP is also pleased.
 - This will also help us identify leaks more quickly and even narrow down the area in which a leak is occurring. The customer can also be notified of excess usage via the new CUSI portal (thus saving us and the customers money).
 - Mr. Minnich questioned the 1500 meters installed without AMI capability and Mr. Krantz said we are still researching solutions to this problem.
- Ms. Mason is going to investigate the provisions to put aerials on the tank.
- A resident on Deer Path Lane reported a leak at the pipe exiting his home after we installed a new meter. Mr. Keith Smith was in contact with him before Mr. Krantz and the Board wished to discuss this further in Executive Session.
- Waterline Flushing (4-15-24 to 5-1-24) will be announced on our next water bill and the Borough has been informed as well.
- The #2 Pump at Beaver Creek was clogged (by sticks) and resulted in damage to the impeller. We are getting a quote from AC Shulte to repair or replace it.
 - We contacted the PA Game Commission to help us trap and relocate the unruly beavers contributing to this damage.
- Ms. Ashanki Regis resigned her position in our office. She was offered a job working for the federal government (with better compensation) but wanted to express her gratitude for the opportunity to work with RLMA.
 - We will be asking Express Employment to send over a temp to take her place for now.
- ESI is going to be installing our new fire alarm system as they provided a better quote than Johnson Controls.

- Windsor Township notified us that they will be relining their sewer mains at Chapel Church Rd.
- Mr. Krantz purchased (2) 4'' meters from Core & Main at \$6,550. This is for the Franklin Street Project and for the schools to be completed over summer break (we had 1 in stock).
- A representative was on site today to sample the wastewater at Country Club Hills and Country Club Road.
- The Chapter 94 Report was signed and submitted to Springettsbury Township and DEP.
- A customer on Stabley Drive reported that his pressure reducing valve began leaking immediately after we installed a new meter in his home. Dickason's Plumbing was contacted to replace the valve.
- We are waiting for a quote from Brown Plus for outsourced accounting services. They are highly recommended by our lead auditor at Hamilton Musser.
- Mr. Klinedinst asked Mr. Krantz to notify the Board of all the accounts RLMA has for transparency.
 - Mr. Krantz stated that we have 8 accounts total with M&T and PLGIT, of which he provides the statements at every meeting. All Board members are also signers on the accounts.
- Mr. Krantz and Mr. LaTulippe are setting up a meeting to discuss the SWP meetings. Some Borough Council members will be added to the email notification list.
 - We loaned a learning model to a local schoolteacher who was very impressed with it. We asked for her input on choosing an updated model to replace it as it's very old and dirty.
 -

Other Business:

- **The Kingdom Hall of Jehovah's Witnesses**
 - Mr. Klinedinst inquired about the church tapping into our service line. This is not a main extension. The Borough gave the easements necessary, but a formal plan will need to be submitted to RLMA and reviewed by Entech before we can grant permission to connect (which will occur at an upcoming meeting).
- **Newsletter**
 - Mr. LaTulippe suggested we put our current projects in the next newsletter to keep the public informed.

*Mr. Heister was provided a copy of the Edgewood Tank Construction Schedule

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.

Executive Session:

- The Authority moved into Executive Session to discuss various personnel, litigation, and other noted matters at 8:07 p.m.

Adjournment:

- The Authority returned from Executive Session at 8:37 p.m. and Mr. Klinedinst adjourned the meeting.

Respectfully submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Wednesday April 24th, 2024

Members Present

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

Others Present

John Krantz-Superintendent
Cory Dillinger-Solicitor
Rebecca Mason - Entech
Kyrsten Scutta- Recording Sec.

Visitors:

Brady Greer (Borough Council)
Sarah K. Young (Keystone Custom Homes)

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00 p.m. The pledge was recited and roll was taken.
- Mr. Henshaw made a motion to approve tonight’s agenda and Mr. Reichard seconded. All were in favor and the motion carried.
- Mr. Henshaw made a motion to approve the minutes from the RLMA Meeting on March 27th, 2024, and Mr. Minnich 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.

Sarah K. Young – Keystone Custom Builders

- Ms. Young visited to discuss the Kensington Development Project. All necessary repairs have been made and they are ready to move forward with the dedication of the lines to RLMA and the maintenance bond. The project is in its last big phase, which includes all remaining lands of Kensington.
- Mr. Dillinger stated he and Ms. Mason have been discussing what needs to be done to complete this project and have also reached out to CS Davidson for more information. It is unclear whether the original capacity study included all phases of the project.
- After some discussion, the Board agreed that before moving forward the capacity study needs to be verified. Mr. Dillinger assured Ms. Young that the steps after that would be quick and easy to get together.
- Ms. Young is going to have their engineer contact us so we can move forward with any lingering questions on this project. Then the dedication, maintenance bond, and probable cost can be worked out for a future meeting.

Water & Sewer- New Business:

- **ALDI Water Main Extension**
 - We are still waiting for the dedication and to tie up small loose ends.
- **Village Walk Development**
 - The matter of the development tying into Equine Meadows sewer lines is still not cleared up. It does not appear that the Equine Meadows lines were ever dedicated to RLMA. Mr. Dillinger stated that he only found unsigned drafts discussing the matter with York Township.
 - Mr. Krantz is going to provide a contact from Equine Meadows to Mr. Dillinger and Ms. Mason to gather more information.
 - A pump station may need to be utilized depending on where ownership falls.
 - Mr. LaTulippe questioned why the HOA has an issue with the development tying into the lines and Ms. Mason is unsure.
- **Mower & Trailer Purchase**
 - Mr. Krantz provided a quote for a zero-turn mower and trailer to haul it for the Board to approve. The current mower is old and repairs have become costly. The new mower will speed up the process of mowing all the locations while saving money on repairs.
 - Mr. Klinedinst will go with Mr. Krantz to purchase the mower as he has much experience and knowledge in this area.
 - Mr. Minnich motioned to purchase a mower and trailer and Mr. LaTulippe seconded. All were in favor and the motion carried.
- **Country Club Hills I & I Study**
 - When heavy rains occur around Country Club Hills, the flow level is very high, and the pumping station will eventually overflow if we don't do something. Mr. Krantz suggested that we do an I & I study to figure out what needs to be fixed.
 - We want to use a camera while cleaning the lines to find problem areas. Mr. Krantz is going to review the footage from the last time this was done to avoid repeating the same process.
 - The last time anything was done was in 2017 and the Board agreed that it is time to start a regular schedule of cleaning and inspection for this sort of thing each year (on a rotating basis). More information will be provided at the next meeting.
- **Accountant Quotes**
 - Our current accountants informed us they will be doubling their prices and we asked for time to decide on the matter. They were informed that we could be billed hourly for the

overages we incurred during that time. Ultimately, they chose to withdraw their service contract with us.

- Mr. Krantz provided quotes for new firms to take over – Brown Plus and RKL.
- RKL provided a simple quote with exactly what we are looking for versus Brown Plus having a complex “a la carte” quote.
- Mr. Henshaw motioned to hire RKL as RLMA’s accountant and Mr. Minnich seconded. All were in favor and the motion carried.

Solicitor’s Report: (Cory Dillinger)

- **EmGov Power**
 - This matter will be discussed in the Executive Session due to potential litigation.
- **DEP Water Allocation Permit**
 - When we last discussed this project, the specialized attorney we are working with (Mr. Pat Zaepfel) suggested we sit back and wait to give DEP time to process our concerns. MPL will be reaching out to follow up again soon.
 - Mr. Krantz will also send Mr. Dillinger a letter he received from Ms. Karen Unruh (with DEP) to pass on to Mr. Zaepfel.
- **Edgewood Tank Easement**
 - Mr. Hoffnagle raised some concerns with the terms of the laydown agreement, but MPL was able to clarify everything with a clearer map and everything is good to go.
- **Solar Renewable Energy**
 - The property RLMA wants to put solar panels on is zoned properly according to Windsor. Mr. Dillinger suggested we wait until everything is fully adopted before moving forward, but he will begin to get things in the works.
 - Mr. Dillinger is also looking into conflict waivers for his ability to be solicitor to both Windsor and RLMA. He assured the Board he will find the best way to handle the situation and they should not be concerned.
- **Rules and Regulations Updates**
 - Mr. Dillinger presented draft language for the deduct meter change in our rules and regulations. Entech is looking into the ProPress change as well as other water and sewer specification updates.
 - Mr. Klinedinst stated that there is still no update on the hydrant issue as the Borough is still in the process of moving.

Engineer’s Report: (Rebecca Mason).

- **Edgewood Tank**
 - Entech confirmed with DN Tanks that we are on schedule to start demolition 5/7/24. Mr. Kim Mazur verified the elevations of both tanks and communicated the information to all parties involved. Mr. Krantz contacted Met-Ed to cut the power by 5/5/24, but Ms. Mason stated the main switch can be thrown if needed.
 - Ms. Mason is going to provide a streamlined schedule with just milestone events for the Board to stay up to date.
- **Water & Sewer Specifications Work Orders**
 - Entech is going to review both sets of specifications to update them and bring them to the Board to approve at a meeting soon.
- **Lead Service Line Inventory**
 - Ms. Mason is still waiting for some billing information to come through to move forward with this project (to be discussed further in the Executive Session). She also stated they

have various avenues to pursue to identify the lines if the billing information does not come to us in a timely manner.

- Mr. LaTulippe plans to obtain parcel maps to determine when houses were built as well to aid in this process.

- **Pump Station B**

- Entech has kicked off this project and obtained the necessary survey information from CS Davidson after filling out paperwork.

*Mr. Henshaw inquired about billing contractors back for these projects and was assured that we are doing so. Mr. Dillinger and Ms. Mason are going to itemize their bills by project to make this easier in the future. *

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for March 2024.
- Integrated Risk Management (IRM), our insurance company, paid out for damage to a home on Pine Street due to a sewer back up. This matter has raised questions with the Board about the issue of floor drains in homes. Ms. Mason is going to investigate updating these regulations.
- All the PENNVest accounts are set up and in order. Ms. Natalie O'Connor has all the bills we have paid out so far and will take care of getting RLMA paid back through the loan.
- The RLMA employees have been attending and documenting safety meetings every month to try to get official recognition of our safety program resulting in a 15% discount on our worker's compensation insurance.
- Windsor Borough and Dallastown-Yoe provided their master meter calibration certificates.
- Mr. Krantz reached out to Mr. Shawn Lesitsky at DEP to properly document the sewer incident on Pine Street, and he appreciated our transparency.
- Mr. Keith Smith's employment was terminated, and this matter will be discussed further in the Executive Session. The position of Maintenance Supervisor has been posted on Indeed.
- Truck 307 received a new battery after it went bad.
- Mr. Krantz provided Universal Benefit Form updates to Webb Insurance and Alternative HR to update the employment status of Ashanki Manley and Keith Smith.
- Mr. Isaiah Rosario was transferred from the Water Treatment Plant to the Maintenance Distribution and Collection Department. This matter will be discussed further in the Executive Session.
- Mr. Krantz met with Mr. Mazur and Mr. Brad Sprenkle to take the final measurements before the Edgewood Tank Project officially begins.
- The bubbler system failed at the Country Club Hills Pumping Station and Heim Electric was called out to install a new high-level float and new low-level alarm. We are trying to build redundancies anywhere we can, so we are always notified of a system failure.
- Waterline Flushing is going well. Turbidity at the WTP caused us to back down to only one crew, for one day, but we are on track to finish soon.
- Mr. Krantz is gathering quotes for a new phone system now that the Borough has moved to its new location. Telecom is no longer a sustainable long-term option as their system is obsolete.
- EDU Report Invoices were submitted to Windsor Township to include the 5 Redco properties.
- When picking up our Source Water Protection model from Mazie Gable Elementary School, Mr. Krantz discussed purchasing a new model (ours has been used hard) with a science teacher there. Based on her recommendations a new model was ordered to be lent to the schools.

Other Business:

- **Bonding Employees**

- The Board would like to investigate requiring all RLMA employees who handle money to be bonded to protect us from any foul play. Mr. Dillinger suggested we reach out to the Borough to see who they use and then gather more information and options from there.
- Mr. LaTulippe motioned that any RLMA employee who handles cash should get bonded and Mr. Reichard seconded. All were in favor and the motion carried.

- **Ms. Connie Stokes Retirement**

- Mr. Klinedinst announced that a retirement party will be held for Ms. Connie Stokes with Dallastown-Yoe Water Authority. The Board agreed to purchase a gift to bring upon attendance.

Statement and Bill Approval:

- 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 into Executive Session to discuss potential litigation and personnel matters at 8:09 p.m.

Adjournment:

- The Authority returned from Executive Session at 9:06 p.m. and Mr. Klinedinst adjourned the meeting.

Respectfully submitted by Kyrsten Scutta

Red Lion Municipal Authority - REVISED

Meeting Minutes

Wednesday May 22nd, 2024

Members Present

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

Others Present

John Krantz-Superintendent
Cory Dillinger-Solicitor
Rebecca Mason – Entech (zoom)
Kyrsten Scutta- Recording Sec.

Visitors:

Deanna and Tom Johnson

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00 p.m. The pledge was recited and roll was taken. Mr. Reichard was not in attendance.
- Mr. Minnich made a motion to approve tonight's agenda and Mr. LaTulippe seconded. All were in favor and the motion carried.
- Mr. Henshaw made a motion to approve the minutes from the RLMA Meeting on April 24th, 2024, and Mr. LaTulippe seconded. All were in favor and the motion carried.

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

Connections Report: there was one new connection on Delta Rd (private residence).

Deanna & Tom Johnson:

- The Johnson's attended to appeal their water bill from January of this year. They were at their second home in Florida when a running toilet took their water bill from their usual 20,000 gallons/month up to 87,000 gallons for the month. They stated the resulting bill was exorbitantly high (and they are on a fixed income), so they reached out to the Authority for assistance with no response. Eventually, after nonpayment, their water was shut off.
- Mr. Krantz replied that the office staff tried multiple times to reach out to notify this residence of high usage with no response. The only communication sent by Ms. Johnson was letters via the US Post Office which were not received. Their \$150 shut off fee was waived down to \$50 as they have never missed a payment before this incident.
- The Board stated that a leaking toilet has and will always be the responsibility of the homeowner (and can quickly rack up high usage), but they are willing to set up payment plan options if contacted in a timely manner via phone or in person at the office.
- Mr. Klinedinst noted that we are working on new meter programs to be able to notify customers of leaks much sooner, but the implementation takes time.
- Mr. Dillinger stated that we will take the copies of the letters provided and review their situation to see if there is anything further to be done.

Water & Sewer- New Business:

- **ALDI Water Main Extension**
 - We are still waiting for the 18-month maintenance bond, as-built drawings, and other loose ends, but then everything will be good to go.

- **DN Tanks Payment #1**
 - The contractor for the Edgewood Tank project has submitted their first payment request (\$115,830) for the demolition and some site work that has been completed.
 - Mr. LaTulippe motioned that we pay the first installment and Mr. Minnich seconded. All were in favor and the motion carried.
- **Kensington Development**
 - Mr. Dillinger and Ms. Mason have been in communication with the engineer for this project. They provided a DEP waiver module, but we are still looking for more concrete documentation on the capacity analysis (specifically for the final phase of the project). Both Mr. Dillinger and Ms. Mason do not think we should agree to a dedication until we have this final number.
 - They have narrowed down the appropriate contact to retrieve this information from, and we are just waiting for the developer to get us what we need. Ms. Mason will be continuing this line of communication as well as reaching out to CS Davidson in case they have any information already as well.
- **Edgewood Tank**
 - The tank was completely razed and hauled away by May 7th. Kinsley is in the process of installing an insertion valve on the water main under the driveway. The driveway will need re-paved as this project is tearing it up (about 40 yds).
- **Country Club Hills Pump Station I&I**
 - The video footage from 2017 that Mr. Rehab took was reviewed. Mr. Krantz described it as having more holes than Swiss cheese – holes at joints, factory taps that were plugged & leaking, broken pipes with soil and roots growing – and nothing was ever done.
 - We are in the process of creating a list of the worst areas that need to be repaired first to reduce the inflow and infiltration when it rains. USG is the company we are working with, and they have many different repair options depending on our needs.
 - We will also be keeping an eye on the area in the meantime (as this is a slow process) to see if wastewater will need to be hauled away during heavy rainfall.
 - Mr. Klinedinst mentioned that the PA State Boroughs Association recently came out with new grants for projects like this and he is going to forward the information to Mr. Krantz. Ms. Mason will investigate applying for them.
- **Equine Meadows**
 - Mr. Dillinger is in the process of narrowing down who he needs to speak with after finally hearing back from the developer of this project. We still have not found any information on these lines being dedicated to RLMA. He's continuing to investigate if documentation exists, and if there are any maintenance obligations on our part (through York Township).
- **EmGov Power Data Transfer**
 - EmGov finally sent over the data requested to CUSI and Raybern, but it still has a few issues. Communication is going much better now, and we can begin to make progress while we wait for the rest of what we need.
- **Pump Station B**
 - Ms. Mason discovered that some of the elevations of the surveys versus as-built drawings for this project were way off (some by up to 22 inches). Entech is resurveying everything to get the correct information before moving forward with the project. She also reached out to CS Davidson who claimed they never compared the surveys to the as-built drawings.

- The Board discussed potentially having CS Davidson pay for the work on the project if it turns out we can no longer move forward with it due to this information. Mr. Dillinger replied that it would be a cost/benefit situation we would have to weigh. Ms. Mason stated that we should wait for the actual results before getting ahead of ourselves.

Solicitor's Report: (Cory Dillinger)

- **Kingdom Hall**

- The church wants to connect to the RLMA system but does not own the property right against the line. While our Rules & Regulations state that this means we will not allow connection (there have been similar cases in the past), there is a clause that allows conditional waivers on a case-by-case basis if a compelling argument is made.
- The church is aware that they would need an easement granted to the Authority to allow connection and we are still waiting to hear back from them (they have not attended any Borough or RLMA meetings recently).
- There was an individual who sent messages to RLMA asking how this connection would be allowed when his similar request was denied a few years back. RLMA stated that they believe the neighbor did not wish to grant a right-of-way at the time and there was not a compelling argument to allow connection.

- **DEP Water Allocation Permit**

- Mr. Dillinger still has not heard back from Mr. Pat Zaepfel, which probably means Mr. Zaepfel still has not heard anything either so we are still waiting.
- We're probably getting close to needing another meeting with DEP.
- Our compliance report has been submitted.

- **Solar Renewable Energy**

- Windsor is still working through the comments on their solar ordinance (due to the huge amount of detail in the document), so we are still waiting for them to pass it.
- Mr. Dillinger stated that it is going well, however, and thinks we will have more information at the June meeting. We will be applying for a special exception use of our land, but he does not anticipate it being an issue.

- **Other Questions**

- Mr. Klinedinst questioned whether it is time to renew our tower lease with D&B. The previous Board wished to give them a chance to build up their business, so if they are paying anything it is much less than we charge others to lease the use of our towers.
- Mr. Dillinger is going to investigate when the lease is up and what was negotiated. He agreed it may be time to reevaluate the contract terms and pricing.

Engineer's Report: (Rebecca Mason).

- **Water – Sewer Rules & Regulations**

- Entech currently has an engineering reviewing these to comment on.

- **Village Walk**

- This project is tabled until the Equine Meadows situation is figured out.

- **Kensington**

- The developer is supposed to be providing plans for phase 3 to Windsor and Ms. Mason but she has yet to receive them. They requested a willingness-to-serve letter in the meantime and both Ms. Mason and Mr. Dillinger agree we cannot provide a letter without more information.

- **Edgewood Tank (Shock-Crete Pads)**

- The Board agreed that we want to install Shock-Crete pads on the tank to make it a more attractive site for leasing potential. Mr. Krantz is going to reach out to Mr. Matt Wagner about pricing and sizing and to DN Tanks for recommendations on positioning and the number we should install.

Mr. Klinedinst stated that he still has not received an updated and streamlined schedule. Ms. Mason noted that the need for the insertion valve change things, but he will have one ASAP

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for April 2024.
- A new Maintenance Supervisor (Mr. Joe Brizzi) was hired and started 5/20/24.
- Our annual waterline flushing went well and is complete. We were able to use two crews for most of the time except for a few days due to turbidity.
- Core & Main is no longer a Rep. for Kamstrup (it has transitioned to EJ Prescott). They will still sell us their remaining inventory as they are local to us, and it works out as we only need a few more meters to complete our project.
- Our transition to RKL as our accountants is scheduled for 6/1/24 and so far, everything has been operating smoothly during this process.
- All forms have been signed and PENNVest released the funds to our account for the Edgewood Tank Project.
- A notice was distributed to residents surrounding the Edgewood Tank notifying them that construction will begin soon. Mr. Krantz was met with nothing but positive feedback.
- On 4/30/24 Mr. Krantz was notified that the Fairmont Tank level readings had not moved all night. Upon investigation, it was determined that the signal depends upon a repeater that was removed during the Edgewood Tank project.
 - The repeater was temporarily relocated to a nearby tower owned by Triangle Communications that we can rent for \$150/month.
 - We are going to get quotes for a redundancy system when the project is complete to avoid this happening in the future (especially during a lightning strike).
- Mr. Krantz is getting quotes for a new phone system for the main office and Merlin seems to have the best options so far. He is reviewing their contract stipulations.

- Ms. Stacy Silva with Entech is working on a spreadsheet for our lead service line inventory project. Mr. Krantz sent her the customer account information and the utility billing information so she can get started.
 - It is reiterated that “unknown” is a designation option for this project (that is a very large, and daunting task), but we will do our best to identify all the lines. Mr. Dillinger assured the Board we won't be the only ones to mark “unknown.”
- ESI was onsite to install our new fire system that is now complete and up to code. Johnson Controls was notified that we terminated our service with them.
- Mr. Kevin Eck was contacted to get the Met-Ed electric service disconnected and the meter removed at the Edgewood Tank to start the project after (6) previous attempts that were ignored. Everything is in order now.
- The pressure washer on the Vactor Truck failed and Mr. Krantz is waiting for a quote from The Power Wash Store of Central PA to get it fixed.
- We now have printable maps of our water and sewer systems (in PDF form) that can be sent to developers, contractors, utilities, etc. as needed.

- We received a \$5,000 grant from HA Thompson for improvements at the Greenbranch Pumping Station. We can use this money for things like a new door, security system, fencing, etc. The receipts just need to be submitted by the end of 2024.
- The 2023 CCR is complete and has been sent to Dallastown-Yoe, Windsor, and DEP. It will be posted on our website next month.
- Mr. Krantz and Mr. John Brownlee (Red Lion EMA) attend the York County EMA Tabletop Drill where an emergency response plan was discussed for a gas leak in a public building. The information was very useful, and it went well.
- The 2023 Water Allocation Annual Report for PA DEP has been submitted.

Other Business:

- **Mower & Trailer**
 - A new trailer was purchased for approximately \$2,500 to haul the new mower and other things for the shop. The employees are very pleased with it.
 - Mr. Krantz and Mr. Klinedinst are going to go purchase the new mower soon.
 - The old mower will be kept as a backup for now.
- **Municipal Vehicle Tags**
 - Mr. Klinedinst noted that **the new trailer tag is a permanent tag (noted with PERM on the plate). These tags are good for life and can be transferred one time. This information will be filed for future reference.**
- **Mr. John Brownlee**
 - The Borough has completely moved out of 11 E. Broadway with the exception of Mr. John Brownlee (Red Lion EMA).
 - We are waiting to hear from the Borough about where they plan to relocate him and what will be done with his antennas.
 - The Board is in favor of allowing him to continue to use the roof of the building for his antennas.

Statement and Bill Approval:

- Mr. Minnich motioned to approve the bills and was seconded by Mr. Henshaw. All were in favor and the motion carried.
 - There are bills from the Red Lion Borough that will be discussed in Executive Session.

Executive Session:

- The Authority moved into Executive Session to discuss potential litigation and personnel matters at 8:10 p.m.

Adjournment:

- The Authority returned from Executive Session at 8:34 p.m. and Mr. Klinedinst adjourned the meeting.

Respectfully submitted by Kyrsten Scutta

Red Lion Municipal Authority - REVISED

Meeting Minutes

Wednesday June 26th, 2024

Members Present

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

Others Present

John Krantz-Superintendent
Cory Dillinger-Solicitor
Rebecca Mason – Entech (zoom)
Kyrsten Scutta- Recording Sec.

Visitors:

No Visitors

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00 p.m. The pledge was recited and roll was taken. Everyone was present.
- Mr. Minnich made a motion to approve tonight's agenda and Mr. Henshaw seconded. All were in favor and the motion carried.
- Mr. LaTulippe made a motion to approve the minutes from the RLMA Meeting on May 22nd, 2024, and Mr. Minnich 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.

Visitors on Agenda:

Mr. Dave Williams was listed as a visitor on the agenda but was not present at the meeting. He had a complaint about our third-party credit card processing company, PSN. According to office staff, he was

trying to make a payment after the cut-off time during shutoffs – which is why the website was not working for him.

Water & Sewer- New Business:

- **Antennas on Fairmount Monopole**
 - Mr. LaTulippe has been researching what we charge various entities for the use of the space on our Fairmount Monopole. Currently, we don't charge the Red Lion School District anything for use of the pole, and D&B Broadband pays very little (a small percentage of their revenue).
 - Other companies that rent similar space on these types of poles (Verizon, AT&T, Comcast, etc.) pay anywhere from \$1500-\$1900 per month with locked in contracts.
 - Mr. LaTulippe believes the Authority could greatly benefit from this extra income, and in regard to the School District there may even be government funding that would pay for this service for them.
 - After some discussion, the Board agreed, and Mr. Klinedinst motioned that Mr. Krantz (with the help of Mr. Dillinger) will reach out to the school district to notify them of the rental fee going forward. Mr. Henshaw seconded the motion, and all were in favor.
 - Mr. Dillinger is going to make sure a previous agreement with the school does not already exist before moving forward with this plan.
 - Mr. Krantz is also going to reach out to D&B Broadband and invite them to a meeting to discuss their business and pole rental fees.
- **ALDI Water Main Extension**
 - Mr. Dillinger heard back from Aldi, and they are in the process of finalizing their as-built drawings which are needed before the deed and bond dedication.
- **DN Tanks Payment #2**
 - The contractor for the Edgewood Tank project has submitted their second payment request (\$306,135).
 - Mr. LaTulippe motioned that we pay the second installment and Mr. Minnich seconded. All were in favor and the motion carried.
- **Kensington Development**
 - After reaching out to the engineer for the project (and coming up empty handed), Mr. Dillinger and Ms. Mason reached out to CS Davidson to see if they could provide better capacity documentation, also to no avail. Ms. Mason noted that enough people are aware that we are looking for this information, so if it existed it would have surfaced by now.
 - According to Ms. Mason, there are two options going forward – someone can reach out to DEP to see if they have any of the documentation, or Entech can complete a capacity study.
 - The Board stated that the burden is on the developer of the project to provide us with the information needed and we will just continue to wait on them.
- **Edgewood Tank Driveway**
 - Mr. Krantz and Mr. Kim Mazur met with the contractors to discuss the replacement of the driveway for the Edgewood Tank project. DN Tanks failed to notice that the slope of the driveway was too steep for their equipment to traverse, and thus it needs replaced.
 - After some discussion, it was determined that this should fall under our original contract with DN Tanks and will cost RLMA no extra money.
 - They are replacing the bottom layers now, while also widening the driveway and changing the slope. The topcoat (cosmetic) will be completed when the entire project is completed.
 - Mr. Mazur reached out to Windsor regarding the change for zoning purposes and they agreed to allow our inspectors already onsite to assess the finished product.

- **Equine Meadows**
 - Mr. Dillinger spoke with Mr. Manifold, and it does not appear that the lines in Equine Meadows were ever dedicated to RLMA.
 - RLMA has been servicing these lines as well as fielding customer complaints and the Board decided that we will no longer be doing so. They have their own distribution system and will have to reach out to the HOA for any needs going forward.
 - Mr. Dillinger is going to draft a letter memorializing this decision (with the caveat that it's provided no existing agreement surfaces).
- **EmGov Power Data Transfer**
 - Mr. Krantz has been in communication with Mr. Ernie Aschermann at EmGov Power and expects the last of the data we requested as early as tomorrow.
 - Mr. LaTulippe inquired how much we will be continuing to pay EmGov Power until we are finally completely transferred to CUSI.
 - Mr. Krantz can only give his guesstimate (~\$15,000) but did note that we were only charged for 6 months instead of the full year. (CUSI believes that to be plenty of time to obtain the needed data)
 - We will not need EmGov Power to do any long-term data storage for us after the switch. CUSI will be taking over entirely and will begin running the programs parallel at first to ensure nothing is lost.
- **Pump Station B**
 - Ms. Mason was happy to report that CS Davidson's survey information was correct despite the as-built drawings being incorrect – this project can move forward.
 - They are currently in the process of system modeling and permitting.
- **Dallastown-Yoe Joint Meeting**
 - Mr. Klinedinst reminded the Board that our joint meeting with DYWA is on Wednesday, July 10th, at 6:30pm, and they can notify Mr. Krantz if they wish to add anything to the agenda.
- **Turbidimeter Project**
 - This project (which was required by DEP) is now complete. All the turbidimeters are calibrated and the certificate has been submitted to DEP.
- **Emergency Management Coordinator Lease (Red Lion Borough)**
 - After the Borough moved out of 11 E. Broadway to their own building, there has been ongoing discussion about where the EMA office should be located.
 - Relocating the antennas to the Borough's new building does not seem feasible, and Mr. John Brownlee (the Emergency Management Coordinator) and the fire department do not think the ROARS building will be an ideal location either.
 - RLMA is offering to rent the former Mayor's office at 11 E. Broadway to the Borough (for \$100/month) for Mr. Brownlee to use.
 - It is completely separate from the rest of RLMA's offices, and the second floor could still be rented out if desired.
 - Mr. LaTulippe motioned to allow Mr. Klinedinst to take this lease agreement to the next Borough Council meeting and sign it if they are in favor. Mr. Henshaw seconded, and all were in favor.
 - Mr. Dillinger is going to make a few minor clerical edits to the document and will have it to Mr. Klinedinst before the Borough meeting.

Solicitor's Report: (Cory Dillinger)

- **DEP Water Allocation Permit**

- Mr. Dillinger has continued to be in contact with Mr. Pat Zaepfel at DEP. He replied that we can continue in our holding pattern for now.
- **Solar Renewable Energy**
 - Mr. Klinedinst stated that he wants to begin thinking about this project as budget time is quickly approaching. Mr. Dillinger is going to get a copy of Windsor's ordinance to SRE to begin the review process and start planning on their end.
 - Windsor is still in the process of fine-tuning the ordinance.

Engineer's Report: (Rebecca Mason).

- **Edgewood Tank**
 - Entech's structural department is currently reviewing submittals from the contractors regarding the new tank. Everything is currently on track with DN Tanks and their schedule.
 - Mr. Krantz commented about Geotech reassessing the site and reducing the foundation depth to 4 feet from 8 feet. Ms. Mason replied that we will be charged by cubic yardage of dirt, so when the final cost is lower, we will receive money back.
 - Mr. LaTulippe brought up the number of large rocks that were dug up around the tank. Ms. Mason is going to ask around to see if any projects could use them.

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for May 2024.
- Mr. Krantz and Mr. Klinedinst purchased a new trailer for the new mower from Tractor Supply for \$2,500.
- EPA hosted a cyber security webinar for PaWARN members that Mr. Krantz attended discussing cyber crime in the water industry.
 - He scheduled an appointment next month with EPA (that Doceo will sit in on) to do a 33-point cyber assessment and receive feedback and recommendations to stay protected.
- The RLMA office was switched to GloFiber from Comcast (currently on a month-to-month contract). After the conversion is complete and our new phone systems are installed, we can purchase our own router and enter into a longer contract to further reduce our phone and internet costs.
 - We also signed a contract with Broadvoice/Merlin to install our new phone system.
 - Doceo has been notified of these changes to help with a smooth transition.
- Mr. Jordan Ilyes notified us of a Sanitary Sewer Overflow at his project at 214 N. Franklin Street. A contractor accidentally knocked a manhole loose while paving, filling it with hot asphalt.
 - Mr. Ilyes handled everything very expeditiously and thoroughly and covered all costs.
 - Mr. Krantz notified DEP and submitted the necessary reports, and they need nothing further from us.
- Mr. Krantz completed the Water Allocation Report with the assistance of Ms. Karen Unruh at DEP. She was very helpful in addressing any violations that were previously noted, and Mr. Krantz made the necessary corrections before submitting the report.
- We contacted Trapper K (a professional trapper in Lancaster County) about handling the naughty beavers at Beaver Creek. They are going to reach out to the game commission and get back to Mr. Krantz.
- We have switched over to our new accountants (RKL) and almost everything is transitioning smoothly. There is a slight issue with their access to EmGov Power, but it is expected to be handled soon.
- Mr. Krantz spoke with Triangle Communications about updating the telemetry at the Edgewood and Fairmount Tanks so they can send water levels independently of one another.

- He is also looking into converting this system to be internet based.
- Mr. LaTulippe inquired about where we are with our Lead Service Line Identification Project.
 - Mr. Krantz noted again that “unknown” is an acceptable response, but that we are doing everything in our power to get the lines identified.
 - Mr. LaTulippe reiterated that there are maps available but thinks they would be most helpful to Ms. Mason or someone better qualified.
 - Mr. Krantz is going to meet with Mr. LaTulippe to review the maps.
- The Red Lion Borough paid their rent for May 2024. This was their last payment owed.
- General Dynamics provided us with (30) rain barrels.

Other Business:

- **Ms. Connie Stokes**
 - Mr. Klinedinst and Mr. Krantz attended Ms. Stokes’ retirement party. She sent a thank you letter for their attendance and generous gift.
- **Toys for Tots**
 - Mr. LaTulippe has been in communication with a Toys for Tots program run by local marines. They lost their warehouse storage space and Mr. Krantz agreed that we can provide our back warehouse for their use. They’ll be dropping off toys throughout the year and we will give them everything we can provide.
- **Acknowledgements**
 - Mr. Klinedinst wished to acknowledge the wonderful job Mr. Krantz, our solicitor, our engineer, and all of the RLMA employees have been doing to keep everything running.
 - Mr. Krantz also thanked the Authority for their time and effort and commended them on all their accomplishments so far this year.

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.
 - Mr. LaTulippe noted the large amount of bills from Baker & Son for vehicle repairs. The Board is considering further discussion on updating vehicles through leases etc. in the near future.

Executive Session:

- The Authority moved into Executive Session to discuss personnel matters at 8:11 p.m.

Adjournment:

- The Authority returned from Executive Session at 8:36 p.m. and Mr. Klinedinst adjourned the meeting at 8:40 p.m.

Respectfully submitted by Kyrsten Scutta

Meeting Minutes
Wednesday July 24th, 2024

Members Present

Dennis Klinedinst-Chairman
Gary LaTulippe- Vice Chairman
Chris Minnich- Asst. Sec./Treasurer
Dave Reichard - Treasurer

Others Present

John Krantz-Superintendent
Rebecca Mason – Entech (zoom)
Kyrsten Scutta- Recording Sec.

Visitors Present:

Dustin Boyd with D&B Broadband
Jennifer Scott of Eckert Road, Windsor

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00 p.m. The pledge was recited and roll was taken. Mr. Henshaw (secretary) and Mr. Dillinger (solicitor) were not present.
- Mr. Reichard 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 minutes from the RLMA Meeting on June 26th, 2024, and Mr. LaTulippe seconded. All were in favor and the motion carried.

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

- The treatment plant is handling a small algae problem with copper sulfate.
- A pump at Beaver Creek needed to be repaired for \$10,000 after it vibrated apart (most likely due to age). Mr. Krantz suggested we start budgeting to replace one pump per year (about \$50,000 per pump) to avoid any catastrophic downtime if a pump breaks.

Connections Report: there was one new connection

- 2900 Windsor Rd (Windsor Twp).

Visitors on Agenda:

- Mr. Shawn Beard (RLASD), Ms. McKenzie Layser, and Mr. Ryan Brown were on the agenda but did not attend.

Visitor Comments:

Dustin Boyd

- Mr. Dustin Boyd with D&B Broadband attended to hear the Board’s comments and questions on his still up-and-coming business. Mr. Klinedinst noted that he is trying to better understand the agreement signed with Mr. Boyd’s company which allows him to rent space for his antennas on our water tower. Mr. Boyd stated that within the last year or two the contract was renewed for 5 years, and his rent was to be 7% of his profit.
 - Thus, as the customer base grows, so would the amount he pays to RLMA.
- Mr. Klinedinst inquired how many new customers D&B has gained recently, and Mr. Boyd replied that he had 30 new customers within the last month. Mr. LaTulippe questioned where his new clientele is coming from, and Mr. Boyd replied he is working with Mr. Jordan Ilyes and other contractors building new apartments in Red Lion and Dallastown.
 - This is all while he waits on the USDA and grant money for his project in Brogue.
- Mr. Krantz and Mr. Boyd believe there is also a reciprocity clause in the contract which would involve D&B setting RLMA up on their own network that can connect the two tanks (and possibly the WTP depending on the line of site) for readings, cameras, etc.
- Mr. Dillinger was the one to write the contract so we will wait for his comments moving forward.

Jennifer Scott

- Ms. Scott attended with a grievance about bulk water sale no longer being available from RLMA.
- She stated that she has a well on her property that provides her plenty of water through fall, winter, and spring, but come summer, it dries up and she does not have enough water.
- In the past, she would go to the Water Treatment Plant (WTP) with her bladder tank for it to be filled and she does not understand why this is no longer an option.

- She stated that she has made modifications to her roof, installed a cistern, and has rain barrels, but without the rain these are of no help.
- She also noted that she believes we are responsible to give her water because she thinks we are pumping water in such a way that drains her well.

Board Reply

- The Board's response explained to Ms. Scott that the permit from DEP to be legally able to sell bulk water to customers is a very expensive annual cost. It was voted that due to a low number of bulk water customers to begin with that we no longer pay for this permit and thus we cannot sell bulk water any longer.
- Also of note, RLMA only pumps surface water to supply to our customers. Ground water, such as that from wells, would not be affected by anything we do at the WTP.
- The suggested solution provided was that Ms. Scott investigate digging a deeper well.

Water & Sewer- New Business:

- **Red Lion School District**
 - Mr. Klinedinst wanted to update the Board on the RLASD's antennas even though Mr. Shawn Beard was unable to attend. Mr. Krantz reached out to inform the school district that the RLMA will be charging rent for the space on the monopole moving forward. Mr. Beard informed Mr. Krantz that the equipment on the monopole is obsolete and of no use to the RLASD anymore.
 - Mr. Krantz will reach out to Mr. Beard to have him disconnect their equipment and our employees will take it from there.
- **ALDI Water Main Extension**
 - Mr. Krantz reported that Mr. Dillinger received the as-built drawings from Aldi and should have all the forms ready to be finalized for the next meeting.
- **Kamstrup Meter Report**
 - Mr. Krantz presented a report to the Board detailing how many meters are left to be replaced by the end of 2025.
 - There are (1,439) ¾" meters left to be installed and we still need to order around 1,000 of those (~\$350.00/meter).
 - We should have enough meters already in stock to finish out 2024.
 - We have enough of the larger sizes of meters to complete the General Dynamics replacements (scheduled for every other Friday going forward)
 - We need approximately 44 meters larger than ¾" to complete our entire project.
 - Mr. Krantz noted that though Core & Main is being taken over into EJP, they still have a large inventory of meters we can purchase.
 - Mr. Klinedinst inquired about calling to reserve the meters we need until the first of the year while we budget payment for them. Mr. Krantz said that Core & Main expressed in the past that they would allow this, and he will call this week to secure our preorder.
- **Kensington Development**
 - Ms. Mason was in contact with Ms. Carrie Wilt at DEP, and she was told they have absolutely no documentation indicating RLMA has been involved in the Kensington Project at all.
 - She noted that for any previous agreement to stand, Kensington will need to provide RLMA with a capacity letter.
 - Mr. Krantz noted that he believes the EDUs for the sewer run directly into York Township, so we won't need any information there. However, we will need the capacity on the water side (we're assuming 36 connections because there are 36 EDUs).

- Mr. LaTulippe expressed concern about the developer suddenly demanding we give them everything they need right away. Mr. Krantz assured him that he and Mr. Dillinger have told Kensington this will take some time. It is on them to provide us with the appropriate documentation.
- The Board also discussed creating a new “escrow account system” that we can get set up to prevent us from paying out of our own pockets up front. Mr. Dillinger is working on drafting a resolution for this purpose.
- **Mr. Hoffnagle**
 - Mr. Hoffnagle had a few requests of DN Tanks as they work on the Edgewood Project, including but not limited to leaving his portion of the property with a gravel and stone driveway rather than restoring it to the original grass like our side will be.
 - They agreed to all his requests, and Mr. Dillinger is going to rewrite the easement agreement to include the appropriate language. Ms. Mason also noted the language may need to be changed on the permit as well. We will be sure to make sure all documentation matches with the correct details.
- **Equine Meadows**
 - The Board opened discussion about officially ending any relationship we have with the Equine Meadows (Paddock) development for good after no documentation has surfaced. There is an agreement between RLMA and York Twp referenced stating we’d maintain the sewer lines, but the physical document has not been located.
 - Some members are open to a final decision today while others aren’t sure. Mr. Krantz suggested that we have our attorney talk to theirs before deciding anything.
 - Mr. Krantz and Mr. Dillinger have been in discussion about our options for these lines.
 - We can either have them dedicate the lines to us (after we are sure they meet our specifications), or we can move them to being a bulk water customer.
 - If they become a bulk water customer, they will oversee their own billing system.
 - Mr. Krantz is going to let Mr. Dillinger know to reach out with these options to their attorney.
- **Solar Renewable Energy (SRE)**
 - Mr. Dillinger reached out to SRE to let them know to get started and that they will need another law firm to represent them in getting the special exemption permit required due to conflict of interest. We’re waiting on final confirmation from Mr. Dillinger that Windsor adopt their ordinance.
- **Emergency Management Coordinator Lease (Red Lion Borough)**
 - The Red Lion Borough has agreed to sign the lease agreement (by vote) for the old Mayor’s office to become the new EMA office. Mr. Klinedinst is waiting to see the actual signed document from Mr. Dan Shaw. Mr. Krantz will meet with him to finalize everything.
 - All the floors on the first and second floors are to be cleaned this weekend (carpets and vinyl), getting the upstairs ready to be rented. Mr. Krantz will confer with Mr. Dillinger about who we can advertise to for occupying the rest of the space.
- **Remembrance of Bob Frutiger**
 - The RLMA Board decided to donate a bench to be placed in the park in memory of Mr. Bob Frutiger. Mr. LaTulippe motioned, and Mr. Minnich seconded. All were in favor.
- **DN Tanks Payment #3**
 - The contractor for the Edgewood Tank project has submitted their third payment request (\$206,329.50).

- Mr. LaTulippe motioned that we pay the third installment and Mr. Minnich seconded. All were in favor and the motion carried.
 - This is the third DN Tanks payment and the fourth PENNVest payment overall.

Solicitor's Report: (Cory Dillinger)

- **Rules & Regulations**

- Mr. Dillinger noted in his report that he had supplied some draft language to update the Rules and Regulations that he'd like the Board's input on.
 - They noted that the issue with the hydrants has still not been addressed.
- Ms. Mason provided some comments in a Word document to Mr. Dillinger's suggested updates, and she said they (along with Mr. Krantz) will begin the necessary work to have the changes adopted by Resolution before the end of the year.

- **\$150 Turn-On Fee**

- Mr. Klinedinst noticed that while a motion was made and voted on to implement the \$150 turn-on fee for delinquent accounts, an official Resolution was never passed. He requested that Mr. Krantz get Mr. Dillinger started on this as well.

Engineer's Report: (Rebecca Mason).

- **Pump Station B Elimination**

- Ms. Mason reported to the Board that while moving forward with this project, Entech came across several unidentified manholes that belong to either Red Lion, Windsor, or storm water systems.
- Mr. Krantz has already reached out to USG to first have the lines televised before providing the information in question – to be sure we're giving them the correct lines and that everything goes smoothly.
- He also noted an overflow line (from long ago) that needs to be eliminated.
- Entech will then pick the best manhole with the most slope for the project (through surveys). Then they can continue with the design and permitting phases.

- **Edgewood Tank Project**

- There was a recent progress meeting with DN Tanks revealing that the project is going well and is completely on schedule.
 - Pipe encasements were poured, site prep is continuing, and the slab will be poured later this week.

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for June 2024.
- Mr. Krantz is going to apply for a safety grant through our health insurance provider.
 - \$1,500 to be used for safety training, equipment, etc.
- We received an activated phone from Verizon for the new Maintenance Supervisor (Mr. Joe Brizzi). This was a free phone through an upgrade that replaced Mr. Keith Smith's old line.
- Mr. Brad Miller returned to work after a medical leave.
- Merlin was on-site to install our new Broadvoice phone system. They were able to connect phones everywhere we needed, and everyone is very pleased
 - Paired with our new GloFiber internet, this has been a much-needed improvement in the office.
 - The GloFiber installation has also greatly increased the quality and usefulness of our Zoom calls; everyone is happy with the upgrade.

- Our Kamstrup handheld antenna (that sits in a vehicle to read meters) went bad and we needed a replacement. We had a spare ready to use, but if that one was to go down, we would have no way to read meters.
 - Mr. Krantz reached out to a contact that previously worked for Core & Main and moved to work for Kamstrup to get the replacement. He bought a “Kamstrup Reading Suitcase” that comes with two handheld antennas and two vehicle roof antennas for ~\$2,500.
 - These read our new type of meter and will be used for the foreseeable future.
- Our next Source Water Protection meeting is schedule for August 21st, at 6:30pm.
 - The agenda and minutes from the previous meeting have been sent out.
- EPA hosted a webinar that Mr. Krantz attended discussing the lead service line replacement project and the availability of Drinking Water State Revolving Funds to complete it.
 - The way it is understood currently, is that if we locate a clump of lead lines that need replaced, we will be able to apply for state funds to replace them all at once. This is expected to be an ongoing project for many years (per EPA) until it is entirely completed.
 - We currently have no funds budgeted for this expense and the program to apply for funds is not set up yet.
 - It is also unclear who will be responsible for paying to replace the customer owned lines. We are to recommend the customers’ get their lead lines replaced, but that is about the extent of what we know. There is talk of state funds being available for this as well, but there are just too many unknowns to be sure currently.
 - Mr. Krantz has also been speaking with Ms. O’Conner and Ms. Silva from Entech to try to figure out more information on this topic,
- Heim Electric came out to the Country Club Hills Pumping Station to install a low water alarm. This will prevent the wet well from overflowing in the case of a bubbler failure like we experienced recently.
 - We now have a low- and high-water alarm at this PS.
- At the joint meeting with Dallastown-Yoe Water Authority, it was mentioned that RLMA should participate in the Dallastown Carnival this year.
 - Mr. Krantz reached out for a free application and some of the Board members will attend with free water, brochures, and stickers for the kids.
 - We are also researching participation in the street fair with the same items.
- The level transducer in the Clearwell at the WTP was struck by lightning (which is common). Mr. Krantz ordered a new one for ~\$800-900 and to get it up and running again.
- Mr. Krantz attended a Virtual Security Resources Brief for the PA Water and Wastewater Sector. EPA then recommended we apply for a free cyber security evaluation through them (to be completed with Doceo, our IT provider).
 - Mr. Krantz received the confidential results and Doceo explained everything.
- We had a pump seal leak at Station B and Motor Tech was contacted to install a new seal. Although this pump is scheduled to be eliminated, we cannot function without it for the duration of the project up until that point and it needed repaired immediately.
- Mr. LaTulippe and Mr. Krantz went to the tax office and were shown how to access historical information on parcels to determine when residences and businesses were constructed. This will aid us in the Lead Service Line Identification project.
 - Mr. Krantz is going to inform Mr. Paul Slonaker of this information as he is heading up entering this information.
- A copy of the shutoff list was provided, and it was down to only 17 customers.
 - Mr. LaTulippe questioned if there is something we can do about habitual/repeat offenders. Mr. Krantz replied that we are always going to have some and if they are willing to continue paying the \$150 fee a heftier penalty would not be successful either.

Other Business:

- **Calls to Mr. Krantz**
 - Mr. Klinedinst made a note to the Engineer, Solicitor and Mr. Krantz that all professional services requested must be sent through Mr. Krantz before anyone else. He reiterated the need for an escrow account for these things, so developers cannot contact our professionals on our dime.
- **Schindler Elevator**
 - We have been trying for months to get a service/maintenance contract sent over from Schindler detailing what work they provide for us and when to no avail. Mr. LaTulippe is going to visit their office to figure out why.
- **Bonding**
 - Mr. LaTulippe made a motion to pay \$1,250 to have Mr. Krantz bonded for up to \$250,000 and Mr. Minnich seconded. All were in favor and the motion carried.
- **Investments**
 - Mr. Krantz is researching the best places to have the Authority's money invested and is working with M&T Bank and PLGIT to take care of this.

Statement and Bill Approval:

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

Executive Session:

- There was no need for an Executive Session.

Adjournment:

- Mr. LaTulippe motioned to adjourn the meeting. Mr. Klinedinst adjourned the meeting at 8:31 p.m.

Respectfully submitted by Kyrsten Scutta

Red Lion Municipal Authority
Meeting Minutes
Wednesday August 28th, 2024

Members Present

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

Others Present

John Krantz-Superintendent
Rebecca Mason – Entech (zoom)
Andy Miller - Solicitor

Visitors Present:

Rexroth Properties

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00 p.m. The pledge was recited and roll was taken. Mr. Reichard was not present.
- Mr. Minnich made a motion to approve tonight's agenda. Mr. Klinedinst noted that Rexroth Properties needed to be added to the visitors listed on the agenda.
 - ❖ Mr. Henshaw motioned to amend the agenda to include visitors from Rexroth Properties to discuss their waterline. Mr. Minnich seconded, and all were in favor.
- Mr. LaTulippe made a motion to approve the minutes from the RLMA Meeting on July 24th, 2024, and Mr. Minnich seconded. All were in favor and the motion carried.

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

1.58 inches of rain in July.

- The treatment plant ran well throughout the month. They are currently pumping from the Susquehanna River to exercise the equipment and because Beaver Creek has been slightly low. There has been no noted taste difference in the water.

Connections Report: there was one new connection at 404 Woodsdale Drive

Visitor Comments:

Rexroth Properties:

- Discussion began on the plan they submitted for the property between Redco Avenue and Boxwood Road. There is an existing 12" ductile iron main there that they wish to relocate (moving it 4' to the rear-facing "Road C"). This would be accompanied by a fire hydrant and two water connections - a fire line and a 1.5" service line.
- There is also a revised plan to construct one 38,000 sq.ft. building after discussion with Red Lion Borough (changed from two 15,000 sq.ft. buildings).
- "Revised 1 Plans" have been submitted to the Board and Entech for review along with an escrow check. Ms. Mason will send the results to RLMA and Rexroth Properties after the EWO is approved.
 - Ms. Mason is going to try to escalate this review for Rexroth since things have been changing quickly with new Board changes.

Water & Sewer- New Business:

- DN Tanks Payment # 4
 - Mr. LaTulippe motioned that we pay the fourth installment of \$790,920.45 and Mr. Henshaw seconded. All were in favor and the motion carried.

- Mr. Krantz noted that the work being done looks amazing and they could complete the project as early as Thanksgiving if all goes well.
- **ALDI Water Main**
 - Mr. Miller stated that Mr. Dillinger is still waiting for the maintenance security estimate. Mr. Klinedinst noted that they are taking a very long time for this, but Mr. Miller assured him RLMA is not responsible for anything until they complete this.
- **Mr. Hoffnagle's Request**
 - Entech and MPL have been in discussion to fulfill Mr. Hoffnagle's request to keep the temporary laydown easement as is after construction is complete. Mr. Miller stated that he may have to do some more long-term storm water maintenance to allow this but does not foresee it being an issue and Ms. Mason agreed.
 - Mr. Dillinger's plan is to amend the temporary laydown easement agreement to reflect these changes.
 - MPL has also informed Mr. Hoffnagle that his attorney may need to discuss zoning concerns with Windsor Township before any agreements are amended/finalized.
- **Equine Meadows/Paddock**
 - Mr. Klinedinst updated Mr. Miller (our MPL solicitor that was attending the meetings when this development was being built) that RLMA has ceased maintenance on these lines as they were never dedicated to the Authority.
 - Mr. Miller replied that most of this project was already completed when he started with RLMA, but he and Mr. Dillinger did find a recorded agreement from 2006 (with the Paddock) that allowed the lines to be dedicated to the Authority at the HOA's discretion.
 - Mr. Miller went on to suggest that having the lines dedicated to us might be in our best interest as they are connected to the rest of our distribution system, and any private maintenance will affect that.
 - Mr. LaTulippe remarked that they have yet to express desire to communicate about this issue (or dedicate the lines to us), as we have been performing this maintenance for free.
 - Mr. Krantz asked Mr. Miller if he recalls whether or not these lines were up to RLMA specs at the time, and Mr. Miller does believe they would have needed to be, even if it was not intended to be a public system at the time (York Twp should have this documentation).
 - It is still recommended that everything is inspected and documented as up to specs now before dedication would be accepted.
 - The Board questioned Mr. Miller about their discussion last meeting to turn Equine Meadows into a bulk water customer (with a master meter), leaving them responsible for billing all of their residents individually.
 - His reply was that while it is possible, it is probably not the best solution for the Board. Mr. Miller believes we can make more money by billing the residents individually, that Equine Meadows does not have the means to bill its own customers, and that when all is said and done it will not be worth the effort.
 - His suggestion is to bill them for any maintenance going forward until (and if) inspection and dedication actually occur.

- Mr. Miller does not recall creating a maintenance agreement with York Township for the sewer lines (that Mr. Krantz noted was referenced last meeting, but the actual documentation is missing). Mr. Krantz is going to reach out to York Township.
 - This issue did arise to begin with because we want to tie Village Walk into these lines via gravity somehow (York Twp or the HOA).
- ✓ Mr. Henshaw noted that a letter needs to be sent to the HOA notifying them of everything discussed tonight. Mr. Krantz will draft a letter to be reviewed by Mr. Dillinger before sending it to Equine Meadows.

Solicitor's Report: (Andy Miller)

- Mr. Miller reported that everything on Mr. Dillinger's report has been covered thus far.

Engineer's Report: (Rebecca Mason).

- **Pump Station B Elimination**
 - Ms. Mason stated that manholes B30 (RLMA) and 2264 (Windsor) were surveyed a final time to ensure that we can tie into Windsor's system via gravity.
 - We have 4ft of drop which is perfect to complete this project!
 - While televising the prospective overflow line, it was noted that there are some holes (potentially from a backhoe) that need to be addressed.
 - These spot repairs can be completed (without cutting into the road) as soon as the Board approves them. Mr. Krantz will get pricing from USG.
 - After completion of the special study for sewer needs, this project is moving along and wrapping up nicely to be out for bidding by the end of the year.

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for July 2024.
- Mr. Klinedinst, Mr. LaTulippe and Mr. Krantz attended the Edgewood Tank Progress Meeting on 7/22/24. Approximately 3/4 of the panels are up and everything is on schedule.
- There was a complaint about concrete on the road for the Edgewood Project (from Windsor) DN Tanks was contacted and a street sweeper is now on-site to address any issues.
 - Other resident complaints have also been addressed (signs have been placed and road space has been prioritized).
- The State Police asked for some surveillance video footage regarding a road rage incident and Mr. Krantz was able to provide them with a license plate number to address the issue.
- The York County Tax Exemption Assessment review was filed to notify them we are exempt under the Municipal Authorities Act (for approximately 12 properties) and Mr. Krantz has not heard back since.
- A submission was sent to the Susquehanna Municipal Trust Safety Grant (\$1,500/year with our match) for a DC powered automatic valve turner with two batteries.
 - This aids our employees during flushing and routine valve exercising (to prevent soft tissue damage).
- PLIGIT funds were transferred into a term account at 5.31% interest (that will be tied up until 11/1/24) and we are seeing good profit so far this year.

- We received a WellSpan grant of \$3,500 for a new fluoride pump and a new scale.
- Susquehanna Municipal Trust was on-site for our safety survey. It is time to update our safety policy again at the end of this year (required every 3 years). Mr. Krantz will get this together so it can be passed by Resolution.
- There was a leak on Larkin Drive that our employees had a very hard time finding. Pinpoint Leak Detection was contacted to assist, and it was determined to be a side-split on a pipe. Because of this, we special ordered a large 30'' clamp to prevent it from splitting further down.
- Mr. Klinedinst and Mr. Krantz met with Mr. Brett Patterson (Red Lion Borough) regarding dirty water at Vulcan Road. This has been an ongoing problem because the blow-off is before the Borough Garage, so even when it is cleaned out, they still get dirty water.
 - We are going to put an automatic blow-off in at the very end of the line past the garage so that once a week (or more) it will open and blow out all of the debris that has settled in the line. This will keep the water moving and once we find a good balance of how often it should be blown out the problem will be solved.
- Mr. Krantz is still waiting to hear back from Windsor Acres regarding a bill (for \$172,000) that was sent when they had a leak (20 million gallons over 36 days). They claim to have found and fixed this leak, but we are still showing that one exists on our end as the usage is still high.
 - RLMA went out to look at the meter and it appears to be functioning properly.
- Vine Street Pumping Station overflowed because the bubbler pump failed (just like at Country Club Hills). We are going to fix it the same way by installing a low-level monitor that will trigger an alarm, so this does not happen again.
 - DEP was notified and they are okay with this approach.
- There was also a problem at Country Club Road while PennDOT was installing a storm pipe under the road (a rock was dropped on our force main- damaging it). DEP sent someone out to assess the situation, and everything was clearly marked by us and PennDOT admitted dropping the rock.
 - This was costly for RLMA to fix, and we were not at fault for the incident, so Mr. Krantz contacted Rep. Wendy Fink about the issue of having PennDOT pay for these damages. We are waiting for her response.
 - DEP's report also reflects that PennDOT dropped the rock on our force main.
- For this same project, two risers were dropped off for the manholes to complete the paving for this project. PennDOT reported the next morning that there was only one riser there.
 - Mr. Krantz contacted York Regional Police regarding the incident.
- We are still waiting to hear from Hamilton Musser with our final audit information to work on the budget. They say it is still in the review process.
- The Dallastown Carnival was a success. We had a booth with cold water and Source Water Protection brochures. Our model and rain barrels were also on display.
 - Mr. Krantz wants to continue doing this yearly and have more people from RLMA involved.
 - Our Source Water Protection meeting also went well.
- On-site septic system exemption forms were submitted to Windsor Twp (and these need to be notarized). Ms. Heather Grove recently decided to forgo her notary certification and Ms. Brechet Frank got certified in her place for the office.

- Mr. Krantz and Mr. Klinedinst are going to meet with Ms. Michelle Poole (with Red Lion Borough) to revisit division of responsibilities and clarify any questions on either end.

Other Business:

- **Question to Mr. Miller**
 - Mr. Klinedinst questioned what to do about a property that currently has no water hookup (Grove Tire previously had a business there). Mr. Krantz stated that there is currently no meter there or anything, so Mr. Miller replied that the whole connection will need to be redone (with a new water and sewer permit coming before a building permit) along with a new tapping fee.
 - Mr. Krantz also mentioned that they are still working on adding an escrow account requirement for these types of situations. Mr. Miller stated that he and Mr. Dillinger have discussed this option and that it should be added to our Rules & Regulations.
 - This can either be a flat fee or a percentage of construction costs depending.
 - It will then be adopted by Resolution with the updated Rules & Regs.

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.

Executive Session:

- The Board went into executive session at 8:13pm to discuss personnel matters.

Adjournment:

- The Board returned from Executive Session at 8:33pm. Mr. Klinedinst adjourned the meeting at 8:35pm.

Respectfully submitted by Kyrsten Scutta

Members Present

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

Others Present

John Krantz-Superintendent
Rebecca Mason – Entech (zoom)
Cory Dillinger- Solicitor

Visitors Present:

Mr. Glenn Rexroth was on the agenda but did not attend

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00 p.m. The pledge was recited and roll was taken. Mr. Klinedinst was not present due to an upcoming medical procedure.
- Mr. Minnich made a motion to approve tonight's agenda and Mr. 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 28th, 2024, and Mr. Henshaw seconded. All were in favor and the motion carried.

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

- We are currently pumping from Greenbranch and the Susquehanna (with about 50% coming from the Susquehanna).
- 4.9 inches of rain were recorded in August 2024.

Connections Report: no new connections.

Water & Sewer- New Business:

- **DN Tanks Payment # 5 (\$884,170.35)**
 - Ms. Mason summarized that the work this payment includes:
 - The wall and dome panel casting, tank piping, the remainder of the erecting of the shores and forms, and the entirety of erecting the wall and dome panels, and also some of the wall and dome slat installation.
 - The majority of the tank construction consists of this payment application.
 - Mr. Krantz noted that the tank looks great and also has the shockcrete on the outside now.
 - Mr. Henshaw motioned to accept DN Tanks Payment #5 and Mr. Minnich seconded. All were in favor and the motion carried.
- **ALDI Water Main**
 - Mr. Dillinger reiterated that we have been waiting for Aldi to dedicate their water line and to provide an amount for the maintenance surety that covers 18 months. They finally provided us with that number (it was reviewed by MPL and Entech) and everything is in order.
 - Mr. Dillinger is going to secure signatures tonight for the agreement and hold them until the official maintenance surety paperwork is in his hands, and then complete the dedication process. (Mr. Klinedinst's signature will also be required and it will be notarized).
 - Mr. Minnich motioned to accept the Acceptance Agreement and Deed of Dedication from Aldi and Mr. Reichard seconded. The motion carried.
- **York County Preferred Physician's Panel**
 - Mr. Krantz provided the list of physicians preferred for worker's comp claims that was given to him by Benecon. We previously used a customized list of physicians, but this approach is easier and more streamlined. After the Board approves this move, the list will be provided to the employees.
 - Mr. Henshaw motioned to accept this preferred panel and Mr. Reichard seconded. All were in favor.

- **Equine Meadows/Paddock**

- Mr. LaTulippe expressed his opinion that this matter needs to be put to rest.
- Mr. Krantz noted that he did speak with York Township (no existing agreement was found) and has communicated to Mr. Klinedinst that if we send a letter to the developments telling them they are on their own, York Water might come in and take all of these customers from RLMA.
 - Mr. Klinedinst agreed earlier in the week that this is a possibility, but communicated to Mr. Krantz that he wants the matter resolved one way or the other.
- After some discussion, the Board determined the best course of action is to send a letter to make sure the owner(s) understand all future maintenance is their responsibility (as they are privately owned developments).

- **York Water Request for CMV billing data**

- The request is for us to give over our billing data so that York Water can switch from a flat sewer fee to billing their customers per gallon of usage.
- The Board discussed how even if York Water is willing to pay for this information, opening the door to this type of request is a slippery slope not to be taken lightly.
- Mr. Dillinger stated that we are not under any obligation to provide this information.

- **Verizon Lease Agreement (requested modifications) - Fairmont**

- They have requested to modify the payment terms of the agreement. The rapidly expanding technology of voice and data requires updates on their end prompting this discussion.
 - Option 1: We tell them we are not willing to modify the agreement. This keeps the terms at the highest rate of \$2,200/month, but they can choose to terminate at anytime.
 - Option 2: We accept their new terms of \$1,300/month (with the possibility of negotiating slightly higher), but they can still terminate at anytime.
 - Option 3: We accept a guaranteed lump sum of \$300,000 that grants them a 99 year easement granting access to the pole.
- Mr. Dillinger does not believe a decision needs to be made tonight and would like to get a better feel for how serious Verizon is with their inquiry and to gather more information.
- Mr. Minnich noted that we have one of the highest points around so it is prime real estate.

Mr. Krantz stated that there are other offers that come in for more long term leases like Verizon is suggesting that he will share with the Board if they decide this is a route they are interested in.

- **Glenn Rexroth Water Main Relocation Project**

- Ms. Mason spoke with Mr. Rexroth about the project this morning. Entech has some minor comments regarding thrust blocking, disinfection processes, restraint choices, etc. If he makes the necessary changes to his drawings Ms. Mason believes he is good to go.
- Entech did state that a new water main easement agreement will be necessary on RLMA's side. Mr. Dillinger said that he can put one together fairly quickly.

- **2023 Financial Statements (individual auditor's report)**

- Mr. LaTulippe requested the Board thoroughly discuss this report as it contained a lot of extensive information.
- The Board discussed the language presented in the report and Mr. Dillinger noted that while slightly confusing, it appears to be an overall positive assessment.
- Mr. LaTulippe called out a section of the report where it is stated that we only amortize vehicles for eight years while most of our vehicles are quite a bit older than that. Mr. Krantz confirmed we are receiving nothing from our vehicles due to depreciation.

- There were a few other questions raised and answered and further discussion will continue in Executive Session.

Solicitor's Report: (Cory Dillinger)

- **Dish Wireless**

- Mr. Dillinger spoke with Mr. Krantz earlier today regarding Dish Wireless having an option for their lease agreement that they exercised finally (after signing about 1.5 years ago). Mr. Krantz executed this option but we have yet to receive a signature back from Dish Wireless. This will be for \$2,500/month with a 2% increase each year. Mr. Krantz will make sure to receive appropriate documentation, insurance information, and payment confirmations.

- **Mr. Hoffnagle**

- The modification to the original agreement (as requested by Mr. Hoffnagle) simply takes the language from “returning his property to an as is state” to “returning his property to as is or as agreed upon by all parties.” This one page amendment will allow Mr. Hoffnagle to keep the gravel he desires that has been utilized during the project and actually creates less work for the team overall.
- Mr. Minnich motioned to accept the first amendment to the temporary laydown easement agreement and Mr. Henshaw seconded. The motion carried.

Engineer's Report: (Rebecca Mason).

- **Pump Station B Elimination**

- Entech had a survey completed to confirm all elevations and everything else will work well - the plan is moving forward.
- The Act 537 request is fully drafted and is the final review process by the engineers at Entech.
- An intermunicipal agreement with Windsor will be required since this project will involve EDUs passing through their system to get to Springettsbury.
 - Mr. Dillinger noted that there are many of these agreements floating around and he will begin combing through them to familiarize himself with what exists and whether a new one will need to be drafted or not.
- An update will also need to be made to the intermunicipal agreement with York Township because the number of EDUs passing through their system is decreasing by eliminating Pump Station B.
- In summation: The EDUs that previously passed through York Township will now pass through Windsor.
- All of this is to keep the information on our radar. Ms. Mason predicts we will be looking to the end of next year before bidding or construction would begin.
- Letters of intent for both municipalities will also be drafted shortly to confirm everyone is on the same page for this project.

- **Edgewood Tank**

- The project is moving forward as scheduled and will definitely be completed by the end of the year.

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for August 2024.
- The turbidimeters at the water treatment plant had their annual calibration.
- Red Lion Area School District was notified that their equipment needed to be removed from the Fairmont Tank and they complied.

- Mr. Krantz met with DEP at the Country Club Road Pumping Station to go over the damage that was done by PennDot. State Rep. Ms. Wendy Fink was also contacted regarding reimbursement for this damage.
 - She informed Mr. Krantz that an insurance claim would need to be filed as well as a report to PA One Call - both of which he has completed.
 - We were told to just be patient as these claims take time to process, but everything is in order and we are just waiting to get our money back from this incident.
 - The annual system for award management was filed to ensure our ability to receive federal money.
 - The risk control management survey from Susquehanna Municipal Trust was completed and several issues arose. The changing to a Preferred Physician's Panel addressed one of these concerns, but there are more to be discussed. Mr. Krantz is working with the employees to correct all of these matters (including continuing the safety committee meetings).
 - The Authority is interested in purchasing a new truck (~\$45,000) for the maintenance crew. Mr. Krantz scheduled a meeting with Ciocca Ford that Mr. LaTulippe was going to attend and they canceled last minute stating they would just send over information (and never did).
 - Mr. Minnich has a contact at another Ford dealership that he will put Mr. Krantz in touch with since this lead has proved fruitless.
 - The idea of purchasing a vehicle through CoStars was brought up and Mr. Krantz stated that while he has had tremendous success with this in the past, all current searches have not turned up desired results.
 - Mr. Krantz is going to reach out to both CoStars and PennBid via phone.
 - We rented a mini excavator from Messick's (at the cost of fuel) to complete some service line maintenance and it proved to be a very efficient and successful method. RLMA is looking to purchase their own in the near future.
- *Mr. Krantz is going to present pricing for both of these purchases to see if we wish to exceed our yearly budget to purchase the equipment as soon as possible.**
- The RLMA Annual Budget Meeting is next month, October 23rd, 2024, at 6:00pm.
 - Mr. Dillinger confirmed that discussion can continue after the regularly scheduled RLMA meeting at 7:00pm as long as the desire to do so is announced at the end the first part of the budget meeting.
 - WTS Properties is the location where we reported a 20 million gallon leak (\$175,000 water bill) some time ago. Mr. Krantz met with them on site and determined they have very good meter reading software, so something must be wrong on our end. Ms. Heather Grove (one of our billing clerks) is going to look into this matter to remedy the situation so they can be charged appropriately. (This meter is read manually on our end).
 - They did use 3-4 times their usual consumption, but nothing close to this bill.
 - We enrolled in M&T Bank's ACH fraud protection program which requires approval at the bank level for all of these transactions. The auditors previously recommended this course of action as well as our EPA cyber security analysis results.
 - Mr. Krantz attended a coordinated response and excavator exercise with Mr. John Brownlee. It is aimed at EMA services, but the information is also useful on our end.
 - Dallastown's meter pit by the Hardee's has been eliminated and readings are coming in great with the new method.
 - Due to the number of employees increasing above 20, as well as the situation of the number of part-time employees, it was recommended that we now offer COBRA. Mr. Krantz filled out the necessary paperwork.

- Martin Energy has received shipping information for our Cummins Generator and it will be in their possession shortly. As soon as we are able to go without running Greenbranch for long enough, Mr. Krantz would like this new generator to be installed. Mr. Brad Sprenkle just recently had trouble starting the current generator (it is very old) and this is a much needed improvement.

Statement and Bill Approval:

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

Executive Session:

- The Board went into executive session at 8:03pm to discuss various matters.

Adjournment:

- The Board returned from Executive Session at ???pm. Mr. LaTulippe adjourned the meeting at ???pm.

Respectfully submitted by Kyrsten Scutta

**Red Lion Municipal Authority
Meeting Minutes
Wednesday October 23rd, 2024**

Members Present

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

Others Present

John Krantz-Superintendent
Rebecca Mason – Entech (zoom)
Cory Dillinger- Solicitor

Visitors Present:

Rexroth Properties

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00 p.m. following the annual budget meeting where the pledge was already recited and roll was taken. All board members were and are present.
- Mr. Henshaw made a motion to approve tonight’s agenda and Mr. Minnich seconded. All were in favor and the motion carried.
- Mr. Henshaw made a motion to approve the minutes from the RLMA Meeting on September 25th, 2024, and Mr. Minnich seconded. All were in favor and the motion carried.

Visitor Comments: (Mr. Rexroth)

- Mr. Rexroth was in attendance to get an update on his request to relocate a water pipe for one of his projects. Ms. Mason stated that Entech has reviewed the plans and all previous concerns have been addressed by Mr. Rexroth and it is their recommendation that RLMA grant approval for this project.
- For this to happen, a construction escrow is recommended to be created for 110% of the project cost up front (approximately \$188,217.18 based on the cost estimate provided). This is in case the project would happen to get started and then abandoned, thus leaving RLMA the funds necessary to complete the project. It is, however, an escrow account so the money will be returned upon project completion.
 - Mr. Rexroth contested the need for an escrow account to be created, stating that their plan is to build a new pipe alongside RLMA’s existing pipe. His argument is that even if this project were to be abandoned, it would not affect the existing pipe at all, leaving it still functional. He also mentioned the extensive work he has completed in Red Lion - to emphasize his company’s continued reliability. Mr. Krantz noted that we do already have \$5,000 in retainer.

- Mr. Dillinger stated that these were fair points, and noted that under the Municipal Authorities Act we are able to request a maximum of 110% of the project cost, but it is truly up to the Board how much they wish to require. He does recommend that we always retain at least some amount in escrow.
- Ms. Mason noted that their recommended amount of the 110% was based on the Municipal Authorities Act, and that they would be open to waiving the full fee for this project.
 - Mr. Henshaw made a motion to waive the bonding/escrow requirement for this project of Mr. Rexroth's and Mr. Minnich seconded. All were in favor and the motion carried.
 - Mr. Dillinger mentioned to Mr. Rexroth that he will need to add a few more details to the drawings for the current plan to be finalized on RLMA's side, but since the project is on Rexroth property he can begin construction at any time and get those details to RLMA at a later date.
 - This will take an old easement out of effect, and a new one will be created.
- Mr. Minnich made a motion to approve the Rexroth pipe project as approved by Entech Engineering and Mr. Reichard seconded. All were in favor and the motion carried.

Further Discussion:

- Mr. Klinedinst commented on a Red Lion owned road that it is up for discussion to be handed over to Mr. Rexroth. Mr. Rexroth is agreeable to this idea.

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

- Pumping from the Susquehanna River continued through most of September, but has been cut off since approximately the 25th.
- Employees are in the process of pulling the rake at Beaver Creek which has been found to be severely damaged. Replacement cost is included in the budget for next year.

Connections Report:

- No connections were noted on the agenda, however Mr. Krantz had a correction to add:
 - One residential water connection was made 945 Lombard Road.
- There is a Windsor Township job on the horizon that is being monitored.

The Board agreed that for all future jobs the standard escrow amount will be at least \$5,000 to start for project review and consideration

Water & Sewer- New Business:

- **DN Tanks Payment # 6 (\$359,762.85)**
 - Mr. LaTulippe motioned to accept DN Tanks Payment #6 and Mr. Henshaw seconded. All were in favor and the motion carried.
 - There was some discussion about when to put this new tank into full operation (immediately versus after the new year). It was determined to be statistically insignificant financially and operationally.
- **ALDI Water Main**
 - Mr. Dillinger communicated to ALDI that we are holding our signatures until we receive their maintenance bond (multiple times). Upon receipt we will release our signatures.
- **Fireworks Donation?**
 - This item was listed on the agenda as a 4th of July event, but the request is for Red Lion's New Year's Eve Event.
 - This item also includes a request to set off said fireworks from the roof of the RLMA building - which Board members discussed was a huge liability to undertake.
 - Mr. LaTulippe made a motion to deny the request to donate toward this celebration and Mr. Henshaw seconded. All were in favor and the motion carried.
- **Verizon Lease Agreement (Fairmont Monopole)**
 - Mr. Dillinger recounted that last meeting Verizon had sent a letter requesting to renegotiate their cell tower lease. He and Mr. Krantz had a phone meeting with their representative to get a better idea of their intentions.

- This is a broad spectrum plan on their part (RLMA is not being singled out), but we do have the same options to consider. (Allowing termination, Entertaining a lump sump with indefinite easement rights, lowering their monthly payment).
- Mr. Dillinger and Mr. Krantz feel that the wisest choice is to allow the lease payment to lower (from \$2,000/month to ~\$1,400-\$1,600/month), so we don't lose the income altogether while simultaneously not allowing perpetual rights to our tower.
- Mr. Dillinger will renegotiate these final terms and prices to bring back to the Board.

Solicitor's Report: (Cory Dillinger)

- **Mr. Hoffnagle**
 - Mr. Dillinger relayed the signed, amended laydown easement to Mr. Hoffnagle and we're just waiting for his return signature.
- **Equine Meadows**
 - Mr. Krantz sent a letter to Equine Meadows detailing the discussion of the Board at the previous meeting.
 - Mr. Dillinger had a phone call with Mr. David Manifold (of Equine Meadows) where the pros and cons of dedication were discussed. Mr. Dillinger stated that it was an amicable conversation, but ultimately he recommended that Mr. Manifold consult his own attorney for the best information.
 - Mr. Krantz also sent a similar letter to York Water.
- **Hedgeford LLC Development?**
 - Mr. Dillinger received communication about a letter of credit (that pre-dates his involvement with RLMA) about reserved EDUs. It was approximately 17 years ago, and he recommends that we return it as requested.
 - Money is required for the Authority to reserve EDUs for any project, but it does not appear that any funds were ever collected to reserve these EDUs past year one.
 - Mr. Henshaw made a motion to release the Hedgeford LLC letter of credit and Mr. Minnich seconded. All were in favor and the motion carried.
- **Budget 2025**
 - Mr. Krantz will be in touch with Mr. Dillinger after the budget is passed to finalize the rates and resolutions necessary.

Engineer's Report: (Rebecca Mason).

- **Pump Station B Elimination**
 - The Act 537 special study analysis of sewage flows is in its final review stages at Entech.
 - Several maps are being finalized (planning area, flow route, existing conditions map) to be added to the Act 537 report and sent to DEP as well.
 - Ms. Mason brought up the potential need for an intermunicipal agreement with Windsor Township, as well as a need to alter the current agreement with York Township, due to the change in EDU flow from this project.
 - Mr. Dillinger noted that there are multiple different agreements with the various parties surrounding Red Lion (some being very old). He is going to look at where this location is specifically on a map to determine if any current agreement covers this area.
- **Edgewood Tank**
 - The tank is completely constructed and final coatings are being applied. DN Tanks will be heading out mid-November and Kinsley will be coming onsite to complete the earth-work and piping.

- Ms. Mason provided an updated schedule with more fine tuned dates that estimates final completion December 19th, 2024.

Superintendent's Report: (John Krantz)

- Mr. Krantz filed all necessary reports for September 2024.
- Mark Dixon with Merlin Communication (our phone provider) was contacted to discuss installing a camera at Greenbranch, because Sage (our security provider) has been slow to provide the information we are requesting.
 - Mr. Krantz is interested in a solar, cellular data, camera to monitor vandalism and other issues in the area. Both companies are CoStars approved, so we are waiting for quotes.
- Upon further investigation, it turned out that the alleged 20 million gallon leak at WTS Trailer Park was actually the result of the meter turning over and RLMA's utility software incorrectly calculating the usage. The leak was only around a million gallons and they are happy that the problem is resolved.
- Liability insurance has been incorporated into the budget after Mr. Krantz met with H.A.Thompson to discuss our needs.
- Town & Country Fuel delivered 3,000 gallons of fuel to the Greenbranch generator. We still have the underground storage tank for now, because we cannot predict how much we may need to run this generator.
 - All the other generator stations were topped off (around 50 gallons each) to prepare us as we head into the winter months.
- **1,213** 3/4" Kamstrup meters were purchased and these are the last 3/4" meters we need to complete our meter replacement project. These were purchased in bulk from Core & Main as they were going out of business (and we received a discount of \$300/meter down from \$340).
- Twelve 1" meters were also purchased, and we now have all of the 1" meters needed to complete the meter replacement project.
 - In the future our meters will be purchased through EJ Prescott.
- Belts at the Country Club Hills Pump Station were getting torn up resulting in the need to replace some sheaves to prevent this from happening in the future. We are looking into replacing them at another pump soon too.
- At an Edgewood Tank Progress Meeting Mr. Krantz received a request to allow work to be completed at night. It was determined to be of no issue as the work will be inside of the tank, minimizing noise and lights that may disturb surrounding residents. Some Saturday work was also granted provided that RLMA does not receive complaints.
- Murray Insurance was in the office to provide an hour long safety training, which allows Mr. Krantz to now submit safety documentation to Susquehanna Municipal Trust and the Department of Labor and Industry to have a certified safety committee. This will be completed by the next meeting.
- Mr. Krantz took some representatives from Dallastown Borough to see the Edgewood Tank and they think the project looks great.
- Mr. Isaiah Rosario resigned his position with RLMA due to an upcoming move to North Carolina.
- Mr. Krantz reached out to MetEd about getting power restored at the Edgewood Tank. The electrician for the project was also given a contact at MetEd to work to have this accomplished. It has been difficult to get ahold of someone though, so Mr. Krantz plans to reach out to Mr. Kevin Eck soon.
- M&T Bank required a review of CUSI's software (our new utility billing company) before it can fully go into effect. A meeting will also be set up with Raybern to finalize all the details. It's a slow progression, but once the transition happens everything should run smoothly.

- Management representation letters were sent to Hamilton-Musser and the Board received their official bound copies of the audit.
- Ms. Mason provided Mr. Krantz with a “pit meter” standard drawing that can be sent to contractors and anyone else who might need it.
- Mr. Krantz reached out for multiple electricity provider quotes and ISG came in with the lowest bid so he signed a 12 month contract with them. He estimates RLMA saved ~\$66,000 since the last time he put out for electricity quotes.
- The solicitation is set up and ready to post in PennBid to receive the 2025 chemical bids. Bids will be adopted at the December 2024 meeting.
- The Lead Service Line inventory was submitted to PA DEP by 10/16/24 as they required. Three letters need to be sent out (Mr. Krantz & Ms. Stacy Silva wrote these together). Mr. Krantz is going to reach out Arista (who mails our bills) to try to have these letters sent out to the customers with the monthly bills. If that is not possible, we will have to pay to have these letters mailed to the customers separately (~\$3500).
 - The results being sent out include: Lead (160), Copper (3500), Galvanized (80), Unknown (~2000-2500).
 - Ms. Silva suspects it would be a Tier I violation if we do not get these letters out in time.
- There was a water main break 10/17/24. The crew excavated and repaired it with a clamp in approximately 3-4 hours. The customer is fine with their lawn being restored in the Spring of 2025 and a replacement clamp for the one used was ordered.

Other Items:

- Mr. Klinedinst inquired about the need to advertise certain things in the local newspaper (like chemical bids, meeting dates, etc.) and whether or not multiple papers are required.
 - We recently advertised in the York Daily Record and the York Dispatch.
 - Mr. Dillinger stated one paper is sufficient and Mr. Krantz agreed to only advertise in one going forward to save money.

Statement and Bill Approval:

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

Executive Session:

- The Board went into executive session at 8:05pm to discuss various matters.

Adjournment:

- The Board returned from Executive Session at 8:22pm. Mr. Klinedinst adjourned the meeting at 8:23pm.
- The Authority moved back into their Budget Meeting discussion at 8:27pm.

Respectfully submitted by Kyrsten Scutta

Red Lion Municipal Authority

Budget Meeting Minutes

Wednesday October 23rd, 2024

Members Present

Dennis Klinedinst - Chairman
 Gary LaTulippe- Vice Chairman
 Kelly Henshaw - Secretary

Others Present

John Krantz-Superintendent

Chris Minnich- Asst. Sec./Treasurer
Dave Reichard - Treasurer

Meeting Agenda/Minutes:

- The meeting was called to order at 6:00 p.m. The pledge was recited and roll call was taken. All board members were present.

The Authority reviewed the proposed budget and addressed the following issues.

- The Budget as presented shows a 3.4% across the board increase which is the CPI increase over the last year.
- Mr. Klinedinst questioned the rates for dental and vision insurance, the costs listed are annual costs.
- Mr. Henshaw questioned the employee PTO and where it is accounted for, this is included in the cost of annual fringe benefits.
- We reimburse employees for boots and uniforms at a rate of \$200, and \$300 respectively, this cost is accounted for under boots and uniforms.
- We discussed that electricity rates have come down \$66,000 for 2025 based on the rate from IGS which we recently locked in at 0.0699 per kWh.
- Discussed the Penalties line item, and that it reflects late fees, and turn-on-fees for delinquent bills.
- Discussed the Edgewood Tank surcharge error, and that C.S. Davidson had overstated the number of services we have by double, and as a result, we only are collecting 50% of the surcharges we had expected.
- Entech Engineers stated that they are expecting a 7% rate increase for 2025. They will send out their rate sheet in mid-December 2024.
- Discussed the cost of the elimination of the sewer pumping station at 408 E. Prospect Street, and that this cost is shown under the sewer budget, under line item, engineering cost and repair and maintenance.
- The cost to operate Greenbranch for 2025 is covered under the Water Budget, line items; repair and maintenance, and materials and supplies.
- All water meters have been paid for in 2024, no further meters should need to be purchased in 2025. This project will be completed before the end of 2025.
- We had a slight decrease to our training budget; we are taking advantage of many free training opportunities and will continue to do so going forward. This will result in a lower budget for training.
- Mr. Klinedinst adjourned the meeting at 6:55 pm.
- The Authority moved back into their Budget Meeting discussion at 8:27pm.

- Discussion of our \$13,000,000 debt to PENNVEST, and Capital One. This debt service is budgeted for under 2012 PENNVEST, 2024 PENNVEST, and under sewer budget line-item Debt Service, Capital One Loan. The annual Debt Service for 2025 is \$1,469,909.00 annually.
- Discussed the addition of the 2024 Budget to include a new F-250 Truck with Service Body, and a Kubota Mini excavator. WE should be able to cover this cost out of the 2024 Budget, supplementing this cost with PLGIT transfer if necessary.
- Mr. Klinedinst wanted the change to the budget increase. Budget increase adjusted to 1.75%, down from 3.4% for both water and sewer.
- Bulk water customers Dallastown-Yoe, and Windsor Borough will have a 5% Budget increase. This is the most allowed under the existing agreement.
- If anyone wants anything changed beyond what we have discussed, they will reach out

- Mr. Klinedinst adjourned the Budget Meeting at 9:00 pm

Respectfully submitted by John M. Krantz

Red Lion Municipal Authority
Meeting Minutes
Wednesday November 20th, 2024

Members Present

Gary LaTulippe- Vice Chairman
Kelly Henshaw - Secretary
Chris Minnich- Asst. Sec./Treasurer

Others Present

John Krantz-Superintendent
Cory Dillinger- Solicitor
Rebecca Mason – Entech (zoom)

Visitors Present:

JT Hand - York Water Company
Chanceford Manor Village residents
Bill Imada - Local Union Representative

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00 p.m. where the pledge was recited and roll call was taken. Mr. Klinedinst and Mr. Reichard were not present.
- Mr. Minnich made a motion to approve tonight's agenda and Mr. Henshaw seconded. All were in favor and the motion carried.
- Mr. Minnich made a motion to approve the minutes from the Budget and Monthly RLMA Meetings on October 23rd, 2024, and Mr. Henshaw seconded. All were in favor and the motion carried.

Visitor Comments: (Mr. Hand with York Water Company and CMV residents)

- Mr. Hand attended (with numerous residents) to discuss York Water Company's project to takeover the Chanceford Manor Village (CMV) Sewage Company. This is an antiquated system (approximately 50 years old) with around 280 residents.
- Due to the distressed state of the system, it is a significant capital investment and York Water has intentions to completely replace it over repairing it.
- RLMA previously provided the meter readings for the CMV residents to be billed by their sewage company based on consumption, and an agreement has not been reached for this method to continue. Due to this, York Water has presented that their only other option is to bill the CMV residents at a flat rate (regardless of household size) resulting in a significant bill increase for most (almost triple in some cases).
- Mr. Hand also noted this is an ongoing project that will probably not affect RLMA until January 2026.

Mr. LaTulippe noted that it was never the intention of the Board to permanently withhold these readings, but rather that they were awaiting a formal and written proposal from York Water detailing their plans.

- Mr. Hand brought a draft agreement for our consideration (a copy for the Chairman and a copy for the Solicitor).
 - Mr. Hand noted the contract states they will be paying RLMA for the readings (where CMV Sewage Company did not) 10 cents per meter read.
 - Mr. Hand also mentioned their going rate is 6 cents per meter read.
 - In addition, shut off provisions (if residents are delinquent on sewer bills) will be included to allow RLMA to shut off water as a result of any delinquency.
 - York Water is also willing to pay shut off costs as well as lost revenue costs.
 - This agreement (as required by law) would also be filed with the PA Public Utility Commission (which is different than the acceptance of both parties).

- They intend to file an application with the PA PUC prior to Dec. 7 that an agreement was requested (as it takes a long time to get through this process)
- Mr. Dillinger said he can get something together (probably not before December) shortly, and Mr. LaTulippe commended Mr. Hand's thorough proposal (of which he expressed appreciation for).
- Two other residents in attendance (Mr. Ted Oregon and Mr. Larry Long) wanted to implore RLMA to thoroughly review and accept York Water's proposal as this would otherwise be a life altering change to many residents (specifically those who have been in the area for many years and are on fixed incomes).

Mr. LaTulippe addressed the residents: stating that it is the goal of the Authority to come to an agreement with York Water, and they're sensitive to what has transpired. He believes this will be resolved quickly and amicably and thanked everyone for visiting and making the trip.

Visitor Comments (Bill Imada - business agent that represents Authority Workers' Union)

Mr. Imada attended the meeting to present some concerns the members of the Union have had with the management at RLMA recently stating:

1. 457 B plan - Union employees are concerned with the amount of time that has lapsed with no resolution in sight. They were informed that deductions have stopped and a forensic audit was to be completed some time ago, but they still do not know where their money is or if they are getting credit for contributions.
 1. Mr. LaTulippe wanted to be clear that this matter is not falling on deaf ears and there is a lot of documentation that RLMA is trying to take care of it. We're equally as frustrated because it feels as if RLMA is being stonewalled. We feel the money is safe, but we must get to the bottom of the issue.
 2. Mr. Dillinger also remarked that the issue has been escalated.
2. Management Shortage - The gentleman that work out back say there is nobody to give direction for tasks or for them to follow. They have proposed a Bargaining Unit Crew Leader Position be added to the contract.
 1. Mr. Krantz is doing some interviewing of a new individual to bring in for a similar type of position that would fill this need.
 2. We need to find the right person for this position (as not just anyone will have the necessary qualifications) so it is taking some time to remedy the situation.

Mr. Imada also introduced his replacement to the Board (in attendance) who will be taking over after his retirement in April 2025.

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

- The plant has been running well. Following a recent DEP inspection, there are a few minor improvements to be made, but none of them are large concerns and Mr. Brad Sprenkle will handle them.

Connections Report: no new connections

Overtime Report: There was an increase in overtime before this meeting because of driving out to turn the Greenbranch generator on and off (this will be resolved when the new generator is installed).

Next meeting will also see an increase in overtime due to a recent Pump Station B failure.

Water & Sewer- New Business:

- **Resolution 2024-7**
 - o This resolution is to apply for the Statewide Local Share Assessment Grant Funding (for ~\$2.2 million).

- Mr. Minnich made a motion to approve this resolution and Mr. LaTulippe seconded. All were in favor and the motion carried.
- **Resolution 2024-3**
 - This resolution is to memorialize and accept the 2025 budget. Mr. Henshaw made a motion to approve Resolution 2024-3 and Mr. Minnich seconded. All were in favor and the motion carried.
- **Resolution 2024-4**
 - This resolution is to adopt the Water Rates for 2025. Mr. Minnich made the motion to approve and Mr. Henshaw seconded. All were in favor and the motion carried.
- **Resolution 2024-5**
 - This resolution is to accept the Sewer Rates for 2025. Mr. Henshaw made the motion to approve and Mr. Minnich seconded. All were in favor and the motion carried.
- **Resolution 2024-6**
 - This resolution is to adopt the miscellaneous fees (which remained the same this year) for 2025. Mr. Minnich made the motion to approve and Mr. Henshaw seconded. All were in favor and the motion carried.

Engineer's Report: (Rebecca Mason).

- **Pump Station B Elimination**
 - The permit package has been reviewed and finalized in order to send into DEP (for the Act 537). All of the maps are finalized as well and included in the package.
 - A cost opinion was completed for the engineering of this project and it is projected that it will cost about (\$35,000) to complete all necessary steps in 2025, with it also costing approximately (\$232,000) to finish the project completely (elimination of the pump station) in 2026.
 - DEP does require a plan submission on how RLMA plans to fund this project. Ms. Mason does not expect an answer this evening, but we do need to start discussion of the funds.
 - There was some discussion on the recent failure at this Pump Station that resulted in a lot of overtime hours recorded and stress to the employees overall. A shortcoming of routine maintenance may have been the culprit, and Mr. Krantz will be looking into the matter while confirming again that this project is very worthwhile.
- **Edgewood Tank**
 - The tank is fully constructed and DN Tanks should be in the process of demobilizing according to Ms. Mason.
 - Mr. Krantz said a meeting is scheduled for the following week to do a final walk-through before they leave. DN Tanks will then be back in the Spring of 2025 to finish the final paint coating (for which the paint is being stored by RLMA until they return).
 - All of Mr. Hoffnagle's property's finishing touches will be completed by Kinsley.
- **DN Tanks Payment Application #7 (\$340,983.90)**
 - Mr. Minnich made a motion that we make this payment and Mr. Henshaw seconded. All were in favor and the motion carried.
- **Windsor Community Center**

- The Authority authorized Ms. Mason to move forward with completing this plan review.
- **Red Lion Area High School Meter Pit**
 - Mr. Steve Riley has been working on this project and spoke with York Excavation. This matter should be finished shortly.
- **EAP and Dam Breach Documents with DEP**
 - RLMA has a Category 1 Dam that should be inspected annually, and the EAP has to be updated every 5 years. The most recent EAP documentation Ms. Mason can find is from 2012.
 - Mr. Krantz confirmed that is the most recent he has as well (stating that obviously it needs updated) and he will meet with Ms. Mason to remedy this matter. He also noted that CS Davidson previously completed the annual dam inspections themselves and submitted the paperwork to DEP.
 - Ms. Mason stated that Entech is capable of handling these various matters.

Solicitor's Report: (Cory Dillinger)

- **Rexroth Properties**
 - Mr. Dillinger has been working on an amended easement for Mr. Rexroth for his Water Main Relocation Project. At the last meeting we permitted him to move forward with the project as the water main is on his land, and Mr. Dillinger was finishing up the paperwork and other loose ends after the fact. Mr. Dillinger circulated an amended easement to Mr. Rexroth and his professionals and he has not yet heard back.
- **Verizon Cell Tower Lease**
 - Mr. Dillinger has requested the Board take action on this matter tonight as the gentleman from Verizon in charge of renegotiating this lease is relentlessly pursuing an answer.
 - Multiple propositions were presented with various options available, but ultimately the Authority did agree they would like to maintain a month-to-month lease.
 - After some discussion, it has been agreed upon that RLMA is willing to accept the offer of \$1,610 monthly (with a 10% escalator). Mr. Dillinger also noted Verizon mentioned the willingness to pay for his fees in the matter as well.
 - Mr. Henshaw made a motion to authorize Mr. Dillinger to move forward with this lease agreement and Mr. Minnich seconded. All were in favor and the motion carried.
- **Aldi**
 - No real update - Mr. Dillinger is still waiting on financial security.
- **Mr. Hoffnagle**
 - There were a few outstanding questions Mr. Hoffnagle had about the temporary easement, but Mr. Klinedinst and Mr. Krantz met with him as well as Kinsley detailing the work that they will be completing for him and he is now very happy with the plan.
- **Equine Meadows and The Paddock**
 - While all parties agree that RLMA does not own the water lines of either development, the HOA and the Developer disagree about which one of them is responsible/owner when it comes to who should pay for repairs.
 - Mr. Krantz believes there is a letter detailing a plan for the HOA to pay (in the event the Developer will not) and he plans to find it for the Board.

- The work is not overly extensive (approximately half a day), and it is believed that after completion of the leak repair (which is in the Paddock) we can figure out which party is responsible and they will pay the bill.
- **Hedgeford/Evergreen (Letter of Credit)**
 - This matter has recently arisen and neither Mr. Krantz or Mr. Dillinger were previously aware of it and it predates some of our most senior office employees. More information will be available as they investigate.
- **Solar Renewable Energy**
 - Mr. Dillinger has taken a slight step back on this project due to potential conflict of interest, but he did mention to SRE that they should reach out to local council at Windsor for help with permitting. He asked the Authority if anyone has heard anything since.
 - While RLMA has not heard back they noted that there are multiple ongoing projects and that while they are still interested this is not a main priority right now. Mr. Dillinger agreed that he feels the same on his end, but will keep communication open.
- **Rules & Regulations Changes**
 - Mr. Dillinger noted that he wanted to finalize all requested changes (as is custom at the end of each year) to the Rules and Regulations language.
 - He noted changes to the Construction Standards (where we now accept pro press meters) as well as escrow agreement language needing added for plan review projects etc.
 - A policy for an open meeting visitor speak time of 5 minutes was also presented.
 - Mr. Krantz would like Mr. Dillinger to review the language on service line maintenance for clarity - specifically the delineation between our lines and the customer's lines.
 - Mr. Dillinger will report back with all of these items.
- **Attorney for 457B Plan**
 - Mr. Dillinger noted that an outside attorney is now required to deal with the issue of the 457B Plan and someone needs to be authorized to put this into motion (either now or after further discussion in Executive Session).
 - Mr. LaTulippe made a motion to authorize retaining Mark Smith as our attorney to assist the Authority with handling any issues regarding the 457B plan and Mr. Minnich seconded. All were in favor and the motion carried.

Ms. Mason was excused from the remainder of the meeting by the Board members to allow time to grieve a recent family member's passing.

Water & Sewer New Business (continued):

- **Purchase of Kubota U48-5 (\$72,850.50) 2024 budget**
 - This would be purchased through Messick's Farm Equipment - CoStars certified.
 - Mr. Henshaw motioned to purchase and Mr. Minnich seconded. All were in favor and the motion passed.
- **Purchase of Ford F-250 (\$66,709) 2024 budget**
 - This would be purchased through LB Ford - CoStars certified.
 - Mr. Minnich motioned to purchase and Mr. Henshaw seconded. All were in favor and the motion passed.

The Board noticed at this point that a woman had entered the building

Visitor (Kelly Burkubow 100 W. Lancaster Street)

- The Visitor stated that she has been in contact with Mr. Krantz as well as some office employees regarding this property she recently won back after a divorce. The water was shut off due to nonpayment, and she is wondering how to go about getting it turned back on (making the dwelling livable again). She also noted that she is currently down on her luck on many counts and really needs to make ends meet.
 - The Board noted that they could discuss this matter after the meeting and would be in contact with her in the near future.

Superintendent's Report (John Krantz)

- Mr. Krantz submitted all necessary reports for October 2024.
- The Board looked at the Lead & Copper letters that were required to be sent out by the 15th. These notified customers of lead, galvanized, and unidentified lines.
 - We recommend to all customers with lead lines that they get them replaced. Anything from the curb-stop into the home is their responsibility and thus needs replaced at their cost (however it is noted that EPA cannot force customers to do this).
 - Lead lines on the RLMA owned side will be replaced.
 - There are few lines that fall into this category and our work on this project is only just beginning.
- Mr. Sprenkle and Mr. Krantz met with Entech to ensure the logistics for filling the Edgewood Tank and putting it online were taken care of.
 - Mr. Sprenkle assured them the water will be available, but we do need rain desperately.
- Mr. Krantz met with GES Automation regarding tying the SCADA into both of the new transducers at Fairmont and Edgewood. This must be accomplished before the new tank at Edgewood can be put online because we must be able to read what is in them. He is looking into cellular technology that would take data from each tank and send it directly to the treatment plant (and seems like our best option).
 - We are also looking into Sherwood-Logan (our current provider).
- We are moving forward with the transition to CUSI - all general ledger codes were sent over and our accountants met with them. The progress is finally moving at a consistent pace and it should not be much longer before implementation.
- DN Tanks did look at our Fairmont Tank while in the area (as it is on our project list to be repainted), but ultimately Entech will make the informed decision on how to proceed.
 - It may be beneficial (cost-wise) to look into another new tank depending on how much longer this tank is guaranteed for.
- Mr. Krantz has been in communication with Rep. Wendy Fink on various matters. We are still waiting to hear back about our insurance claim filed with PennDot.

Statement and Bill Approval:

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

Executive Session:

- The Board went into executive session at 8:03 pm to discuss various matters.
- After Executive Session Mr. Krantz provided the Superintendent's Report.

Adjournment:

- The Board returned from Executive Session and Mr. LaTulippe adjourned the meeting (after Mr. Krantz reported) at 8:43pm

Respectfully submitted by Kyrsten Scutta

**Red Lion Municipal Authority
Meeting Minutes
Wednesday December 18th, 2024**

Members Present

Dennis Klinedinst - Chairman
Gary LaTulippe- Vice Chairman
Chris Minnich- Asst. Sec./Treasurer
Solicitor

Others Present

John Krantz-Superintendent
Rebecca Mason - Entech (zoom)
Cory Dillinger-

Meeting Agenda/Minutes:

- The meeting was called to order at 7:00 p.m. where the pledge was recited and roll call was taken. Mr. Henshaw and Mr. Reichard were not present.
- Mr. Minnich made a motion to approve tonight's agenda and Mr. LaTulippe seconded. All were in favor and the motion ~~carried~~.
- Mr. Minnich made a motion to approve the minutes from the RLMA Meetings on November 20th, 2024, and Mr. LaTulippe seconded. All were in favor and the motion carried.

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

- We are pumping solely from Cabin and Beaver Creek because we are in good shape and no longer need to pump from ~~Greenbranch~~.

Connections Report: no new connections

Overtime Report: The report was distributed to the Board.

Water & Sewer-New Business:

- **York Water's Proposal for CMV Development**
 - o Mr. LaTulippe presented to the Board a breakdown of York Water's request for meter information from us, stating the amount of detail they desire is very extensive. He also noted that their request to take over the Chanceford Manor Village sewage system has yet to be approved, so we probably have time to come to an agreement where we compromise on the amount of information provided.
 - o Mr. Dillinger stated that Mr. LaTulippe is correct, and we will know better when this information is required by as things move forward. He also agreed that the amount of data requested is extensive and would question if that is the same information we have been giving CMV.
 - o The report as summarized by Mr. LaTulippe states:
 - RLMA gets 10 cents per name we provide data for, with an increase of one-half cent per year moving forward.
 - Each shutoff and turn on they am offering us \$20. If the actual cost comes out to more than \$40, we can submit an itemized bill for the difference (time, materials, transportation, etc.).
 - All of this is payable 30 days after information is received on their end.
 - RLMA would not be held liable for any damages, equipment loss, etc.
 - o Mr. Dillinger is comfortable with the indemnification language but wanted to double check on the competitiveness of the pricing provided.
 - o After Mr. LaTulippe and Mr. Krantz crunched the numbers and gathered data, it was determined that it would be in the best interest of the Authority to send a counteroffer to York Water.
 - o Mr. Dillinger is going to look at Mr. LaTulippe's notes and provide his edits and

suggestions to the Board.

- **Request to send CMV Sewage Billing Data**

- We have been providing CMV with meter reading data for 20+ years now, and Mr. Dillinger recommends that we continue to do so as we have in the past (without changing anything).
- Mr. Klinedinst noted that since the agreement is over 20 years old and clear documentation has not been found, he would like to renegotiate a new agreement before continuing to send data to CMV. Specifically, RLMA's office staff are doing a lot of this work for CMV for free and compensation needs to be determined.
- Mr. LaTulippe suggested we propose an amendment to this agreement and Mr. Dillinger agreed that this is possible, but both parties must agree. Mr. Krantz is going to talk to the head of CMV Sewage to start a conversation about updating this agreement, however Mr. Dillinger reemphasized that he would recommend continuing to send the data as we have in the meantime.

- **DN Tanks Payment# 8 (\$192,242.70)**

- There was some discussion about the numbering of the payments (DN Tanks vs PENNVEST), but it was confirmed by Ms. Mason that this is the eighth payment for DN Tanks and ninth for PENNVEST).
- Mr. Minnich motioned that we make payment number eight to DN Tanks and Mr. LaTulippe seconded. All were in favor and the motion carried.

- **Resolution 2024-7 Water Rules and Regulations**

- This resolution is to accept the Water Rules & Regulations as of 2025 to include deduct meters, open meeting policies, and escrow deposits.
- Mr. Dillinger walked the Board through some of the proposed changes listed in this resolution:

Deduct meters will no longer be honored.

An escrow deposit is required with an amount subject to the specific project in question. After some discussion the Authority decided that they want a minimum amount listed. Ms. Mason stated that \$3,500 should be sufficient.

The open meeting policy provides for length of speaking time, how far in advanced RLMA must be notified before a presentation to the Board, etc. It adds manners to the public discussion portion of meetings, giving the Chair more discretion.

Mr. Krantz also noted that he would like Mr. Dillinger to review the waterline ownership section (Authority vs Customer) to have the best description possible.

- Mr. Dillinger is going to make some of these changes, and we will pass the Resolution when it is finalized.

The Sewer Rules and Regulations are being worked on still as many changes are required

- **Resolution 2024-8 Emergency Response Plan**

- This is the same plan we renewed 2 years ago with updates to contact information, etc. as needed. It will now be known as Resolution 2024-7 since we are holding approval of the Water Rules & Regulations.
- Mr. LaTulippe made a motion to pass the resolution and Mr. Minnich seconded. All were in favor and the motion carried.

- **Meeting Dates 2025**

- o Mr. Krantz provided a list to the Board.
- o Mr. Klinedinst proposed the Board plan to meet before the regular monthly meeting September 24th, 2025 at 6pm, to being budget discussions.
- **Chemical Bids 2025**
 - o Mr. Krantz did note that our chemical costs are down 2.91% from 2024.

Chemical	Price	Company
Polymer	\$155.00	Brenntag Northeast
Liquid Alum	\$33,539	USALCO
Zinc Orthophosphate	\$83.15	Coyne Chemical
Caustic Soda	\$9.39	UNIVAR
Sodium Hypochlorite	\$18.32	UNIVAR
Sodium Bisulfite	\$54.00	UNIVAR
Fluoride	\$41.00	UNIVAR
Carbon	\$150.00	<i>Carbon Activated Corp.</i>
Potassium Permangnate	\$236.00	ChemRite
Copper Sulfate	\$315.00	ChemRite

*per 100 dry weigh pounds

- o Mr. Minnich made a motion to accept the 2025 chemical bids as presented and Mr. LaTulippe seconded. All were in favor and the motion carried. Mr. Krantz will send out letters notifying the companies that won their bids.

Solicitor's Report: (Cory Dillinger)

- **Rexroth**
 - o Mr. Dillinger provided Rexroth's engineers with the draft easement agreement and is still waiting to hear back. He will reach out again soon.
- **Cell Tower Leases**
 - o Mr. Dillinger and Mr. Krantz notified Verizon that RLMA is agreeable to their proposed amendment, and we expect to have a copy of it for the next meeting.
- **Mr. Hoffnagle (Edgewood Tank)**
 - o Mr. Dillinger touched base with him to let him know the driveway restoration would be happening around Spring 2025 (noting that we have until June per our contract). Mr. Hoffnagle was very agreeable and said this was fine as the weather is unpredictable.

- This holds true for finishing the painting of the tank.

Engineer's Report: (Rebecca Mason)

- **Pump Station B Elimination**
 - o Ms. Mason informed the Board that a decision has to be made on how RLMA intends to fund this project (Pennvest, Capital Funds, grant money, etc.) because DEP needs notified of the plan.
 - This project is expected to cost around \$230,000 with \$30,000 left in engineering
 - o She is also going to meet with Mr. Dillinger to discuss agreements between Windsor and York due to flow changes in this project.
 - o The permit is close to being submitted to DEP for review though.
- **Edgewood Tank**
 - o The PA DEP inspection went well, and the only thing left is bacteria sampling and then we will be able to get our operations permit for the tank (Jan. 6 is when sampling will take place).
 - o Mr. Dillinger questioned where the Windsor side of the inspection is and Mr. Krantz said

they are still waiting to hear back on some things, but plan to wrap up with them at the end of the project.

- **Dam Inspection**

- RLMA has a category 1 dam that must be inspected every single year. Ms. Mason has provided two proposals (from Schnabel Engineering) for this work and did note that unfortunately this inspection is just pricey in nature.
- It has been some time since the dam was inspected, so that needs to be completed in 2025 (~\$44,700). The EAP (~\$18,400) also needs to be updated every 5 years and part of this inspection will serve as an update to that as well.
- This also includes an inundation map.
- Entech is recommending that we go directly through Schnabel to avoid any price markup.

Superintendent's Report (John Krantz)

- ▶ Mr. Krantz submitted all necessary reports for November
- ▶ LB Ford delivered an F250 with a service body that we added running boards and amber safety lights to for employee use. Decals with our logo were also applied and everyone says it's running great.
- ▶ We are still waiting for the Kubota mini excavator which was ordered and is expected to be in shortly after Christmas at Messick's for pick up.
- ▶ All contributions to the MetLife supplemental retirement fund have been stopped. Mr. Krantz received a new contract today for assistance in making the transition to our new financial company.
 - A meeting will need to be scheduled with the Borough to discuss this further.
- ▶ Mr. Krantz met with Ms. Michelle Poole and Mr. Dan Shaw about RLMA's conversion process to our current PTO system. They also had questions for Mr. Krantz about our experience moving to the use of an accounting firm.
- ▶ DEP notified us of a missing data entry from one of our monthly reports. The sample was taken and passed; it was a simple clerical error that resulted in the error. This is a minor violation that will need reported but has been rectified.
- ▶ Mr. Krantz attended a SCADA Logistics Coordination meeting to learn about coordinating the two water tanks into our existing SCADA.

- o GES was willing to do the work of installing the equipment and implementing it into the SCADA.
- o Sherwin Logan is willing to assist in the process if they run into any issues.
- ▶ Heim Electric installed a low-level float at the Vine Street Pumping Station. This is an ongoing effort to rectify any bubbler failures with redundant notification systems.
- ▶ Windsor Borough has a water leak that they are looking for, in a consistent effort to handle the difficult seasonal weather that leads to frequent leaks.
- ▶ We received a DEP inspection report that included 3 minor violations at the WTP. There will be a meeting with the DEP to explain everything with instructions on what to do to fix it. This is a standard inspection and regular process.
- ▶ A ductile iron pipe on Vulcan Road needs to be replaced due to corrosion that Mr. Krantz plans to take care of once we receive the mini excavator. Ms. Mason confirmed that since it is a simple replacement engineering is not required.
 - o We're still going to add the automatic blow off to make sure the problem is entirely fixed.
- ▶ Mr. Krantz is going to get the installation of the generator at Greenbranch started. He plans to use a safety grant from PIRMA to include solar powered cameras to view the area.

Other Business:

-Mr. LaTulippe questioned if we have received money from Equine Meadows yet for repair work performed. Mr. Krantz informed him the bill has not yet been mailed out but will be soon.

-Mr. LaTulippe also wanted a refresher on the DEP Water Allocation Permit that has remained in limbo for some time and Mr. Dillinger replied that all necessary communication has occurred, and we are waiting patiently for a response on their end.

-Mr. Klinedinst questioned if air quality standards will affect the use of our generator at Greenbranch and Ms. Mason says that it would need to be used for several hundred hours before this would affect RLMA.

-This is contingent upon the Water Allocation Permit renewal that we are waiting on still.

Statement and Bill Approval:

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

Executive Session:

- The Board went into executive session at 8:13 pm to discuss various matters.

Adjournment:

- The Board returned from Executive Session with no decisions made and Mr. Klinedinst adjourned the meeting at 8:35pm

Respectfully submitted by Kyrsten Scutta